



City of Del Mar Staff Report



TO: Honorable City Council Members

FROM: Kathleen Garcia, Planning and Community Development Director
Via Scott W. Huth, City Manager

DATE: April 6, 2015

SUBJECT: City Hall/Town Hall Project CEQA Consultant Recommendation of
RECON Environmental Inc. (RECON)

REQUESTED ACTION/RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to execute a Task Order with RECON in an amount not to exceed \$250,000, including contingencies, for preparation of an Environmental Impact Report (EIR) for the City Hall/Town Hall project.

DISCUSSION/ANALYSIS:

The City of Del Mar maintains six consultant firms under contract for work associated with California Environmental Quality Act (CEQA) compliance. These contracts were first established in 2011 and renewed by the City Council at the September 2, 2014 meeting. The firms were selected through an extensive Request for Qualifications and screening process. As the need for CEQA consulting service arises, these six firms are invited to submit proposals and costs estimates to perform the identified task. For the City Hall/Town Hall project, Request for Proposals (RFP) 2015-04 was released on March 4, 2015 to the six contracted firms.

Staff received six proposals and fee estimates (between \$167,985 and \$267,741) to complete the environmental analysis work. Staff reviewed the proposals to determine which submission best met the needs of the project with an accelerated time schedule, most cost effective process, and a thorough understanding of the Del Mar community and the issues associated with replacing City Hall. Staff is recommending that RECON prepare the CEQA documentation.

RECON has demonstrated that they have the necessary experience with complex environmental analysis in Del Mar, having successfully completed the EIR for the Village Specific Plan and a Mitigated Negative Declaration for the Citywide Streetscape Project. RECON has demonstrated a strong understanding of our local process for assessing new development, both from a regulatory and community participatory

City Council Action:

standpoint. In addition, RECON provided a detailed methodology for assessing two key criteria within the proposed EIR – Traffic and Aesthetics.

RECON's bid, while not the lowest, offered an expanded scope for evaluating the aesthetic impact of the project on public and private views. They proposed the preparation of detailed neighborhood character assessments, 3D visual simulations from key vantage points and a visual impact assessment report. Staff believes this more extensive visual assessment is necessary for the project. RECON also proposed an accelerated timeframe, completing the work approximately two months earlier than staff's estimation.

Staff is requesting that the City Council authorize the City Manager to negotiate and enter into a task order with RECON for the CEQA documentation in an amount not to exceed \$250,000. This budget includes the work program (\$216,493) and a contingency of \$33,507 for unexpected consequences, to be authorized by the City Manager only if necessary. This work is expected to be finished no later than November 2015, which improves upon the City Council-adopted schedule by approximately two months.

FISCAL IMPACT:

The amount allocated for this task order is included in the FY 2014-2015 and 2015-2016 Operating and Capital Budget (Revised) and requires no additional appropriation.

ENVIRONMENTAL IMPACT:

This action is to authorize the preparation of an EIR for the Del Mar City Hall/Town Hall project.

PRIOR CITY COUNCIL REVIEW:

On June 20, 2011, the City Council authorized staff to circulate a Request for Qualifications (RFQ) to provide on-call consulting services. On September 12, 2011 and October 3, 2011, the City Council directed the City Manager to enter into agreements with the qualified firms. On September 2, 2014, the City Council renewed these contracts for a period of three years.

ATTACHMENTS:

Attachment A – Request for Proposal RFP 2015-04
Attachment B – RECON Proposal



City of Del Mar



DEL MAR

Request for Proposals to On Call CEQA Consultants RFP 2015-04

for

CEQA Preparation

for a new

City Hall and Town Hall

with Plaza, Parking and Expansion Area

RFP Issue Date: March 4, 2015

Due Date: 4:00 p.m. on Wednesday, March 25, 2015

This is a description of the services and submittal requirements.

City of Del Mar
1050 Camino del Mar
Del Mar, CA 92014

Proposals are to be submitted digitally to KGarcia@delmar.ca.us

ALL PROPOSALS MUST BE RECEIVED NO LATER THAN 4:00 P.M. ON MARCH 25, 2015.

NO LATE OR FAXED PROPOSALS WILL BE ACCEPTED.

Please notify Kathleen Garcia no later than Friday, March 6 if you do NOT intend to submit a proposal.

Request for Proposals for City Hall Architectural Services (RFP 2015-04)

The City of Del Mar is replacing its existing City Hall administrative offices, the facilities used for City Council hearings, community meetings and Del Mar TV, as well as redeveloping the city-owned site at 1050 Camino del Mar. As one of the City's On-Call Consultants for CEQA, you are being asked to prepare a proposal with scope of work and fee proposal.

This RFP includes the following:

1. Background
2. Development Program
3. Scope of Services
4. Submittal Requirements
5. Selection Process & Evaluation Criteria
6. General Conditions

1. Background

The City began planning for a new City Hall in the 1980s and 1990s but did not move forward with implementation. The City Council initiated current discussions with the community in June 2013 with a commitment to replace the unsuitable existing facilities. Discussions in the last twenty months determined the site for the civic uses (1050 Camino del Mar); assessed space needs and prepared a preliminary civic program; established goals and evaluation criteria for the project; and considered additional uses (commercial and/or residential) for the site. The City Council has conducted three community workshops, to date. At this point, the City Council has determined that they wish to move ahead with designs for the civic uses only with a design that allows flexibility for expansion or additional uses. Any future development would be determined at a later time.

The City has recently completed a public opinion poll for the community to weigh in on the options of development intensity. The results of the poll informed the program stated below. This information is also available on the

City's website at www.delmar.ca.us/cityhall.

1050 Camino del Mar

The current City Hall at 1050 Camino del Mar was built as a school in the 1920s and expanded in the 1950s. The Del Mar City Hall has been located in this former school since the 1970s. In the 1980s, trailers and a TV Studio building were installed to supplement the former school buildings. The property is owned by the City and consists of two lots



and an east/west alley (unused) for a total of approximately 67,500 SF or 1.5 acres. The site is zoned PF – Public Facilities, which can accommodate the civic uses of a City Hall, Town Hall and public parking.

City Hall currently houses 23 full-time and 5 part-time (interns or special project staff) employees. For future planning purposes, the City does not anticipate any significant growth in staff. Currently, the City Hall accommodates the City Manager’s Office and the Administrative Services, Finance and Planning Departments as well as areas for the Sheriff Officer (1-2 persons) and Park Ranger (1-2 persons). (Public Works and Community Services departments will remain in existing, separate facilities on other sites.) It is anticipated that the new City Hall will be approximately 9,250 SF and will have the flexibility for future expansion, if needed.

A Town Hall of approximately 3,200 SF is envisioned as a flexible meeting space for approximately 100 - 150 persons, with the desire to be able to subdivide the meeting hall into smaller meeting rooms as well as having a closed session conference room. The Town Hall is intended to host City Council, Design Review Board and Planning Commission meetings, as well as other community meetings. It should be flexible to convert to performance or cultural space and have the ability to expand in the future, if needed. The Town Hall should also accommodate studio and control room space for the local TV Station, Del Mar TV.

The community also wishes to include a civic plaza for outdoor community event space, including a Farmer’s Market. Currently, the Del Mar Farmer’s Market operates in the lower parking lot at City Hall.

Parking will be provided to support the uses pursuant to the Del Mar Municipal Code and will also include additional parking to contribute to the available public parking for a total of 160 stalls.

Additional information on the City Hall planning process to date can be found on the City’s website at: www.delmar.ca.us/cityhall.

1. Development Program

The project will be for a new City Hall (administrative offices), Town Hall (flexible meeting space for City Council meetings and community meetings as well as shell space for Del Mar TV), a plaza, and public parking in either a parking structure (tucked under buildings) and/or surface parking. The entire site will be redeveloped.

The development program is:

- a. Approximately 9,250 square foot ($\pm 10\%$) City Hall that includes adequate and flexible space for public counters, lobby, conference rooms and public restrooms.
- b. Town Hall (Approximately 3,200 square foot ($\pm 10\%$)) that has seating for a minimum of 100 persons with flexibility to go up to 150 persons (in workshop table seating) in a flexible space that accommodates a variety of uses, including Council Chambers/TV Studio, community meeting rooms, and space for Del Mar TV.

- c. Approximately 160 parking stalls (all or a majority in structure).
- d. Approximately a 15,000 square-foot public plaza to be used for various events.
- e. Area (between 11,000 and 20,000 square feet) for future expansion, with maximization of expansion space.

2. Scope of Services

The selected consultant team will prepare the CEQA documentation, including Initial Study, Notice of Preparation, Scoping Meeting, all necessary technical studies, the Draft EIR (assuming an EIR or other documentation), Response to Comments and the Final EIR, as well as all submissions to agencies and the Notice of Determination. The CEQA consultant shall include all consultants necessary for full documentation.

The project schedule (Attachment A) was adopted by City Council and is expected to be maintained or exceeded. There is a strong desire by our City Council to expedite the CEQA documentation and to have it certified in November or December of 2015, rather than January 2016 as the schedule shows. Please be prepared to show ways to expedite the work effort.

The City has already contracted for a site topographic survey which is attached (Attachment B) and available as a CADD file to the selected team.

The City is in the process of hiring an Architect for the design of the project. That design team will be expected to coordinate with the environmental review process, particularly incorporating mitigations as necessary.

The consultant is expected to attend the necessary City Council meetings at key milestones in the design process. The consultant is also expected to attend the two community workshops in addition to any necessary Scoping Meeting.

3. Submittal Requirements

Please submit one (1) digital copy (PDF format only) of your Proposal. The digital copy may be emailed to kgarcia@delmar.ca.us

Proposals must be received by **4:00 p.m. on Wednesday, March 25, 2015**. Submissions after this deadline will not be accepted. No faxed proposals, please.

Proposal Contents

The submittal shall include:

1. **Project Approach**, summarizing key understanding of the project and your team's approach to addressing the key issues, including:
 - a. Assessing visual/view impact on surrounding residential homes
 - b. Assessing potential traffic issues associated with the development

- c. Maintaining/Improving the schedule to meet or exceed expected deadlines.
2. **Scope of Work:** Please provide a detailed scope of work of the steps you will undertake through certification and filing, including the tasks you will undertake and the deliverables. Include a project schedule to show how there can be improvements to the adopted schedule (Attachment A) for earlier certification.
 3. **Team:** Describe the management plan to be used and staffing configurations. Please identify all consultants necessary for the tasks. No qualifications are necessary.
 4. **Fee:** Provide a detailed not-to-exceed fee proposal, based upon your fee schedules submitted with the contract. The fee proposal shall show estimated hours and fee by personnel per task and must match the scope of work. The fee proposal must also show a not-to-exceed budget for all reimbursable expenses.
 5. **Other:** Any other information that will help the City's selection process, particularly addressing the selection criteria identified below.

Proposals should be concise and complete and do not need to be extensive, however there is no page limit or requirement. Proposals may be in letter format and should be organized based upon the Contents stated above.

Proposal Schedule

The following is the anticipated schedule for the Proposal:

March 2, 2015:	City Council meeting to determine development program
March 4, 2015:	Release of RFP
March 3-20, 2015:	Staff available for questions and meetings/tour by appointment
March 25, 2015:	Proposal due to City of Del Mar
March 30, 31, 2015:	Interviews if needed
April 7 – 15, 2015:	Contract and Scope negotiations
April 20, 2015:	City Council meeting – Approval of Contract
April 21, 2015:	Notice to proceed

(Please note that the anticipated overall Project Schedule is in Attachment A.)

Pre-proposal Meeting

At this stage, no pre-proposal meeting is planned however staff is available for appointments to conduct a tour, meetings or clarifications during normal business hours. All inquiries and/or requests for meetings or clarification of the RFP shall be addressed to Kathleen Garcia, at kgarcia@delmar.ca.us or 858.755.9313 x157.

Please notify Kathleen Garcia no later than Friday, March 6 if you do NOT intend to submit a proposal.

4. Selection Process & Evaluation Criteria:

The City intends to select a consultant team based on the consultant's demonstrated competence and proposal related to the desired services. The considerations that are most important to the City in making such a selection include the following:

1. Approach and methodology for assessment;
2. Scope of Work;
3. Value to the City and subsequent costs; and
4. Commitment of involvement on behalf of the principal/project manager and key team members.

Upon selection of the most desired Consultant, the City will negotiate a reasonable fee with the successful firm. If negotiations are not successful, the next most qualified firm will be notified for fee negotiations.

The City reserves the right to reject any and all submittals or to release a new Request for Proposal. The City also reserves the right to select qualified consultants from different teams or to reject one or more of the members of the consultant's identified team, in which case, the consultant may submit a substitute team member for consideration by the City. The City also reserves the right to seek clarification of each RFP submitted and reserves the right to require other evidence of technical, managerial, financial, or other abilities as part of the selection process.

The City retains sole discretion to evaluate proposals the City deems to be the most responsive. The evaluation process shall include review of proposals by a panel as designated by the City Council. At the discretion of the City, consultants submitting proposals will be requested to make oral presentations/interviews as part of the evaluation process.

The City reserves the right, where it may serve the best interest of the City, to request additional information and clarification from consultants.

5. General Conditions

Standard Contract

Proposers are all under contract from the City's on-call CEQA Consultant Contract. The City Council intends to execute a Task Order at their April 20, 2015 meeting with an authorization to proceed and work start up on April 21, 2015.

Limitations

This RFP does not commit the City to pay any costs incurred in the preparation or presentation of such RFP, or to procure or enter into a contract for services or supplies.

Equal Opportunity

In connection with proposals pursuant to the RFP, it is agreed that the consultant shall not, on the ground of race, religious creed, color, national origin, age, ancestry, physical handicap, medical condition, marital status, or sex, discriminate or permit discrimination against any person or group of persons in a manner prohibited by Federal, State, or local laws. In connection with this RFP, consultant shall not discriminate against any employee or applicant for employment because of race, religion, creed, color, national origin, age, ancestry, physical handicap, medical condition, marital status, or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In the event of a consultant's noncompliance with this nondiscrimination clause or with any such rules, regulations or orders, the consultant may be declared ineligible for a contract agreement with the City.

Business License

The consultant(s) selected will be required to obtain a Del Mar Business License while conducting any work under the contract.

Insurance

The consultant(s) selected will be required to maintain the City's minimum insurance requirements (\$2 million) during the entire duration of any contract, with the City named as an additional insured party.

Submissions

All materials, inquiries, responses, or correspondence related to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by the consultant will become property of the City and a matter of public record. Any changes to this RFP by the City will be provided to the shortlisted firms. Such changes become an integral part of the RFP for incorporation into any contract awarded pursuant to the RFP.

The City assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt. All costs incurred during proposal preparation or in any way associated with the Consultant's preparations, submission, presentation, or oral interview shall be the sole responsibility of the Consultant.

City Disclaimer

The City reserves the right to reject any or all Proposals, to waive any informality in any Proposal, and to select the Proposals that best meet the City's needs. The City also reserves the right to reduce or revise elements of the scope of services, or to amend or modify the contractual requirements, to extend the due date for the proposal or to negotiate with any qualified consultant.

No representation is made that any contract will be awarded pursuant to this RFP. In no way shall a contract be any guarantee of services to be provided or to be viewed as an exclusive contract in any way. The city reserves the right to retain additional consultants as necessary to satisfy the needs of the City. All costs incurred in the preparation of the proposal, in the submissions of additional

information and/or in any other aspect of a proposal prior to the award of a written contract will be borne by the proposing firm. All proposals submitted to the City in response to this RFP shall become the property of the City and considered public information.

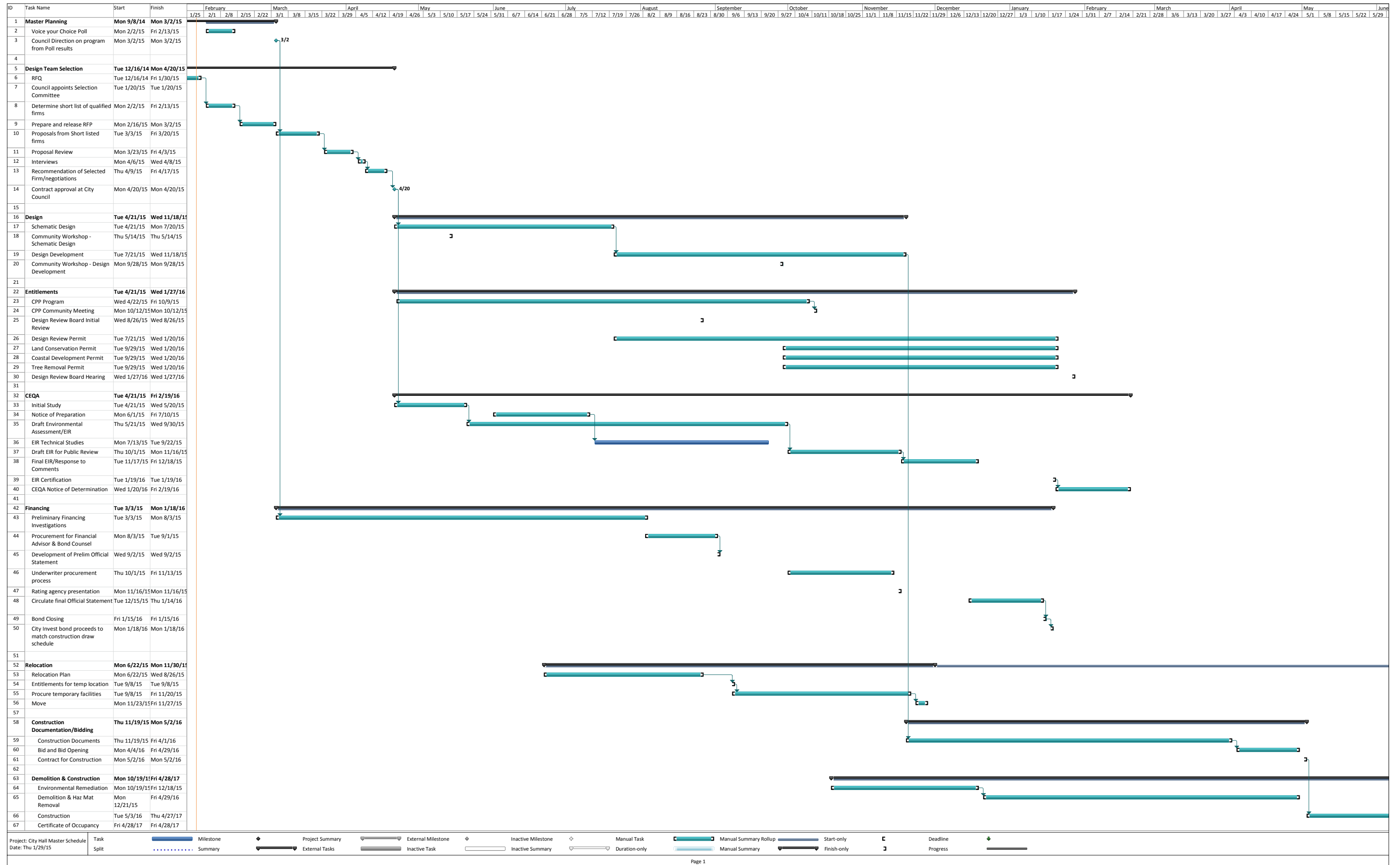
Undue Influence

By submission of a proposal, the consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the City in connection with the award or terms of the Agreement that will be executed as a result of this RFP, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City will receive compensation, directly or indirectly, from the vendor, or from any officer, employee or agent of the vendor, in connection with the award of the Agreement of any work to be conducted as a result of the RFP. Violation of this Section shall be a material breach of the Agreement/Contract entitling the City to any and all remedies by law or in equity.

End of Request for Proposals

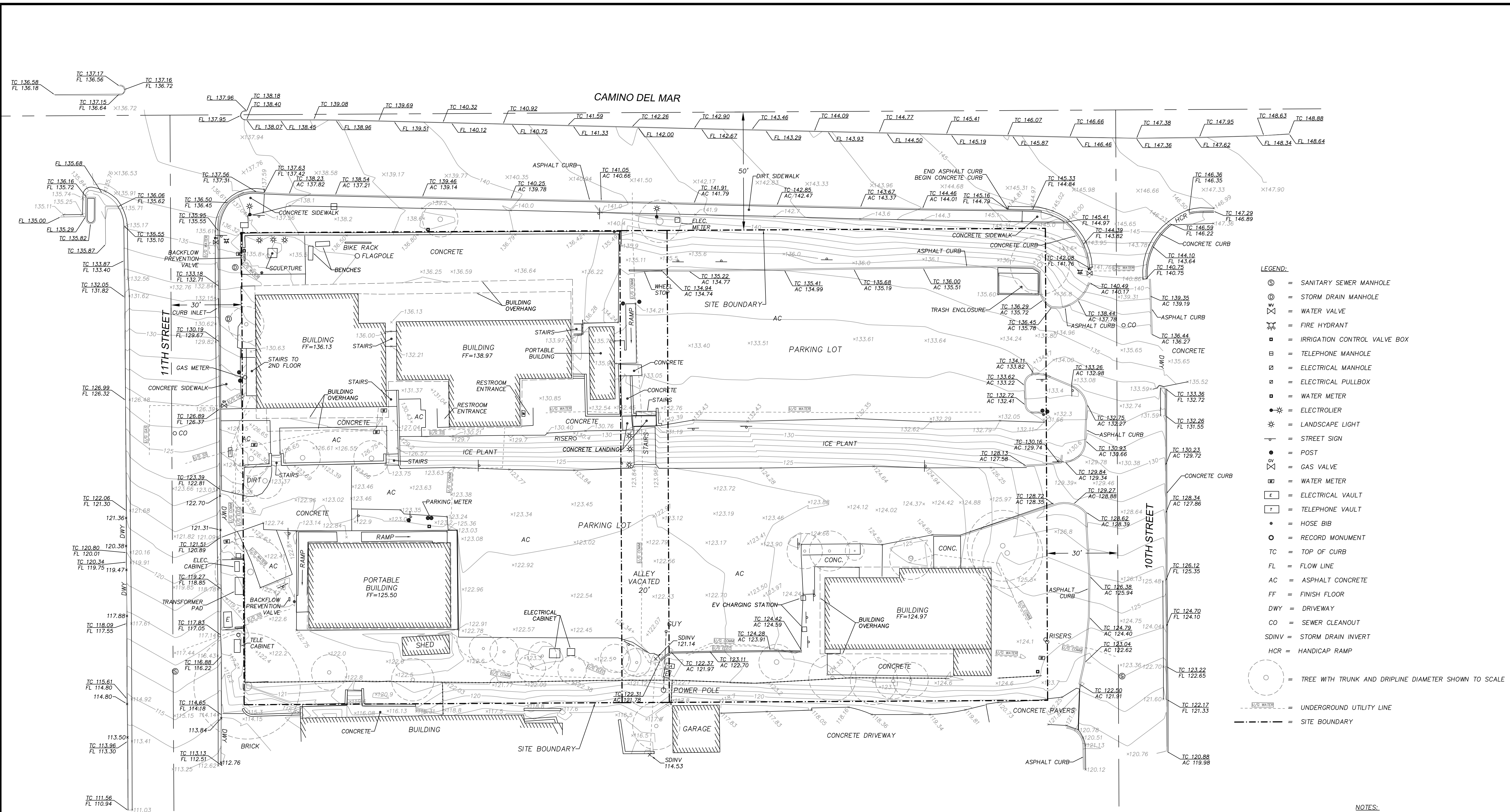
Attachment A: Project Schedule, as adopted by City Council

Attachment B: Topographic Survey



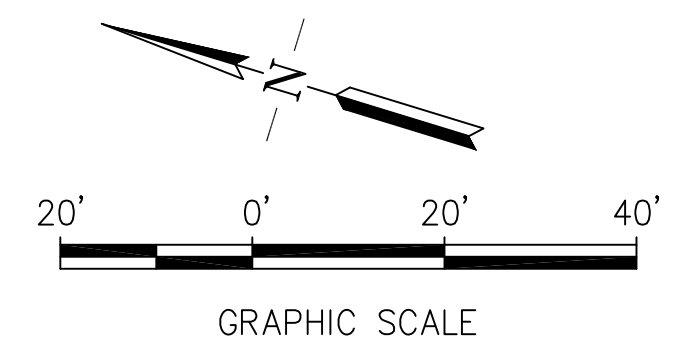
Project: City Hall Master Schedule Date: Thu 1/29/15

Task Split
 Milestone Summary
 Project Summary External Tasks
 External Milestone Inactive Task
 Inactive Milestone Inactive Summary
 Manual Task Duration-only
 Manual Summary Rollup Manual Summary
 Start-only Finish-only
 Deadline Progress



- LEGEND:**
- ⊙ = SANITARY SEWER MANHOLE
 - ⊕ = STORM DRAIN MANHOLE
 - ⊗ = WATER VALVE
 - ⊛ = FIRE HYDRANT
 - ⊠ = IRRIGATION CONTROL VALVE BOX
 - ⊡ = TELEPHONE MANHOLE
 - ⊞ = ELECTRICAL MANHOLE
 - ⊟ = ELECTRICAL PULLBOX
 - ⊠ = WATER METER
 - ⊛ = ELECTROLIER
 - ⊛ = LANDSCAPE LIGHT
 - ⊞ = STREET SIGN
 - ⊙ = POST
 - ⊗ = GAS VALVE
 - ⊠ = WATER METER
 - ⊞ = ELECTRICAL VAULT
 - ⊞ = TELEPHONE VAULT
 - ⊙ = HOSE BIB
 - ⊙ = RECORD MONUMENT
 - TC = TOP OF CURB
 - FL = FLOW LINE
 - AC = ASPHALT CONCRETE
 - FF = FINISH FLOOR
 - DWY = DRIVEWAY
 - CO = SEWER CLEANOUT
 - SDINV = STORM DRAIN INVERT
 - HCR = HANDICAP RAMP
 - ⊙ = TREE WITH TRUNK AND DRIPLINE DIAMETER SHOWN TO SCALE
 - = UNDERGROUND UTILITY LINE
 - - - = SITE BOUNDARY

NOTES:
 SURVEYED BY TOWLL BETWEEN
 DECEMBER 22, 2014 AND FEBRUARY
 11, 2015.
 HORIZONTAL LOCATION IS BASED ON
 THE CALIFORNIA COORDINATE SYSTEM
 (CCS83, ZONE 6, EPOCH 2007.0)
 ELEVATIONS ARE BASED ON NAVD88.
 CONTOUR INTERVAL IS ONE FOOT.



PRELIMINARY - NOT FOR CONSTRUCTION

REVISION	DESCRIPTION	APPROVED	DATE

SCALE: 1" = 20' ACAD FILE NO.	DESIGNED:	DRAWN: RBY	CHECKED: DJM
PROJECT NO. 14616-102	ENGINEER OF WORK	R.C.E. NO.	DATE



City of Del Mar
 1050 Camino del Mar, Del Mar, CA 92014
 T 858.755-9313 F 858.755-2794
 www.delmar.ca.us

APPROVED	DATE
PUBLIC WORKS DIRECTOR	

CITY OF DEL MAR		SHEET 1 OF 1 SHEETS
TOPOGRAPHIC SURVEY OF DEL MAR CITY HALL SITE		

ORIGINAL SCALE: 1" = 30'



An Employee-Owned Company



Proposal for CEQA Preparation for a New City Hall and Town Hall with Plaza, Parking and Expansion Area



Prepared for
City of Del Mar
1050 Camino del Mar
Del Mar, CA 92014

Prepared by
RECON Environmental, Inc.
March 25, 2015

Item 09

1927 Fifth Avenue
San Diego, CA 92101
P 619.308.9333
F 619.308.9334
www.reconenvironmental.com

2033 East Grant Road
Tucson, AZ 85719
P 520.325.9977
F 520.293.3051

5951 Encina Road, Suite 104
Goleta, CA 93117
P 805.928.7907



An Employee-Owned Company

March 25, 2015

VIA E-MAIL: KGarcia@delmar.ca.us

Ms. Kathleen Garcia
City of Del Mar
1050 Camino del Mar
Del Mar, CA 92014

Reference: Proposal to Prepare a Focused Environmental Impact Report for the City of Del Mar City Hall and Town Hall Project

Dear Ms. Garcia:

The Del Mar City Hall and Town Hall Project presents the City of Del Mar (City) with an opportunity to provide upgraded and expanded facilities for civic functions, provide a centralized parking structure as part of the downtown's revitalization and economic growth, and maximize use of the underutilized parcel in the City's core. To make this happen most effectively, the City requires coordinated design and environmental services on an expedited timeline. RECON Environmental, Inc. (RECON) is pleased to present this proposal to prepare a focused Environmental Impact Report (EIR) in compliance with the California Environmental Quality Act (CEQA) for this important civic improvement project.

PROJECT APPROACH

The RECON approach and scope of services for the project has been carefully crafted to provide the City a focused effort, legally defensible document, and overall value. This proposal is not only based on our experience with the City, but also attendance and review of the City Council hearings on the project, survey and design opinions; discussions with City staff; and early coordination with our subconsultant partners, Ms. Dawn Wilson of Fehr & Peers and Mr. David Preciado of Estrada Land Planning (ELP). RECON attended the public hearing on January 5, 2015, where the scheduling and goals of this project were discussed by the City Council. We also reviewed the video of the March 2, 2015, hearing where the results of the survey completed during the Master Planning Stage for the design of this project and City Council's input on the project design were discussed.

We understand that financing is the primary driving factor for the schedule and completion of the project before year end. We have included the schedule with the project commitments to achieve the results. Also illustrated within our scope are tasks and key milestone submittals to head off the potential for delay, and where possible, provide opportunities for reducing the overall schedule.

Project Leadership

The RECON team dedicated to this project includes individuals who have worked on recent and relevant projects with the City staff: Ms. Bobbi Herdes and Ms. Alyssa Muto. As the Principal in Charge and CEQA Technical Advisor, Ms. Herdes will use her experience, in particular with the Village Specific Plan Program EIR (PEIR), to provide quality control and review. Not only does she have more than 20 years of experience preparing documents in compliance with CEQA, her expertise includes direct participation on very contentious projects where the adequacy of the EIR has been challenged and upheld, as was the case of the Balboa Park Plaza de Panama EIR. Ms. Herdes will participate in all project workshops and hearings, review all draft and final deliverables, and as necessary, she will be directly involved in developing resolution of issues which may arise prior to hearing and certification of the EIR. Ms. Herdes' established relationship with the City staff and an understanding of the project area will provide the City with a dedicated Principal level consultant committed to successfully completing the project on time. This will allow the City to implement their long-anticipated revitalized City Hall.

Ms. Alyssa Muto, Project Manager and point of contact, will be available and responsive to the City throughout the project. She will also serve as the primary author of the EIR. Ms. Muto worked on the Findings and Statement of Overriding Considerations for the Village Specific Plan PEIR and recently managed the Del Mar Citywide Sidewalks Project Mitigated Negative Declaration (MND). As demonstrated on this project, Ms. Muto has an excellent understanding of CEQA and looks toward potential issues early in the process to frame the analysis with solutions and allow for flexibility for the decision makers. For the Sidewalks Project MND, Ms. Muto coordinated directly with the engineers, City staff, and legal counsel when a CEQA 'fair argument' was raised during public review. Both as a consultant and through her former role at the County of San Diego, she has developed an approach to serving public agencies through dedication and sensitivity to the project and politics.

Team Technical Expertise

RECON has identified support and technical staff for this important project, to provide the depth of expertise necessary and expected of a consultant. Mr. Greg Kazmer recently worked with City staff on the Citywide Sidewalks Project and the Village Specific Plan PEIR. Mr. Kazmer and Ms. Muto have worked together on numerous successfully completed RECON projects, and provide the City a team of CEQA professionals who work with efficiency and cost savings at every stage of the project.

Technical specialists who worked on the Village Specific Plan PEIR in the areas of cultural resources, air quality, greenhouse gas emissions, and noise analyses were consulted for the scope of work on these issues and will be assigned to this project, providing efficiency at the technical staff level. Further, the traffic engineer, selected for the project team, Ms. Wilson, worked with Ms. Herdes as the City on-call traffic consultant to coordinate the review and City approval of the traffic analysis for the Village Specific Plan PEIR.

RECON has presented a cost estimate with key personnel assigned to this project and their hours dedicated as an attachment. We have included this information to provide the City with the reassurance that the senior staff outlined in this proposal will be committed through their time and integrally involved in every task to ensure the documentation is on time, on budget, and legally defensible.

Streamlined Schedule

The City Hall site is within the project area delineated for the Village Specific Plan; however, that Plan does not specifically address redevelopment or renovation with new facilities. While there is ample relevant information within the Village Specific Plan PEIR, and the document was certified by the City as the Lead Agency prior to the vote under Measure B, the City Hall and Town Hall Project is not recommended as a tiered project. Therefore, RECON proposes to glean existing conditions and background information on the City, project area, and environmental setting and analysis from this EIR. Where necessary, data will be updated to reflect any changes to refine the information for the project. In preparation for this proposal and to ensure the most accurate time and costing estimates, RECON identified content from that PEIR that could be utilized in this upcoming effort.

The project environmental review process will be completed within the remaining eight months of 2015 in an effort to allow for financing opportunities that presently exist. The RECON team understands that the design process for the facility will be a concurrent process. We have prepared our scope of work such that the technical analysis for the EIR, and more specifically for circulation, parking, and access, and the visual analysis for massing and siting, will be woven into the design process. We have identified clear tasks and milestones within the Phase 1 stage of schematic design which will include meetings and coordination with the design team to discuss the vehicular and pedestrian access constraints, and feedback of the preliminary massing and siting impacts. These efforts will allow for input into the Phase 1 design stage well before presentation of the proposed design(s) to the City Council in early July 2015. This early understanding of the environmental consequences of the project were requested by the Mayor at the March 2 City Council hearing.

SCOPE OF WORK

As stated above, a focused scope of work is recommended for this project to maintain the schedule and achieve the results of a legally defensible EIR for a project that can be implemented through bid and construction. The following scope of work is provided to lay out the path and commitments for the project.

Task 1 – Project Initiation and Site Visit

To initiate the project, RECON will coordinate a project kickoff meeting within five days of the Notice to Proceed (NTP), anticipated on April 20, to set the stage for team communication and coordination, maintenance of the schedule, and the focused EIR approach for this project. A schedule of the milestones and commitments as outlined in this proposal and a detailed list of information exchange will be provided and amended based on the meeting.

While a preliminary site visit was conducted by members of the RECON team in preparation for this proposal, a more focused and coordinated team site visit will be conducted. This site visit will be used to supplement any photographic documentation that may be necessary for the project analysis. It is recommended that this site visit be conducted in concert with the above-referenced kickoff meeting.

With respect to supporting documentation, much of the background information has been collected or is currently on record with RECON from our previous work with the City on the Village Specific Plan PEIR and the Citywide Sidewalks Project MND. Therefore, effort on this review will be reduced and focused on updating information as needed. Those documents and information used and incorporated by RECON are indicated by an asterisk below.

Relevant Background Information
Del Mar Community Plan (1976)*
Del Mar 2000 (1982)*
Local Coastal Plan – Land Use Plan (1993)*
Camino Del Mar Streetscape Plan (1996)*
City of Del Mar Parking Master Plan Report - Village Center and North Beach Areas (2000)*
City of Del Mar Vision 2020 - Results of Long Range Planning (2003)*
City of Del Mar: Downtown Village Revitalization Project (2004)*
Revitalization Plan for Del Mar Village (2007)*
Garden Del Mar Specific Plan (2008)*
Documents associated with the Community Review Program*
City maintained traffic and parking count data (including planned counts for 2015); bicycle data; accident data; public works data pertaining to water, sewer, hydrology and water quality, infrastructure, geology and soils, and hazardous materials; climate action/adaptation planning information
Online (and in-house) geographic information system (GIS) and other informational databases and websites (such as San Diego Association of Governments [SANDAG] Data Warehouse and the Regional Water Quality Control Board and Air Pollution Control District website).

Task Scope Items:

- Attendance at a kickoff meeting for RECON environmental team members and subconsultant task managers, City staff assigned to the project, and a representative of the architectural firm retained for design, as desired.
- Coordinate team site visit with City staff and the architect (if desired), to walk the project site, share knowledge of opportunities and potential constraints, and to discuss potential design concepts.
- Prepare and refine a project schedule and request for project data

Task 2 – Initial Study Checklist and NOP

RECON has prepared a preliminary review of the CEQA Appendix G issues in preparation of this proposal to ensure that the effort and time scoped is as accurate as possible. A summary of the preliminary determinations for significance, and anticipated need for further detailed analysis within the EIR is provided in the following table. An asterisk is noted next to those sections where further analysis within an EIR section is anticipated.

Environmental Issue	Scoping
Agricultural and Forestry Resources	The project is located on a developed parcel within an urbanized area; therefore, there would be no impact on agricultural or forestry resources.
Air Quality and Greenhouse Gas Emissions*	The operation of the new facility would be subject to updated building codes and construction techniques. There is the potential for the new structures, especially with LEED design features, to be more efficient in comparison to current operations. In addition, the overall construction, if phased, may not exceed the accepted threshold for air quality emissions impacts based on the proposed square footage and uses. RECON will conduct an analysis that would include any potential impacts from construction and operation. RECON will make early recommendations to the architect if modeling indicated that implementation could result in a potentially significant impact so as to allow for any construction modifications or phasing to reduce impacts. See the detailed scope provided below.

Environmental Issue	Scoping
Biological Resources	Given the highly developed nature of the project area, the only biological resources anticipated to occur would be raptors and migratory birds associated with the project area's trees. With this in mind, RECON proposes to include a project design measure that requires that any tree removal occur outside of the breeding season. This would ensure impacts are avoided.
Cultural Resources*	The cultural resources section of the EIR will be based primarily on the information that RECON prepared for the Village Specific Plan PEIR, and will include archaeological, historical, and paleontological resources. In addition to the records search completed for the Village Specific Plan PEIR, RECON conducted a records search for the Citywide Sidewalks Project within the last year, making this documentation suitable for use on this project. Given the already developed nature of the project property, an archaeological field survey is not necessary. RECON will contact the Del Mar Historical Society and relevant City staff to follow up on information related to the history and development of the current City Hall building. A survey of historic architectural resources is also not considered necessary as the City already has a list of several structures of historic interest, including a couple of locally listed properties. See the detailed scope provided below.
Geology and Soils	The assessment of potential impacts related to geologic hazards and soil conditions will be adequately addressed through information provided by the City and development solutions incorporated into the project design. Because the current California Building Code (CBC) includes strict seismic safety and geotechnical requirements, RECON believes that compliance with the CBC would ensure that potential geologic and soils hazards would be avoided or reduced to below a level of significance.
Hazards and Hazardous Materials	RECON has reviewed the hazardous materials sites listing information from the Village Specific Plan PEIR and conducted an updated review, and the nearest site is located southeast of the project site at the property that was previously a gas station. The project would not be affected by any soil or site contamination that may be present on that property. With regard to the existing structures on-site, while generally older (pre-1978) structures may contain hazardous building materials, demolition will require compliance with existing state regulations for contaminated materials containment and disposal. RECON believes that compliance with these regulations would ensure that potential release or exposure to hazardous materials would be avoided or reduced to below a level of significance.
Hydrology and Water Quality	The current regulations governing water quality and hydrology would be imposed on the design and development of the project and with the incorporation of mandated Best Management Practices and Low Impact Development practices, hydrology and water quality impacts would be avoided or reduced to below a level of significance.
Land Use, Recreation, Visual Character, and Aesthetics*	While the project is intended to be designed in a manner that is consistent with the existing land use and zoning, a detailed EIR section is proposed that will include a summary of the conformance of the proposed land uses and design features with existing regulations. Furthermore, where passive and active gathering and recreational spaces are proposed, a discussion of the uses related to recreation issues under CEQA will be included. A visual analysis is proposed that would be conducted in parallel with the two-phase architectural design process to inform both the siting of the project and the preliminary review by the City Council. See the summary of the approach provided below and the detailed scope attached to this letter of proposal.
Mineral Resources	The project is located on a developed parcel within an urbanized area; therefore, impacts would be considered to have no impact on mineral resources.

Environmental Issue	Scoping
Noise*	As the project involves generally replacing existing uses (e.g., City administration functions, centralized staff and visitor parking), there would be limited new impacts related to operation of the new facility. However, because the construction and possible outdoor events at the new facility could affect surrounding residents and business, RECON will identify and analyze the potential noise sources in a separate technical report. The report will also identify potential construction activities that could result in groundbourne vibration, such as pile driving for the construction of the parking structure, and provide an analysis of any potential effects and mitigating solutions as appropriate. See the detailed scope provided below.
Population and Housing	The project would not displace any existing residential structures or persons, nor would the project have either a direct or indirect effect on population growth. Therefore, impacts would be considered to be less than significant or would have no impact.
Public Services and Utilities	The project would not result in an increased need for public services or facilities, including fire, police, schools, and parks. While the water demand may increase for the site due to the increased use of the site, the building infrastructure and landscaping will involve low-water usage design to minimize water usage and increase conservation. The existing wastewater and storm water drain infrastructure information will be updated where needed. Therefore, impacts would be considered to be less than significant or would have no impact.
Transportation, Access and Parking*	The project is not anticipated to generate new traffic, but continue to support the existing administrative functions that occur within City Hall and offer a parking option when visiting the Village commercial uses. The location of both the vehicular and pedestrian access for the proposed facilities will need to be considered based on the topographic, site, and roadway constraints. RECON and Fehr & Peers have created an approach and scope to inform the design process of the known constraints, and a coordination of information to provide not only an analysis of potential impacts, but also opportunities for future parking programs and use of the facilities for the public. The analysis of the circulation and the parking utilization will be conducted based on the proposed uses, access, and parking availability. See the summary of the approach provided below and the detailed scope attached to this letter of proposal.

During this task, RECON will refine the Initial Study Checklist by completing an overarching project description that will allow for flexibility during Phase 1 of the design stage. For all of the issue areas within the checklist, RECON will substantiate the conclusions summarized above in an exercise to dismiss those issues and/or thresholds during the Notice of Preparation (NOP) scoping period where project impacts would clearly be less than significant or of no impact. This initial review will allow for the focusing of the environmental topics to be analyzed within the EIR and provide increased efficiency and cost savings in the preparation of the EIR.

RECON will submit the draft Initial Study Checklist along with a draft of the NOP to City staff for review within one week of the kickoff meeting. A two-week review by City staff is anticipated to allow for revisions by RECON (one week) and preparation and distribution of the NOP by City staff (one week) on or before June 1. RECON will mail the documentation to the State Clearinghouse for recordation and will submit the NOP and appropriate filing fees for posting by the County Clerk. It has been assumed that City staff will conduct the distribution and direct mailing of the NOP to the property owners and business within a determined radius of the project site and the posting of the NOP with the local newspaper.

A public CEQA scoping meeting is recommended to differentiate the CEQA process from the concurrent design process. This meeting and the noticing process will allow for the solicitation of input from the public, as well as interested agencies and organizations, regarding the scope and content of the EIR, as discussed further under Task 3 below. RECON's approach is to vet the focusing of the issues to be addressed within the focused EIR. If the scoping process reveals that further analysis is required, RECON will bolster the Initial Study Checklist responses or include a focused analysis within the EIR. Both Ms. Herdes and Ms. Muto, as well as the traffic and visual analysis subconsultants, are scoped to attend the meeting. RECON recommends that the public scoping meeting be presented as an open house style to allow for drop in over a two-hour period, and that formal comments be taken in writing, either via prepared notecards, letters, or email. All comments received during the public scoping period will be reviewed and compiled as an attachment to the EIR. It should be noted that if public, organization, or agency comments received during the NOP period address issues not previously anticipated, further refinement of the EIR scope will be discussed with City staff prior to revision.

Task Scope Items:

- Submit draft Initial Study Checklist and NOP
- Submit Initial Study Checklist and NOP
- Mail the NOP documentation to the State Clearinghouse
- Submit the NOP and appropriate filing fees for posting by the County Clerk
- Attend Public Scoping Meeting (key team members)
- Review and compile NOP Public Scoping materials and comments

Task 3 – Prepare First Screencheck Draft EIR

Once the project description, Initial Study, and NOP are finalized, RECON will initiate the technical analysis and begin the preparation of the Screencheck Draft EIR that complies with the criteria, standards, and procedures of the CEQA of 1970 (Public Resources Code Sections 21000 et seq.); the State CEQA Guidelines (California Administrative Code Section 15000 et seq.); and the City's environmental review procedures. RECON will utilize the thresholds of significance found in CEQA Guidelines Appendix G for the analysis within the EIR of impacts that may occur as a result of the project.

The composition of the EIR will begin with the available data from previous RECON environmental documentation, as updated to reflect any changes to the data or project-specific information. The analysis will include construction impacts, temporary relocation of City operations from the project site, and any future civic expansions that could be implemented in a later development phase. The issues identified as potentially significant will be addressed within the EIR in terms of existing conditions, thresholds of significance, impacts, level of significance prior to mitigation, mitigation, and level of significance after mitigation.

The technical analysis will serve as the backbone for most of the key issue analyses in the EIR. RECON proposes to include a detailed analysis of traffic, access, and parking; land use, recreation, visual character, and aesthetics; cultural resources, focusing on historical resources; air quality and greenhouse gas emissions; and an acoustical analysis of construction and allowable uses within the proposed expansion area and any outdoor congregating areas. Separate technical reports will be prepared for the traffic analysis, visual analysis, noise, and cultural analysis, and supporting documentation in the form of technical memos, inventories, or data sheets would be included as necessary for the Administrative Record for the other technical analyses.

If during the initial design phase, the uses proposed within the project site are broadened beyond civic, or other design changes result in unforeseen environmental consequences, and through coordination with the City it is determined that additional technical analysis may be necessary, any additional studies/technical analyses can be prepared at a scope and cost developed with City staff.

Land Use, Recreation, Visual Character, and Aesthetics

This section of the focused EIR will evaluate and demonstrate the proposed project's consistency with the adopted Community Plan, Local Coastal Plan, Vision 2020, Downtown Revitalization Project, Municipal Code, SANDAG regional comprehensive and mobility plans, and other relevant planning documents. Existing land uses surrounding the project area will be described, and maps and aerial photographs depicting existing land uses and zoning designations will be provided to aid in the discussion. The design of the project and possible uses of the proposed expansion area will be described and evaluated for compliance with the existing land uses, and applicable regulations.

Although the project is not expected to result in any land use changes, the project site has the potential to be developed to accommodate additional uses, such as a centralized parking structure, flexible space for community meetings, events, and gatherings (e.g., farmers market). Therefore, the document will include a discussion of the existing setting, surrounding uses, and the character of the downtown development. This will set the stage for the analysis of visual character and setting, based in large part on the results of the independent visual analysis by ELP.

ELP is included on the RECON team to provide an independent review of the architectural renderings to be prepared by the project architect under separate contract. RECON and ELP worked during the proposal preparation to develop an approach and scope for the visual analysis that directly reflects the key points presented in our approach. Similar to the architectural design process, ELP and RECON have developed a two-phase process to allow for a preliminary evaluation of up to two rough schematic designs.

Phase 1 will be initiated following the public workshop (estimated in mid-May), where RECON will coordinate a meeting with both the architect and ELP to go over the design ideas and to transmit any concept designs. ELP will then conduct a preliminary evaluation that will be focused on any critical impacts to views and adjacent uses related to the proposed massing or siting of the facilities. Results will then be presented in a technical memo, and Ms. Muto will coordinate a follow-up meeting with City staff, the architect and ELP approximately one month in advance of the presentation of the schematic designs to the City Council (conclusion of Phase 1) to go over the results. This would allow changes and refinements to the design to reduce or avoid major impacts on public and private views in the project vicinity.

Phase 2 of the visual analysis will include the refinement of up to three visual simulations and preparation of a report analyzing the selected schematic design that is intended to move forward as the proposed project within the focused EIR. Throughout the concurrent Phase 2 of the design stage, recommendations of the materials and aesthetic details will be developed by the architect and transmitted via RECON to ELP for completion of the visual analysis, to include the compatibility with existing neighborhood character, design compatibility, light, and glare. This final report will be submitted to RECON for incorporation into the focused EIR and for submittal to the City for review and comment, allowing for another opportunity of design refinement prior to presentation to the Design Review Board in September.

RECON and ELP coordinated to prepare a detailed and refined scope of work, outlining the tasks and information utilized during the proposal preparation, and demonstrating the close coordination already in place to ensure the key points on the approach are within the ELP scope. The ELP letter of submittal is included as an attachment to this proposal.

Transportation, Access, and Parking

The operations of the City Hall facilities would be similar to those currently occurring on-site. The parking that is proposed includes both City operations parking for staff and customers, as well as the option for public parking to serve the surrounding commercial businesses and visitors. While it is not anticipated that the project would be a traffic generator, the parking facilities will be a potential attractor of vehicle pass-by trips. Therefore, the scope of analysis developed by RECON and Fehr & Peers is intended to account for the pass-by nature of the traffic, while analyzing the circulation and distribution of traffic as it directly relates to the point(s) of access for the property.

Fehr & Peers will gather data concerning the existing roadway and intersection operations. Because the City conducts annual roadway segment counts during the summer (fair/race season) months, Fehr & Peers propose to focus their effort to collect new counts at five intersections during the summer (fair) months. An analysis of the construction traffic volume with existing and cumulative traffic conditions would be done using the SANDAG Series 11 traffic model, to ensure consistency with analysis contained in other recently completed traffic studies.

The access to the proposed new facilities will be a critical consideration for the design and in turn the analysis within the focused EIR. The grade of both 11th Street to the north and 10th Street to the south provides access limitations for car movements entering the site into a multi-level parking structure. The ingress and egress point(s) and the effect on circulation surrounding the site will need to be discussed early in the process. RECON has included Ms. Dawn Wilson of Fehr & Peers on our team to provide insight to the design team on this matter. Ms. Wilson, who formerly worked as an extension of the staff to the City engineering department, has in-depth knowledge of the site and can share her understanding of the site considerations, roadway operations data, and ideas for this project at a meeting with the architect scheduled for the end of April, in advance of the first design workshop.

Pedestrians and bicycle access and facilities will also be included in the consideration and design of the project. Fehr & Peers will evaluate the current conditions for these mobility options at the three key access points on 11th Street and 10th Street, which is not currently ADA compliant and does not have sidewalk improvements, as well as the frontage connections along Camino del Mar. A coordinated effort with the architect to identify changes to access to the site to improve conditions for all users will occur during the April meeting as well.

RECON and Fehr & Peers have included a task to frame the use of the parking facilities and address the opportunity for a future parking program for the City and business in the area, such as with an in-lieu fee program. The parking structure could be a catalyst for this funding mechanism that could be explored under a separate plan or program. Fehr & Peers will include a discussion of the project as it relates to such a program within the technical report.

RECON and Fehr & Peers have already begun the necessary close coordination to prepare a traffic analysis for this project. The Fehr & Peers scope of work has been refined to reflect the RECON approach, a braided environmental and design process. The Fehr & Peers letter of submittal with the detailed scope of work and cost breakdown is included as an attachment to this proposal.

Noise

RECON will prepare a noise technical report to assess the potential noise and vibration impacts associated with project construction and operation. RECON will work with the architect to prepare a list of construction equipment expected to be used on-site, including pile drivers and excavation equipment, for the construction of a parking structure. The construction analysis will incorporate standard construction practices that would be implemented as part of the project design to reduce noise impacts. If necessary, additional measures would be recommended to the design team as either project design features or mitigation measures to avoid or reduce potential impacts to sensitive receptors.

The analysis of long-term operational noise impacts associated with the proposed project will include up to five noise measurements in or near the project site and modeling of noise level increases generated by vehicle traffic on area roadways. Noise measurement locations will be recommended to City staff and refined as appropriate. Future traffic-noise levels will be modeled using the Federal Highway Administration's Traffic Noise Model algorithms. RECON will calculate traffic noise levels based on existing, existing plus project, and cumulative scenarios, with and without project, as identified in the traffic report being prepared by Fehr & Peers for this project. This information will be used to determine if absolute noise levels or increases in traffic noise levels would adversely affect noise sensitive land uses in the vicinity.

RECON will also assess noise levels due to on-site operations, including parking garage activities, outdoor events, and any proposed mechanical equipment. Noise levels due to on-site generated noise will be calculated at adjacent sensitive receptors and compared to City Noise Ordinance standards.

The noise section of the focused EIR will be based on the technical report prepared by RECON. The EIR section will summarize the technical report and will thus describe the existing noise environment as determined through existing noise measurements, and will evaluate the mobile (traffic) and stationary (operational) noise impacts. The EIR will discuss the significance of the exposure of persons to these noise contours and to potential permanent increases in ambient noise levels. Mitigation, if needed, for any potential impacts related to operations would be available in the form of noise-attenuating building design that achieves the target reduction.

Air Quality and Greenhouse Gas Emissions

RECON will prepare an air quality and greenhouse gas (GHG) analysis assessing the potential air quality and GHG impacts associated with the project and include that analysis within the EIR section. Both the construction and operation phases of the project will be analyzed and will be based on technical modeling performed by RECON, traffic data provided by Fehr & Peers, and regionally recognized guidance on appropriate thresholds for criteria pollutants and GHG emission levels. RECON will summarize the existing air quality conditions in the air basin and for nearby monitoring stations and emissions for carbon monoxide, nitrogen oxides, and other criteria pollutants will be estimated using standard emission factors and the California Emission Estimator Model (CalEEMod) computer program.

RECON will analyze the significance of the estimated air quality emission using quantitative thresholds established by the San Diego Air Pollution Control District. Conclusions as to whether the anticipated emissions would violate any air quality standard or contribute to a project air quality violation, result in a cumulatively considerable net increase of any criteria pollutant for which the project region is in non-attainment, or expose sensitive receptors to

substantial pollution concentrations will be provided in the EIR. Results of the modeling and any supporting technical data will be included as an appendix to the EIR.

RECON will also summarize existing GHG inventories and regulations in the region, and calculate GHG emissions for the following sources: construction, vehicles, area sources (including consumer product, and landscaping equipment), energy, water consumption, and solid waste generation. Any LEED design techniques would be included for GHG emissions reductions where applicable. Based on the results of the modeling in CalEEMod, RECON will address whether the GHG emissions from the proposed project would (1) exceed the state reduction target in business-as-usual emissions and/or (2) conflict with the goals, policies or regulations of another local or state plan adopted for the purpose of reducing GHGs. Results of the modeling and any supporting technical data will be included as an appendix to the EIR.

Based on the coordinated schedules for the design and environmental process, RECON will use the results of the modeling to inform the architect of the need for additional consideration during construction or operation. Such measures and recommendations may include construction phasing during earthwork if projects levels are at or near applicable thresholds or additional sustainable design and energy efficient features which translate into quantifiable GHG reductions.

Cultural Resources

The cultural resources section of the focused EIR will be based primarily on the information that RECON prepared for the Village Specific Plan PEIR, which is secondary information regarding the built and non-built cultural environment, including paleontological resources. In addition to the records search completed for the Village Specific Plan PEIR, RECON conducted a records search for the Citywide Sidewalks Project within the past year, making this documentation suitable for use in this EIR. RECON will also contact the Del Mar Historical Society and relevant City staff for information on the history and development of the current City Hall building. Given the already developed nature of the project property, an archaeological field survey is not necessary. A survey of citywide historic architectural resources is also not considered necessary as the City already has a list of several structures of historic interest, including a couple of locally listed properties.

RECON will conduct an evaluation of the existing buildings on the project site, including the current City Hall building. The evaluation will include a description of the buildings, historic backgrounds, and a determination of significance of the buildings. Significance will be determined by using the criteria provided by the California Register of Historical Resources. Should any of the structures or features of the site be determined to be significant, measures to mitigate impacts to below a level of significance will be presented, including HABS Level I drawings, photographs, and a written historical report of any significant buildings.

While the project would not be subject to Native American consultation as required under Assembly Bill 52 (signed into law on September 25, 2014) because the project would have a NOP released before July 1, 2015, the date for which this regulation would go into effect, it is recommended that consulting efforts be made in a similar manner. RECON will provide guidance to City staff in consultation and coordination with the Native American community. This will include contacting the Native American Heritage Commission (NAHC) for a Sacred Lands search, and composing and delivering contact letters to all individuals and groups listed on the NAHC response letter. RECON will also provide guidance to the City in responses to all contact letters received. To ensure coordination, as necessary, RECON will attend one meeting

with staff (via phone or in person) to go over responses to any comments received by Native American tribes or their representatives.

The cultural resources section of the focused EIR will evaluate whether or not implementation of the project would cause a substantial adverse change in the significance of historical, archaeological, or paleontological resources as defined pursuant to CEQA Guidelines Section 15064.5. Additionally, the EIR will address whether the project has the potential to disturb any sacred or religious sites or human remains. Based on the previously prepared environmental documentation, mitigation measures will likely include a construction monitoring program to ensure that any subsurface resources are avoided or properly handled during construction, as well as any recommended mitigation for impacts to historical resources, as necessary.

Project Alternatives

CEQA requires consideration of a reasonable range of alternatives selected pursuant to CEQA Guidelines Section 15126.6. RECON will work closely with City staff to develop and refine the alternatives to the proposed project and will keep in mind the goal of selecting alternatives capable of reducing the impacts associated with implementing the project. Based on the project Master Planning Process and the input of the residents, City Council, and City staff during public hearings on the project, RECON anticipates the alternatives analyzed for this project could be: (1) the No Project Alternative; (2) Renovation of Existing Facilities Alternative (same square footage and parking); (3) a No Expansion Alternative; and (4) a No Public Parking and Expansion Alternative. These preliminary alternatives were identified to allow for more flexibility for the decision makers, where individual components could be omitted to allow for project modifications that may be necessary to respond to significant impacts or to public comments received on the project during circulation of the Draft EIR. A matrix summarizing the comparative analysis of the alternatives to the proposed project will be included in the focused EIR to facilitate the reader's understanding of the project alternatives relative to the identified potentially significant impacts associated with the proposed project. As required by CEQA Guidelines Section 15126.6(d)(2), of these alternatives, an environmentally superior alternative will ultimately be identified.

Cumulative Impacts and Mandatory Sections

The cumulative impacts discussion in the EIR will include projects currently approved and reasonably anticipated within the City and surrounding jurisdictions, including the cities of San Diego and Solana Beach, and the 22nd District Agricultural Association - Del Mar Fairgrounds. Impacts and mitigation associated with these cumulative projects will be discussed as applicable. The list of appropriate projects to be included in the cumulative analysis will be developed in consultation with City staff. A table listing the cumulative projects and a map depicting their locations may be included with assistance from City staff.

The Draft EIR will include other mandated sections including an executive summary, introduction, project description, growth inducement, and those effects found not to be significant as summarized above and to be detailed in the Initial Study Checklist. Also included will be a list of organizations and persons consulted, and those staff and consultants who assisted in the preparation of the EIR. RECON will prepare a mitigation monitoring and reporting program (MMRP) that will contain a list of the mitigation measures and monitoring programs required for each identified significant environmental issue. Given the possibility that mitigation measures will change or be refined during this task, the MMRP will not be submitted until the second Screencheck Draft EIR. This will increase efficiency and cost savings through a focused review prior to public review.

Task Scope Items:

- Attend meeting with architect and Fehr & Peers regarding access and circulation constraints
- Attend meeting with architect and ELP on preliminary visual analysis screening
- Preparing and submitting First Screencheck Draft EIR and technical studies (up to five printed copies; digital upload to FTP site)

Task 4 – Second Screencheck Draft EIR and Public Review

Based on comments received from the City, RECON will prepare one set of revisions to the Draft EIR (second screencheck) and submit copies of the revised Draft EIR to the City for review. This task is anticipated to be a review of the Draft EIR for completion and signoff by City staff prior to the production for public review. Upon receipt of written approval (via email), RECON will initiate production of the Draft EIR for circulation and public review. This includes the preparation the Notice of Availability (NOA) and Notice of Completion (NOC) and copies for public review distribution. RECON will submit copies to the State Clearinghouse. It has been assumed that City staff will conduct the posting of the NOA with the local newspaper and the distribution and direct mailings of the Draft EIR or the NOA, as appropriate, to the project mailing list.

Task Scope Items:

- Attend meeting with City staff to review issues associated with the Draft EIR
- Prepare revisions to the second Screencheck Draft EIR and technical studies
- Prepare copies of the Draft EIR and NOA/NOC for public review distribution
- Submit copies of the Executive Summary (hard copy), the Draft EIR, and NOA/NOC to the State Clearinghouse

Task 5 – Final Environmental Impact Report

After the close of the public review period, RECON will respond to comments on the Draft EIR and prepare a screencheck Final EIR. It is recognized that the project may generate a substantial number of comments from the public and interested groups. RECON anticipates working closely with City staff members and our subconsultants in preparing and revising the responses to comments. RECON has been involved with numerous project EIRs which required a substantial effort and a close working relationship with staff to adequately respond to comments that address the adequacy of the document. This scope of work is based on up to 50 comments letters or 250 unique comments on the Draft EIR. RECON will organize and number the comments after receiving all comment letters.

RECON will also prepare the draft CEQA Findings and, if needed, a Statement of Overriding Considerations (SOC) and the Notice of Determination (NOD) to be filed with the County Clerk upon certification of the EIR by City Council.

Task Scope Items:

- Attend meeting with City staff to review the letters of comments
- Prepare and submit draft responses to comments and the Final EIR; CEQA Findings and, if needed, a SOC
- Based on the review by the City, RECON will revise the responses to comments and the Final EIR; CEQA Findings and, if needed, a SOC

- Prepare copies of the Final EIR for distribution for public hearings (up to 10 hard copies of the EIR with technical reports on CD; upload of Final EIR to FTP site)
- Prepare the NOD and File with the County Clerk (all fees will be the responsibility of the City)

Task 6 – Project Hearings

Per the RFP, RECON Principal and Project Manager will attend up to two community design workshops, preliminarily scheduled for May and September of 2015, and the NOP Scoping Meeting in June 2015. Also included is a Design Review Board Meeting tentatively scheduled for August, and the City Council hearings at the conclusion of the schematic design Phase 1 (July) and at the conclusion of the project (December). Our subconsultants have also been asked to include time in their scopes for attendance at identified workshops and hearings, or when not in attendance, to review those hearings online for pertinent information related to their respective scope of work.

Task Scope Items (estimated dates):

- Schematic Design Phase 1 Workshop (May 2015)
- NOP Scoping Meeting (June 2015)
- City Council Hearing for Review of Schematic Design Phase 1 (July 2015)
- Design Review Board Hearing on Phase 2 Design (August 2015)
- Design Development Phase 2 Workshop (September 2015)
- City Council Hearing on Project Approval and Certification of the EIR (December 2015)

Task 7 – Project Coordination and Meetings

As stated previously in the Approach, the parallel process with the design team and the completion date before the end of 2015 requires a Project Manager that is in close coordination with the team members and City staff. RECON understands that communication is the key to a successful project and good communication will be our highest priority in working with City staff. RECON will be responsible for coordination and attendance at one kickoff meeting with City staff in order to more precisely define timelines, review the schedule details, and establish necessary milestones and lines of communication, as described in Task 1. Our subconsultants have also been asked to include additional meeting time for regular communication on the project tasks and attendance at key team meetings.

In addition to scheduled meetings, from project inception throughout completion, RECON will provide regular communication to summarize project progress and will provide regular updates to report any project developments. For a project of such importance and on a clear and defined timeline, RECON Principal and Project Manager have been made available to problem solve and strategize in a role and capacity of extension of staff.

Task Scope Items:

- Attendance at project meetings/conference calls with City staff and City consultants
- Project management

SCHEDULE

The key factor for the EIR schedule will be the initial effort and screening for access and visual during the schematic design phase, and the efficient use of previous information and focused analysis to complete an EIR for a project under design. We anticipate working closely not only

with City staff and our subconsultants, but also with the architect under contract for the design of the project. As noted above in both the approach and scope, we have included specific points within the project to meet with the architect to both discuss and inform the design process.

A Microsoft Project schedule was prepared and is attached to this proposal to illustrate the key milestones, as well as the City review cycles, including a staff allowance for City docketing for hearing by the City Council at the conclusion of the EIR. Maintaining the schedule and meeting the milestones laid out in the schedule will ultimately rely on the orchestrating and continuous communication by Ms. Muto with all persons involved in this project.

COST ESTIMATE

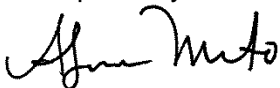
A cost estimate for all of the tasks above, including project initiation and NOP, the Draft EIR, technical analysis, and the Final EIR, as well as hearings, project coordination, and meetings is provided in the cost estimate table. The cost estimate for this work is \$216,493. A 10 percent contingency is included as a separate line item after the project fee estimate. Not only has this project been scoped to utilize prior environmental analysis conducted by RECON and the City, RECON has provided discounted rates for professional staff and worked with our subconsultants to refine the tasks and hours estimated.

SUMMARY

The City Hall and Town Hall Project will be not only an improvement for functionality in the City's operations, but also a monument of civic pride and hospitality to both the community and visitors alike. RECON's team approach and the focused issue analysis will be critical for the City to maintain the schedule and conclude the process with a defensible document that can undergo community input and provide City decision makers with adequate information. As the City Hall and Town Hall Project is being developed and refined, RECON will work concurrently to complete the required environmental process.

We appreciate the opportunity to submit this proposal and to provide the City with an outline of a strong and well-thought out approach for consideration, and another possible partnering with RECON on an important, long-awaited civic improvement project. I am available to discuss any scope or approach ideas presented in this proposal, and we look forward to hearing from you in the next week concerning the award of this task.

Respectfully submitted,



Alyssa Muto
Senior Project Manager

AMM:emp

Attachment

City of Del Mar
City Hall and Town Hall Project EIR

Tasks	Staff	Principal	Senior Project Manager	Senior Technical	Associate	Assistant Technical	Production	Graphics / GIS	Labor Hours	Labor Cost	
		B. Herdes	A. Muto		G. Kazmer H. Price (Hist)						
		Hourly Rates	\$202.00	\$178.00	\$177.00	\$144.00	\$101.00	\$81.00	\$94.00		
Project Initiation and NOP (Task 1 & 2)		18	26	-	7	-	6	4	61	\$10,134	
Draft EIR (Task 3)		27	89	1	71	-	13	9	210	\$33,596	
Noise		-	6	10	55	-	10	7	88	\$12,226	
Air Quality/GHG Emissions		-	6	6	19	16	3	2	52	\$6,913	
Historic and Cultural Resources		-	5	4	53	14	4	4	84	\$11,344	
Revised Draft EIR and Public Review		14	68	-	22	-	14	4	122	\$19,610	
Final EIR		36	62	-	38	-	32	10	178	\$27,312	
Workshops and Hearings		10	10	-	6	-	-	4	30	\$5,040	
Project Coordination and Meetings		64	80	-	-	-	-	-	144	\$27,168	
Labor Totals		169	352	21	271	30	82	44	969	\$153,343	
Subcontractors											
Traffic, Access and Parking - Fehr & Peers										\$33,020	
Visual Analysis - Estrada Land Planning										\$28,130	
Expenses										\$2,000	
Total Labor and Expenses										\$216,493	
Contingency (10%)										\$21,649	
										\$238,142	

City of Del Mar
City Hall and Town Hall Project EIR

Task Name	Duration	Start	Finish	April	May	June	July	August	September	October	November	December			
Notice to Proceed (City Authorization April 6 Hearing)	9 mons	Mon 4/20/15	Fri 12/25/15	[Gantt bar from 4/20/15 to 12/25/15]											
1. Kick-off Meeting and Site Visit	0 days	Thu 4/23/15	Thu 4/23/15	◆ 4/23											
1. RECON Review of Plans and Documents	7 edays	Mon 4/20/15	Mon 4/27/15	[Blue bar from 4/20/15 to 4/27/15]											
2. RECON Updates IS Checklist and Prepares NOP	1 wk	Thu 4/23/15	Thu 4/30/15	[Blue bar from 4/23/15 to 4/30/15]											
Submittal of NOP with IS Checklist to the City	0 days	Thu 4/30/15	Thu 4/30/15	◆ 4/30											
City Reviews NOP with IS Checklist	2 wks	Thu 4/30/15	Thu 5/14/15	[Red bar from 4/30/15 to 5/14/15]											
RECON Attends Design Phase 1 Workshop (As needed)	1 day	Thu 5/14/15	Thu 5/14/15	◆											
2. RECON Revises NOP and Prepares for Distribution	7 edays	Thu 5/14/15	Thu 5/21/15	[Blue bar from 5/14/15 to 5/21/15]											
Submittal of NOP to the City for Mailing	0 days	Thu 5/21/15	Thu 5/21/15	◆ 5/21											
City Mailing and Posting of NOP	1 wk	Thu 5/21/15	Thu 5/28/15	[Red bar from 5/21/15 to 5/28/15]											
30-day NOP Public Scoping Period	30 edays	Thu 5/28/15	Sat 6/27/15	[Green bar from 5/28/15 to 6/27/15]											
NOP Public Scoping Meeting	1 day	Wed 6/17/15	Wed 6/17/15	◆											
3. Technical Studies	60 days	Mon 4/20/15	Mon 7/13/15	[Gantt bar from 4/20/15 to 7/13/15]											
Traffic, Access and Parking Analysis	12 wks	Mon 4/20/15	Mon 7/13/15	[Blue bar from 4/20/15 to 7/13/15]											
RECON/F&P Attend Meeting with Architect	0 days	Thu 4/30/15	Thu 4/30/15	◆ 4/30											
Visual Impact Analysis	12 wks	Mon 4/20/15	Mon 7/13/15	[Blue bar from 4/20/15 to 7/13/15]											
RECON/ ELP Attend Meeting with Architect on Rough Renderings	0 days	Fri 5/29/15	Fri 5/29/15	◆ 5/29											
RECON/ELP Attend Meeting with Architect on Preliminary Analysis	0 days	Fri 6/19/15	Fri 6/19/15	◆ 6/19											
Cultural and Historical Resources Analysis	8 wks	Mon 4/20/15	Mon 6/15/15	[Blue bar from 4/20/15 to 6/15/15]											
Air Quality and GHG Emissions Analysis	3 wks	Fri 6/12/15	Fri 7/3/15	[Blue bar from 6/12/15 to 7/3/15]											
Noise Analysis	3 wks	Fri 6/12/15	Fri 7/3/15	[Blue bar from 6/12/15 to 7/3/15]											
3. RECON Prepares Screencheck Draft EIR	14 wks	Mon 4/20/15	Mon 7/27/15	[Blue bar from 4/20/15 to 7/27/15]											
Submittal of Screencheck Draft EIR and Technical Studies to the City	0 days	Mon 7/27/15	Mon 7/27/15	◆ 7/27											
City Reviews Screencheck Draft EIR and Technical Studies	2 wks	Mon 7/27/15	Mon 8/10/15	[Red bar from 7/27/15 to 8/10/15]											
4. RECON Prepares Draft EIR for Public Review	14 edays	Mon 8/10/15	Mon 8/24/15	[Blue bar from 8/10/15 to 8/24/15]											
Submittal of Revised (Public Review) Draft EIR to the City	0 days	Mon 8/24/15	Mon 8/24/15	◆ 8/24											
City Reviews Revised (Public Review) Draft EIR	1 wk	Mon 8/24/15	Mon 8/31/15	[Red bar from 8/24/15 to 8/31/15]											
4. RECON/City Production/Mailing for Public Review Draft EIR	1 wk	Mon 8/31/15	Mon 9/7/15	[Red bar from 8/31/15 to 9/7/15]											
45-day Public Review of Draft EIR	45 edays	Mon 9/7/15	Thu 10/22/15	[Green bar from 9/7/15 to 10/22/15]											
RECON Attends Design Phase 2 Workshop (As needed)	0 days	Mon 9/14/15	Mon 9/14/15	◆ 9/14											
5. RECON Prepares Responses to Comments and Final EIR	14 edays	Thu 10/22/15	Thu 11/5/15	[Blue bar from 10/22/15 to 11/5/15]											
Submittal of Responses to Comments and Final EIR to City	0 days	Thu 11/5/15	Thu 11/5/15	◆ 11/5											
City Reviews Final EIR Documentation	2 wks	Thu 11/5/15	Thu 11/19/15	[Red bar from 11/5/15 to 11/19/15]											
5. RECON and City Working Period to Finalize EIR	1 wk	Thu 11/19/15	Thu 11/26/15	[Blue bar from 11/19/15 to 11/26/15]											
Submittal of the Final EIR for Hearing	0 days	Thu 11/26/15	Thu 11/26/15	◆ 11/26											
City Staff Dockets Project for Hearing	3 wks	Thu 11/26/15	Wed 12/16/15	[Red bar from 11/26/15 to 12/16/15]											
Hearing and Approval of CEQA documentation	0 days	Wed 12/16/15	Wed 12/16/15	◆ 12/16											
5. RECON files Notice of Determination and Fish & Game Fees	5 edays	Wed 12/16/15	Mon 12/21/15	[Blue bar from 12/16/15 to 12/21/15]											

Attachment Subconsultants



225 Broadway
Suite 1160
San Diego
California 92101
619-236-0143
619-236-0578 fax

PROPOSAL FOR PROFESSIONAL SERVICES

DATE: March 20, 2015

TO: Lisa Lind / Alyssa Muto
RECON Environmental, Inc
1927 Fifth Avenue
San Diego, CA 92101

PROJECT: **Del Mar City Hall & Town Hall with Plaza, Parking and Expansion Area - Visual Effects and Neighborhood Character**

PROPOSAL NO.: **991398**

Between **ESTRADA LAND PLANNING, INC.** (hereinafter referred to as Consultant) and **RECON ENVIRONMENTAL, INC.** (hereinafter referred to as Client).

A. PROJECT DESCRIPTION

The project consists of landscape architectural services to prepare Visual Effects and Neighborhood Character Assessments for the replacement of the City of Del Mar City Hall and Town Hall project in the City of Del Mar. The project is approximately 1.5 acres in size.

B. SCOPE OF SERVICES AND APPROACH

Estrada Land Planning will prepare a single report for the assessment of the project specifically evaluating the impacts to existing private views, neighborhood character / architecture, land form alteration, and development features related to the project improvements. The scope of work will include the following:

TASK 1 - PROJECT START-UP

- 1.1 Attend Kick-off Meeting:** The Consultant shall attend a kick-off meeting with the Client, City of Del Mar, Architect and Design Team to give the design team and client group an opportunity to discuss the project goals and objectives, schedule, scope of work, specific site issues, project requirements and constraints.
- 1.2 Project Orientation/Research:** The Consultant shall review the goals, schedule, planning and development requirements, architectural guidelines, and special issues. The Consultant shall collect information including CEQA and City of Del Mar General Plan and Specific Plan requirements.
- 1.3 Site Inventory / Field Verification:** The Consultant will conduct a field reconnaissance site visit to obtain a general understanding of the project area, establish existing site conditions, analyze the

predominant visual character, determine affected viewsheds, and photograph and evaluate key viewpoints. The existing site conditions will be documented using digital photographs, field notes and observations.

- 1.4 Key Views Determination:** Up to 2 color copies of the Proposed Key Views with a brief description of reasons for selection will be provided for review and determination of visual simulations view points. An electronic copy of the Proposed Key Views document in PDF format will also be provided to RECON Environmental. Based on a preliminary review of the project site an surrounding development and elevations, a total of (5) Proposed Key Views will be considered for the final selection of (3) Key View Points from which (3) visual simulations can be produced. Upon concurrence from the City of Del Mar and Client, the Key Views will be finalized and simulation prepared based on the final architectural scheme selected.
- 1.5 Coordination:** The Consultant shall provide ongoing coordination with RECON Environmental Inc, the City of Del Mar and the project team including telephone contact, emails, and written memos.

TASK 2 – ARCHITECTURE SCHEMATIC ALTERNATIVES REVIEW

- 2.1 Architecture Schematic Alternatives Review and Assessment:** Concurrent with the Architectural Schematic Design (Phase I), the Consultant shall review up to (2) architectural schematic alternatives and provide a written summary of comments and recommendations for compliance with City of Del Mar development requirements. It is assumed that the Client will provide Architectural renderings and 3D models of proposed architectural schemes for review. Review will evaluate proposed structure placement on the existing City parcel, the architectural massing, bulk, scale, materials, and style.
- 2.2 Prepare Written Cursory Assessment Summary:** The Consultant shall prepare a written summary of review comments and recommendations related site design and architectural height, scale, bulk and massing. Up to 2 color copies of the Cursory Review comments and recommendations. An electronic copy of the comments in PDF format will also be provided to RECON Environment for submittal to the City and Architectural Team.
- 2.3 Attend Architectural and Team Meetings:** The Consultant shall attend two Architectural meetings with the Client and Architectural Team and up to two Team Meetings during this phase of work, as determined by the Client.

TASK 3 - PREPARE 3D MODELING AND VISUAL SIMULATIONS

A 3D model of the final architectural scheme will be produced to show the project within the community context for evaluation of potential impacts. Three simulations will be prepared based on the 3D modeling.

- a. Prepare 3D site modeling:** The project key views will be recorded for accurate GPS positions and project area modeled digitally (3D) to clearly determine locations of existing and proposed improvements. The proposed architectural scheme 3D model will inserted into the site 3D model and evaluated within the context of the surrounding community for potential impacts to existing visual environment and community.
- b. Prepare Visual Simulations:** Three (3) visual simulations, selected from five (5) key views, will be prepared. The simulations will graphically show the existing views and proposed project improvements for inclusion in the Draft Visual Impact Assessment submittal. The key viewpoints, as determined by the Consultant, and confirmed by the City of Del Mar will be used in preparing the visual simulations. All key views will be selected from private property locations and evaluated for potential impacts to views to blue and white water vistas per the City of Del Mar view preservation goals. The simulations will consist of single frame views

manipulated through digital software to simulate the proposed appearance of the project with the proposed mitigation measures in place. The visual simulations will be prepared via a defensible process and in a manner resulting in accurate ‘after’ images.

Based on the project site location, it is anticipated that the simulation key viewpoints would consist of views, in the least, from the following locations:

- From 11th Street, viewing west, adjacent to Camino Del Mar, approximately 150 feet from the project site from private property.
- From 10th Street, viewing west, adjacent to Camino Del Mar, approximately 150 feet away from the project site from private property.
- From Camino Del Mar, viewing west, approximately 60 feet away from the project site from private property.

c. Deliverables:

First draft: PDF for review by RECON Environmental, Inc. via e-mail
Second Draft: PDF file to RECON Environmental, Inc.

TASK 4 - PREPARE DRAFT VISUAL IMPACT ASSESSMENT (VIA) REPORT

In accordance with CEQA guidelines, the visual analysis will be prepared under the direction of a licensed Landscape Architect. The Visual Impact Assessment will be based on the proposed architectural buildings, parking lot or structure, landscaping, and any screening improvements to be developed as part of the facility. The facility design plan provided by the Client shall indicate the proposed grading, structures, and other project features in the proposed locations as to be evaluated.

- a. Prepare Draft Visual Impact Assessment:** The Visual Impact Assessment will be based on the proposed project per the development plans provided to the Consultant in printed, 3D model, and ACAD format.

Architecture / Development Features and Neighborhood Character Assessment – This study will review the proposed development siting, architectural bulk, scale, materials, and style for compatibility with the surrounding neighborhood and compliance with the City of Del Mar development regulations. The analysis will be assembled in booklet form, combining text and existing photos. The impact analysis will include proposed mitigation measures as developed by the design team. The project plan information shall include the proposed grading, building massing, rooflines, and other components in the locations to be used in the massing study and evaluated for compatibility with the existing environment.

Views Assessment – This study will evaluate the project improvements for any potentially adverse impacts to existing views and determine if impacts are substantial according to CEQA guidelines.

Mitigation Measures – The Consultant will provide a list of potential mitigation measures to address any impacts realized during the assessment. The VIA will include proposed mitigation measures as developed by the design team. The project plan information shall provide the proposed grading, building structures, and other components in the locations to be evaluated.

The Draft Visual Impact Assessment format for this project will be prepared in a VIA Letter format and will evaluate the potentially adverse impacts to the existing environment according to the CEQA’s standard of significance for visual resources. The VIA report will be assembled in booklet form, combining text, existing photos, and visual simulations.

The objectives of the Visual Impact Assessment will be to analyze the project impacts on visual resources including how the proposed project features will fit into the existing visual contexts and community visual quality. The assessment will describe the existing visual characteristics

and significant visual resources of the area to be affected by the project. Representative key views and simulations of the existing site and proposed project will be used to analyze and determine the qualitative effects and impacts on the existing visual environment. The preservation of views to blue and white waters from private parcels along Camino Del Mar will be specifically assessed and any potential mitigation measures recommended to reduce visual impacts. Architectural development heights will also be reviewed to assure the proposed development is compliant with the fourteen foot and twenty-six foot height limits along Camino del Mar per the City of Del Mar standards. Assessment text will be descriptive of the scene within each specific key view and will not address issues that may be present elsewhere or in other key views.

- b. Aerial Photo:** The Consultant will attain the project aerial photo of the site from available satellite photos or from the Client for the preparation of graphic figures to be included in the Draft Visual Impact Assessment Report.
- c. Deliverables:** One (1) submittal and corresponding revisions to the Draft Visual Impact Assessment Report is included before finalizing the draft document. For each submittal the following will be provided:
 - PDF for review by Client via e-mail.
 - Up to 5 hard copies of the Draft Visual Impact Assessment Report in color.
- d. Attend Team Meetings:** The Consultant shall attend up to two Team Meetings during this phase of work, as determined by the Client.

TASK 5 – PREPARE FINAL VISUAL IMPACT ASSESSMENT REPORT

- a. Revisions:** The Consultant will make appropriate revisions to the Visual Impact Assessment based on the Draft assessment review comments provided by the City. Final assessment will be finalized and delivered to the Client for submittal to the City of Del Mar.
- b. Deliverables:** One final submittal is included. The following will be provided:
 - PDF of Final Visual Impact Assessment.
 - 5 color hard copies of the Final Visual Impact Assessment will be provided for submittal.

TASK 6 – MEETINGS

- a. Meetings:** Attendance at meetings with Client, City or project team shall include:
 - Kick-off meeting (meeting #1)
 - Architectural meetings (meetings #2 & #3)
 - Team meetings (meetings #4 thru #7)
 - Design workshop meeting (meeting #8)
 - Online hearings and prep (meetings #9 and #10)

ASSUMPTIONS

- Existing and proposed grading (clipped) and building architecture 3D models will be provided by the Client.
- Project description will be provided by the Client.
- Aerial photo will be provided by the Client.
- A copy of the other environmental document project graphics to be provided by the Client for use in the VIA document.

If scope is revised, Estrada Land Planning will be pleased to provide a new time-table and fee schedule applicable to the time and services resulting from changes in scope.

EXCLUSIONS (not included in Scope)

Estrada Land Planning can also provide the following services for additional fees to be estimated at time of request:

- Nighttime Visual Analysis
- Aerial photography
- Landscape Concept Plan drawings
- Additional concept studies other than those listed above
- Base map creation
- Engineer’s survey to establish existing conditions (i.e. topography, spot elevations, utility and site amenity locations, etc.)
- 3D AutoCAD modeling of architectural structures or features for use in AutoCAD site assessment
- Colored presentation drawings
- Computer simulations, other than those listed above
- Changes to the Visual Impact Assessment (VIA) as a result of design changes to the proposed facility, grading, or mitigation measures; or due to changes to applicable codes, laws and regulations after the execution of this agreement
- Meetings and/or presentations beyond those listed above
- Processing submittals through the governing agencies
- Changes required to the documents due to revisions in the grading or improvement plans
- Changes required to the documents due to revisions in the base map or subject project area
- Coordination meetings beyond those listed in the scope of services
- Meetings and/or presentations to public agencies or groups
- Deliverables beyond those listed in the scope of services

C. SCHEDULE OF SERVICES

The anticipated start date is April 2015 with a completion date no later than December 2015.

If project is delayed, postponed or extended, Estrada Land Planning will be pleased to provide a new time table and fee schedule applicable to the time and services resulting from changes in schedule.

D. FEE AND PAYMENT SCHEDULE

TASK 1: Project Start-up and Key View Selection	\$ 2,400
TASK 2: Architectural Schematic Alternatives Review	\$ 8,420
TASK 3: Prepare 3D Modeling / Visual Simulations	\$ 4,160
TASK 4: Prepare Draft Visual Impact Assessment Letter	\$11,170
TASK 5: Final Visual Impact Assessment Report	\$ 1,980
TASK 6: Meetings (included in tasks 1 thru 5)	<u>\$ 0</u>
TOTAL LUM SUM FEE NOT TO EXCEED:	\$28,130

The services will be performed on a lump sum basis at the rates described in Item “E” below.

E. ADDITIONAL SERVICES AND HOURLY FEE SCHEDULE

Any additional services which may be requested by the Client or required due to changes in the project scope which are outside the control of the Consultant, may be requested on an hourly basis or negotiated for a lump sum fee. Following is our current hourly fee schedule. Our hourly rates

are subject to change at any time with 30 days notice and will require your approval to continue services.

Principal	\$250.00
Project Manager/Senior Planner/Senior Landscape Architect	\$160.00
Project Manager/Planner/Senior Landscape Designer	\$120.00
Planner/Landscape Designer	\$110.00
Assistant Planner/Assistant Landscape Designer	\$ 80.00
Clerical	\$ 50.00

Hourly fees shall apply to travel time. Client authorized consultants may be subcontracted to the Consultant with their fees charged to the Client at cost plus 15%.

F. CLIENT PROVIDED INFORMATION

1. Information regarding the project site including, but not limited to: topography, property lines, easements, utilities, restrictions, encroachments, zoning, structures, vegetation and surveys. Client will provide information in ACAD format.
2. Special requirements of the project, not covered in governing agency policies and ordinances.
3. Any information which may affect the Consultant's services during the life of the Agreement.
4. 3-D modeling of architectural scheme alternatives and final architectural scheme for use in preparing simulations.

G. DELIVERABLE COSTS/REIMBURSABLE EXPENSES

Cost of deliverables, other than those specifically included in the scope of services, will be charged at cost + 15% if issued from Consultant's office.

1. Reproductions, plots, and photographic printing costs.
2. Delivery, shipping and mailing costs.
3. Travel, telephone and electronic communications costs.
4. Maps and other document acquisition costs.
5. Client authorized consultants.
6. Expense of overtime services requiring higher than regular rates if authorized in advance by the Client.

H. EXECUTION OF AGREEMENT

Please sign below to indicate your approval.

Approved and accepted in accordance with the General Terms of Agreement on the next page.


Consultant: _____ Date: March 20, 2015

VICKI ESTRADA
ESTRADA LAND PLANNING, INC.
California Licensed Landscape Architect #1685
A California Corporation
225 Broadway, Suite 1160
San Diego, CA 92101

Client: _____ Date: _____

ALYSSA MUTO
RECON ENVIRONMENTAL, INC.
1927 Fifth Avenue
San Diego, CA 92101

General Terms of Agreement

Client and Consultant agree the following provisions shall be part of this agreement.

1. **Payment Schedule:** Fees, including reimbursable expenses, are due and payable within 30 days of receipt. The Consultant reserves the right to charge the current maximum legal interest rate on overdue accounts. Invoices shall be based on progress of completion. Compensation shall not be withheld from the Consultant due to suspension or abandonment of the project. The prevailing party in a payment dispute shall be entitled to reasonable attorney and collection expenses. In an effort to resolve any conflicts that arise, the Client and Consultant agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.
2. **Termination of Agreement:** This Agreement may be terminated by either party upon receipt of written notice by the other party. In this event, the Consultant shall be compensated for services performed and reimbursable expenses due up to the day of the receipt of the written notice.
3. **State Board of Landscape Architects:** Landscape Architects are regulated by the State of California. Any questions concerning a Landscape Architect may be referred to the Landscape Architect's Technical Committee at:
Landscape Architects Technical Committee, (916) 445-4954
400 R Street, Suite 4000
Sacramento, CA 95814
4. **Ownership of Documents and Electronic Files:** All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by the Consultant as instruments of professional service shall remain the property of the Consultant. The Client shall not reuse or make any modifications to the plans and specifications without the prior written authorization of the Consultant. The Client agrees, to the fullest extent permitted by law, to indemnify and hold the Consultant harmless from any claim, liability or cost (including reasonable attorneys' fees and defense costs) arising or allegedly arising out of any unauthorized reuse or modification of the plans and specifications by the Client or any person or entity that acquires or obtains the plans and specifications from or through the Client without the written authorization of the Consultant or from any transfer, reuse or modification of the electronic files without the prior written consent of the Consultant.

The client is aware that differences may exist between the electronic files delivered and the printed hard copy construction documents. In the event of a conflict between the signed or sealed hard copy construction documents prepared by the Consultant and electronic files, the signed or sealed hard copy construction documents shall govern.
5. **Indemnification:** The Client and Consultant mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damage, liability or cost (including reasonable attorneys' fees and costs of defense) arising from their own negligent acts, errors or omissions in the performance of their services under this Agreement and those of his or her subconsultants, contractors or anyone for whom the Client or Consultant is legally liable, to the extent that each party is responsible for such damages and losses on a comparative basis of fault.



March 20, 2015

Ms. Alyssa Muto
RECON Environmental, Inc.
1927 Fifth Avenue
San Diego, CA 92101

**Subject: Scope of Work and Fee Proposal
Del Mar City Hall**

Dear Alyssa:

Thank you for bringing Fehr & Peers onto the RECON Environmental Team for the Del Mar City Hall project. It was great meeting with you and Lisa in the field to discuss access and circulation issues. We appreciate you taking the time to work with us in developing a thorough scope of work and fee proposal. We believe the key issues you have identified for this project are in line with the scope of work and approach we've developed for this project:

- **Coordination with the Staff and Architect through a concurrent design process** – We feel our early involvement in the site development process will help reduce potential design or access issues that may arise as we get into the full swing mobility analysis, which typically occurs after the site plan is developed
- **Expedited Schedule with Time-Saving Ideas** - We have identified a streamline approach to the mobility assessment that focuses on the key mobility issues pertinent to the site. My personal involvement with projects at the City allows me to hit the ground running and minimize any start up delays.
- **Solution Oriented Environmental Analysis** – Fehr & Peers has an extensive team of transportation professionals who are engaged in complex mobility studies throughout California. When issues arise on this project, we will rely on our technical team of experts to identify solutions that meet the needs and goals of this project. Fehr & Peers believes strongly in improving the communities where we do work, live and play and this project is an excellent example of improving community facilities and making an impact in the City of Del Mar.
- **Demonstration of "Good Value"** – Having a long standing relationship with the City and having served as a member of staff, we understand the complex community issues that may surround this project. We have identified staff from the San Diego region who are intimately familiar with Del Mar and will be committed to the project for the duration.



Please find attached to this cover letter our Scope of Work and Fee Proposal for use in your overall proposal to the City. Should you have any questions about the information provided or need additional information such as resumes, qualifications or representative projects, please let me know.

We look forward to working with you on this exciting project.

Sincerely,

FEHR & PEERS

A handwritten signature in blue ink, appearing to read 'Dawn L. Wilson'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Dawn L. Wilson, PE TE
Senior Associate

Attachments:

Scope of Work
Fee Proposal

Scope of Work: Del Mar City Hall

Task 1: Project Description & Trip Generation Assessment

Fehr & Peers will meet with the project team to discuss the overall site plan to determine changes in operations with the new City Hall. Key elements to consider in this evaluation include new Town Hall meeting rooms, parking uses, and total size of the facility including "expansion" area potential uses, such as outdoor public space and other amenities.

Fehr & Peers will conduct an on-site trip generation calculation for the existing facility by observing inbound and outbound traffic patterns on a typical weekday. Trips to and from the site will be classified as:

- Employee trips
- Visitor to City Hall Trips
- Public Parking Trips
- Bike Facilities
- Pedestrian and ADA Accessibility

In order to determine the total number of daily and peak hour trips generated by the existing City Hall facility, daily traffic volume data will be collected at the access points to the City Hall parking lots for during the Fair season from 7:00 am to 9:00 pm including the upper parking lot, lower parking lot and along Camino del Mar. Data collection may also include brief interviews with individuals entering City Hall in order to confirm their mode of travel to City Hall and parking location to confirm our observations. Prior to conducting parking lot observations, Fehr & Peers will coordinate with the Public Works Director and City Project Manager of the data collection schedule. The data will be used to assess the number of trips generated by the site per full time employee (FTE) and per parking space. Existing trip generation rates will be summarized in tabular form and presented to the project team for review.

With an understanding of the existing trip generation rates and the proposed changes to the City Hall facility, Fehr & Peers will prepare a future conditions trip generation assessment to determine the total number of auto oriented trips that will be generated by the new City Hall.

While not a traffic generator, the proposed expansion of parking onsite to include up to 160 stalls for city hall usage and weeknight/weekend public parking, could be a potential attractor of new vehicular pass-by trips. The data collected related to the existing demand for public parking (not related to City Hall), will be used to determine the turn-over of public parking during the typical weekday and translate that to future parking demand and vehicular trips associated with

the availability of additional parking spaces. These additional trips will be added to the future conditions trip generation for the site.

Task 2: Existing Conditions Assessment

The City currently performs counts during the Summer months for roadway segments throughout the City, including roadways adjacent to the project area. However, peak hour intersection counts are not conducted by the City. Peak hour data will be collected at five locations for this study during the peak summer months to document the existing traffic patterns near City Hall. The five study intersections that will be included in this assessment are:

- Camino Del Mar / 11th Street
- City Hall Access / 11th Street
- Camino Del Mar / 10th Street
- Upper Lot Access / 10th Street
- Lower Lot Access / 10th Street

Peak hour intersection turning movement counts will be collected from 7:00 to 9:00 am and again from 4:00 to 6:00 pm. Fehr & Peers will coordinate with the City's Public Works Director prior to conducting intersection turning movement counts. Turning movement counts will be clearly depicted in graphic form. An operational analysis of the existing conditions will be conducted using the Highway Capacity Manual methodology for signalized and unsignalized intersection. Results of the operational analysis will be documented in tabular form.

The existing conditions traffic volumes will be used in concert with the observations conducted in Task 1 to generate existing traffic patterns exhibits for the site.

Task 3: Access and Circulation Assessment

The existing City Hall has three key access points: two on 10th Street and one on 11th Street. The intersection at 11th Street is STOP control with restricted left turn access in the p.m. peak hour. The turn restriction is a mitigation measure implemented by the City to reduce cut through traffic on Stratford Court. Access to 10th Street is limited to right turn in/right turn out only. The raised, landscaped median on Camino Del Mar restricts northbound left turn access onto 11th Street.

Both 10th and 11th Streets have a steep grade that may not meet current ADA standards. Many of the residents and guests who park in the public parking spaces to access businesses along the Camino Del Mar corridor either walk through the existing City Hall campus or along 11th Street to access Camino Del Mar. There are no sidewalks on 10th Street that connect the existing public parking lots to the pedestrian path that currently exists along Camino Del Mar along the project frontage or the sidewalk that connects the parking lot to points south of City Hall.

Pedestrians wanting to park in the City Hall lot and head south along Camino Del Mar must walk in the street, up the steep slope on 10th Street to access Camino Del Mar. Limited sight distance approaching the intersection and the steep grade of the road make this route challenging for pedestrians.

Fehr & Peers will work with the project team to identify changes in access to the site that will improve pedestrian and auto conditions. Fehr & Peers will also provide input in the placement, style and type of bicycle facilities within the new City Hall campus.

Based upon the location of the parking entrance, Fehr & Peers will evaluate the changes in existing traffic patterns that would result from the proposed access point(s) for the new facility. Future trips will be overlaid on the redistributed existing City Hall trips to assess the overall traffic patterns with the new facility.

Fehr & Peers will also review the project site plan for pedestrian and bicycle access and will review line of sight diagrams prepared for the site by the project Civil Engineer. Key issues that currently exist with the project site is the grade of the road approaching Camino Del Mar on 10th Street. Fehr & Peers will review street improvement plans and access modifications along both 11th and 10th Streets.

Task 4: Future Conditions Operational Assessment

A cumulative analysis that utilizes the SANDAG Series 11 traffic model will be conducted to forecast the Horizon Year 2035 conditions. Fehr & Peers will cross-reference the findings of the future forecast volumes with those prepared for other studies within the City of Del Mar as well as other major development projects within the regional to ensure consistency in the findings and forecast volumes. Fehr & Peers will post-process all baseline 2030 conditions using standard engineering methods.

The redistributed and future City Hall trips will be overlaid on the existing and future forecast 2035 volumes within the study area. Based on the analysis of the without and with project conditions, Fehr & Peers will clearly identify project related impacts and propose recommended mitigation measures to offset potential traffic related impacts. This includes improvements that will benefit pedestrians, bicycles and motorists accessing the site.

Task 5: Construction Traffic Assessment

Fehr & Peers will work with the project team to understand key elements of the construction activity on-site:

- Relocation of City Hall Employees during Construction
- Hours and Duration of Construction
- Number of Construction Workers On-Site

- Number of Material Hauling Trips & Duration of Hauling

Fehr & Peers will identify the construction traffic routing to and from the site and estimate the trips for the construction activity. Construction traffic routing will include identification of parking, truck traffic circulation and construction access to the site. The construction activity will be compared to existing conditions trips to and from the site to determine if there will be an increase in trips associated with construction of City Hall.

The existing facilities and buildings are proposed to be demolished prior to construction of the new facility. Fehr & Peers will document the location of the temporary City Hall, possibly located in portable facilities at the Shores Park or in a nearby available office space, and identify the changes in traffic patterns associated with this relocation.

A peak hour construction activity assessment will be conducted to determine peak hour intersection levels of service for a typical day during construction activity. Findings of the analysis will be provided in tabular and graphical form.

Task 6: Findings and Recommendations

Findings of the transportation assessment will be summarized in a focused mobility assessment report. The findings will include a detailed summary of auto-oriented impacts and recommended mitigation measures. Mitigation measures may include car share, ride share and electric vehicle charging stations to off-set auto oriented impacts and reduce VMT and GHG impacts from the site. The findings will clearly identify pedestrian and bicycle improvements associated with the new City Hall including bicycle parking and storage, pedestrian paths of travel and ADA compliance, new or enhanced sidewalks and site lighting to help with walkability and safety.

The City has recently installed new parking signs on the City Hall property to direct visitors to the public parking lots. Fehr & Peers will work with the design team and document in the study the recommendation for new public parking signs and markings.

A draft of the report will be submitted to City staff for review and comment prior to finalizing the analysis. Fehr & Peers will respond to up to two (2) rounds of comments with a budget of 8 hours per review cycle to respond and revise the report.

Fehr & Peers will assist the environmental team with responding to comments on the EIR. A maximum of 27 hours of staff time have been allocated to addressing public comments.

Task 7: Project Team Meetings

Fehr & Peers has budgeted up to 10 hours of project meeting time which includes the following anticipated meetings with the project team and City staff:

- Kick Off Meeting
- Meeting with Public Works Director and City Traffic Engineer to Review Scope and Data Collection
- Project Team Meeting with the Architect
- Up to four (4) Project Team Meetings

This task does not include public workshops, meetings, or hearings, which are noted below under Task 8.

Task 8: Public Meetings

Fehr & Peers has allocated up to 20 hours of public meeting time, to include one community workshop meeting; attendance at the NOP meeting, and up to two meetings with TPAC and/or City Council. If additional meeting time is necessary, Fehr & Peers will submit in writing a request to amend this scope of work to increase the total hours billed for meeting time. Fehr & Peers will not attend additional meeting without written authorization from the client.

Detailed Budget
Del Mar City Hall - Mobility Assessment (RECON)

Task	Principal in Charge <i>Sohrab Rashid</i>	Project Manager <i>Dawn Wilson</i>	Project Engineer <i>Christine Mercado</i>	Administrative Support	Graphics	Labor Costs	Direct Costs	Task Total
<i>Hourly Billing Rate:</i>	\$240	\$210	\$125	\$100	\$110			
Task 1: Project Description / Trip Generation Assessment		2	6			\$1,170	\$900	\$2,070
Task 2: Existing Conditions Assessment		1	8		2	\$1,430	\$1,250	\$2,680
Task 3: Access & Circulation Assessment	1	1	16		4	\$2,890		\$2,890
Task 4: Future Conditions Operational Assessment		2	24			\$3,420		\$3,420
Task 5: Construction Traffic Assessment	1	4	32		4	\$5,520		\$5,520
Task 6: Findings and Recommendations (draft report)		2	16		6	\$3,080		\$3,080
Budget to Complete DRAFT Report	2	12	102	0	16	\$17,510	\$2,150	\$19,660
Task 6: Findings and Recommendations (response to comments)	1	6	8		2	\$2,720		\$2,720
Task 6: Findings and Recommendations (Response to EIR comments)	1	10	16			\$4,340		\$4,340
Task 7: Project Team Meetings		10				\$2,100		\$2,100
Task 8: Public Meetings		20				\$4,200		\$4,200
Budget for Meetings & Response to Comments	2	46	24	0	2	\$13,360	\$0	\$13,360
TOTAL	4	58	126	0	18	\$30,870	\$2,150	\$33,020