

EXHIBIT A

Scope of Work

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following services in relation to the alternatives analysis, environmental review, and conceptual design for the initial segment of the Midcoast Multimodal Trail (“MMT” or “Project”), from Miramar to El Granada:

Phase 1: Alternatives Analysis

TASK 1 – PROJECT MANAGEMENT

1.1 – Phase 1 Kick-off Meeting: The prime consultant, BKF, and sub-consultants will attend a meeting with County staff to discuss project goals and schedule. Together, consultants and participating County staff on this project will be considered the “Project Team”. BKF will bring a preliminary project schedule of Phase 1 to the meeting. This meeting will focus on developing a clear understanding of the goals and requirements of the project, the role of all participants, product and schedule expectations, tasks to be completed and desired outcomes; these project aspects will form the foundation for a project work plan (see Task 12).

This meeting will allow the team to gather pertinent documents and data and to identify any additional information or data needs. The Project Team will identify opportunities and constraints, scheduling, deliverables, and County expectations to work toward a Basis of Design. The Project Team will also identify three (3) preliminary trail alignments for consideration and analysis in Task 3.

The Project Team will also refine and finalize the Phase 1 Stakeholder Engagement Strategy, to identify appropriate levels and frequency of stakeholder participation.

The Project Manager, James Hinkamp, will draft a Project Initiation Letter (PIL) that supplements this final Scope of Work (SOW). The PIL will include a project description, including preliminary trail alignments for analysis, and also emphasize County staff roles and responsibilities. The PIL will define how County staff participation will contribute to project objectives and deliverables, within the established Project timeframe. Additionally, the Project Manager will generate an online link for the Project through the County online portal.

Collectively, the consultants, led by BKF, will comprise the “Consultant Team”. This team will also feature appropriately qualified sub-consultants (with specialties indicated):

- Placeworks (landscape architecture & stakeholder engagement)
- WRA (environmental planning)
- TOA (cultural resource analysis)
- Fehr & Peers (transportation planning & engineering)
- Cornerstone (structural engineering)

Likewise, the following Departments will constitute participating County staff. The County Planning & Building Department will manage the project and solicit internal feedback on key deliverables throughout the project, as delineated in the PIL:

- Planning & Building (James Hinkamp, Project Manager)
- Parks
- Public Works

DELIVERABLES¹:

1. *Agenda*
2. *Meeting Summary*
3. *Phase I Stakeholder Engagement Strategy*
4. *Input for Project website set up, to be coordinated by the Project Manager (James Hinkamp, Planning & Building)*
5. *Project Initiation Letter (PIL) by the Project Manager*

1.2 – Project Management: As a certified Project Management Professional, Jason Mansfield from BKF Engineers will lead the Consultant Team and manage the project to completion within the adopted budget and schedule. BKF Engineers will also identify an alternate project manager, in the event BKF staff are re-allocated or depart during the course of the project. James Hinkamp, from County Planning & Building, will lead County staff and manage the project for the County.

The collective Project Team will document the County’s expectations with a Basis of Design and coordinate with sub-consultants to value engineer alternatives to meet the County’s goals. Through BKF’s quality control procedures, the Project Team will review plans to meet applicable standards and regulations, and reduce potential for construction issues. Monthly progress reports will be provided, including accounting of project budget, meeting minutes and invoicing.

DELIVERABLE:

1. *Monthly accounting and progress reports*

TASK 2 – PRE-PROJECT MEETINGS

2.1 – Agency Meetings: In order to direct the project appropriately, and obtain an understanding of regulatory requirements, the Project Team will conduct pre-project meetings with Caltrans, California Department of Fish and Wildlife and other regulatory agencies. The Project Team will be able to ascertain required permits and other project requirements. This scope assumes a total of three (3) meetings will occur. As members of the Project Team, County staff (as listed under Task 1.1) will participate in the agency meetings.

DELIVERABLE:

1. *Three (3) pre-project meetings with a) associated agendas; and b) meeting summaries.*

¹ Unless otherwise stated, the Consultant team is responsible for production of deliverables.

TASK 3 – ALTERNATIVES & ENVIRONMENTAL ANALYSIS

3.1 – Site Visit - The Project Team will conduct a site visit to discuss potential trail alignments. Ultimately, the goal is to design a trail that maximizes safe pedestrian and bicycle mobility, minimizing pedestrian/bicycle/equestrian and vehicular conflicts, as well as limiting impacts on sensitive resources, in hopes of protecting these resources and facilitating development of the project. The Project Team will investigate the Project Area with County staff members who are knowledgeable about the maintenance, operations, condition and use of the trail. The Project Area will encompass all identified trail alignment alternatives. The Project Team will conduct a general analysis of the Project Area, focusing on existing conditions, including, but not limited to:

- Quality of existing road shoulder and facility surfaces
- Non-vehicular circulation and access (including ADA)
- Vehicular circulation and access
- Drainage patterns
- Driveway/side streets access points and crossings
- Maintenance access
- Existing vegetation along potential trail alignment
- Environmental constraints – wildlife habitat, wetlands, etc.
- Existing buildings
- Visibility and sight lines
- Engineering constraints
- Right-of-Way availability

DELIVERABLES:

1. *Draft Biological Reconnaissance Report*
2. *Draft Preliminary Wetland Assessment*

3.2 - Biological Reconnaissance - WRA will conduct a biological reconnaissance along the three alternative alignments for the Project. WRA will conduct a search of the California Department of Fish and Wildlife (CDFW) Natural Diversity Data Base, the California Native Plant Society database, and the US Fish and Wildlife Service county list to determine which protected species and/or critical habitat potentially occur in the vicinity of the site. Available aerial photography, USGS maps, and other sources will be reviewed for the potential location of wetland, riparian, oak woodland, or other sensitive species for the area.

A site visit will be undertaken and the entire parcel(s) will be traversed on foot and the habitats present assessed to determine suitability for special-status wildlife and plants. Possible impacts to sensitive species located within the footprint of the proposed project will be the focus of the site inspection. A technical report on biological resources will discuss the results of the literature search and field reconnaissance. The report will provide information on the known or potential use of the site by any special-status species. Potential use will be ranked as either low, moderate, or high depending upon the suitability of the habitat or proximity of any known records

uncovered in the database search. If any special-status species are observed, they will be reported in the findings. Any riparian areas or other sensitive habitats areas will also be described and mapped.

Based on the results of the site assessment, the report may recommend additional studies which could include special-status plant or wildlife surveys, a formal delineation of potentially jurisdictional wetlands and non-wetland waters, or other focused study if warranted. WRA will advise the client of any constraints that may affect project siting and work with the client to resolve any issues as needed.

a. Wetland Assessment

WRA will conduct a preliminary wetlands assessment along the three alternative alignments for the Project. The site visit will occur concurrently with the biological reconnaissance site visit and will evaluate whether wetlands that may be subject to state and/or federal jurisdiction are present within the site. In addition, the site will be assessed for any areas qualifying as wetlands under the San Mateo County Local Coastal Program (LCP). The field work will be conducted in conformance with the routine methods described in the 1987 Army Corps of Engineers Wetland Delineation Manual. Vegetation and hydrology indicators will be observed on the surface of the soil. In addition, for non-wetland areas (i.e. streams, lakes, and channels), WRA will determine the location of the “ordinary high water mark”. WRA will map the boundaries of the potential wetlands using GPS with 1 meter resolution and will plot the boundaries on the selected base map.

The wetlands report will discuss methodology used, any potential wetlands found on the site, and a map showing their approximate location(s).

DELIVERABLES:

1. *Draft Biological Reconnaissance Report*
2. *Draft Preliminary Wetland Assessment*

3.3 - Archeological & Historical Resources (Cultural) Review - Supplemental to the draft environmental document, to be provided in Task 4.10, the appropriate qualified sub-consultant, will provide the following tasks in accordance with CEQA. Of note, per AB 52, Task 4.2.c. (below) requires that tribes must be consulted regarding any potential impact to “tribal cultural resources” prior to release of a Mitigated Negative Declaration (MND)*:

- a. Conduct archival research, including a record search of the files at the Northwest Information Center, Sonoma State University and the library and files of TOA.
- b. Contact the Native American Heritage Commission to conduct a sacred lands file check.
- c. *Contact local Native American persons and/or organizations in writing.
- d. Perform a field survey of the proposed trail routes.

- e. Prepare a written technical report that will include the results of the Native American contacts, archival research, and field survey of the project location.

This information will be summarized in a Draft Archaeological and Historic Resources Report, including any recommendations for areas to be avoided. County staff will review the draft report and provide pertinent feedback within fifteen (15) business days. The Consultant Team will incorporate such feedback into a Final Archeological and Historic Resources Report. This final report will be reviewed by County staff with comments returned within ten (10) business days. Upon completion, this report will be reserved for incorporation into the draft environmental document (Task 3.10).

DELIVERABLES:

1. *Draft Archaeological and Historic Resources Report*
2. *Final Archaeological and Historic Resources Report*

3.4 - Transportation Review - Fehr & Peers will provide qualitative and quantitative analysis for all identified trail alternatives, and respective project effects on the surrounding transportation network, including Highway 1, intersecting trails, and residential roads. However, the draft and final environmental document (Task 3.10) will identify how any potentially adverse transportation impacts shall be avoided, minimized, or mitigated. The Project Team will also assess midblock and intersection crossings at strategic locations.

As part of this task, the quantitative analysis would highlight the number of crossings and conflict points with vehicles, as well as the volume of vehicles that could potentially be in conflict with trail users. This analysis will occur for each identified trail alternative. The precise parameters of analysis will be determined by the Project Team, in consultation with the County, the details of which will likely depend on the identified opportunities and constraints posed by each alternative. A combination of the following assessments is proposed for quantitative analysis:

- Potential for Highway 1 vehicle traffic queues to interfere with trail crossings
- Potential for heavy turning movements onto, and from, Highway 1 (ingress/egress), to warrant additional treatments at trail crossings – as needed
- Potential for vehicles yielding at proposed trail crossings to result in vehicle traffic queues directly on Highway 1

An origin-destination (O-D) study will also be incorporated in the quantitative analysis, with a focus on potential users. To derive O-D insight, the Project Team will establish a survey station at a Phase I public workshop, to solicit qualitative feedback from community members as to which alternative best serves the needs of the likely trail user.

As part of this task, Fehr & Peers will perform a site visit on a clear weekend day during peak recreational hours to document existing conditions and observe potential transportation-related issues, constraints, or opportunities for improvement. The Project Team will focus site visit observations on potential pedestrian/ bicycle/equestrian conflict areas, future path connection points, transit, midblock and intersection crossings, access, and vehicle operations.

Fehr & Peers will prepare a Draft Transportation Report, to inform a Preferred Alternative, as well as the environmental document (see Task 3.10). County staff will review the draft report and provide pertinent feedback within fifteen (15) business days.. Subsequently, the Final Transportation Report will be delivered to County staff, for final review, and then reserved for incorporation into the draft environmental document.

DELIVERABLES:

1. *Draft Transportation Report*
2. *Final Transportation Report*

3.5 – Alternatives Analysis: A Draft Alternative Analysis Report shall be developed to identify no fewer than three (3) feasible alternative routes for the MMT while considering all necessary opportunities and constraints. The Draft Alternative Analysis Report shall be presented to County staff, as well as the community, for feedback, in order to identify the Preferred Alternative route for the MMT (see Task 4.6). Once identified, the Preferred Route will be incorporated into the Final Alternative Analysis Report.

The Draft Alternative Analysis Report shall include the following:

- No fewer than 3 feasible alternative routes for the MMT, including but not limited to, within Highway 1's eastern right-of-way, Highway 1's western right-of-way, connecting to the existing Mirada West Trail by way of the County's Alameda Avenue right-of-way, utilizing County Park service road through Mirada East Park or a combination of the aforementioned routes.
- Identification of routes that enhance north-south bicycle and pedestrian mobility by providing a safe mode of travel separated from vehicular traffic when possible and with safe midblock and intersection crossings to serve trail users.
- Information and data collected while conducting the site visit, including but not limited to, preliminary right-of-way, circulation and/or access, engineering, regulatory and environmental constraints.
- Origin-Destination analysis
- Analysis of opportunities provided by Highway 1's eastern and western rights-of-way to accommodate a trail that meets Caltrans and County park standards.
- Analysis of the information identified and compiled in the Historical/Cultural Resource Review to identify impacts of each alternative on historical and cultural resources.
- Analysis of the Transportation Review to identify potential conflicts of each alternative route with the transportation systems, including existing and future driveways, residential roads and crossings.

- Identification of the most cost effective and least environmentally impactful way to traverse Mirada Creek. Cost effectiveness assessment should address the most streamlined permitting options as well as those options requiring the least mitigation. Alternatives considered should encompass bridges, cantilevers and other engineered alternatives, including existing Caltrans facilities that could be widened or retrofitted. Alternatives are proposed to be packaged as an Advanced Planning Study (APS) by the most appropriately qualified sub-consultant.
- Based on a preliminary environmental review, identify a trail route that will have the least impact on sensitive habitat, wetlands and native vegetation, as well as ease of permitting and mitigation requirements, while preserving ability to achieve project goals.
- Identify how the MMT will be incorporated into the Naomi Patridge Trail to the south, the California Coastal Trail to the north, as well as adjacent local and regional trails, where feasible.
- Identify how the trail can be utilized by students and faculty at the El Granada Elementary School to improve safe access to the school.

Each identified alternative route will address any necessary highway and residential road crossings, creek crossings, avoidance of significant impacts to sensitive habitat, avoidance of significant impacts to historical and cultural resources, cost constraints, and engineering constraints.

DELIVERABLE:

1. Draft Alternative Analysis Report

3.6 – Draft Alternatives Analysis Review & Introductory Outreach: The Project Team conduct a single, internal meeting to review the findings of Tasks 3.1-3.5 and discuss a proposed approach for presenting the Draft Alternative Analysis Report as well as the agendas for subsequent public meetings. At this meeting, the Project Team will also review the proposed strategy for creating an online forum for public participation, which may include video recordings of the presentations and downloadable copies of the exhibits. A link will be provided on the County website for the public to comment on the trail design alternatives and upload additional comments, photos or documents.

As part of this subtask, the Project Team will introduce the project to the community by reviewing the project background, intent, and initial trail concepts. This scope assumes two (2) community meetings will be organized by the County as part of the introductory outreach. The Draft Alternative Analysis will be presented to the community, to progress towards a Preferred Alternative (see Task 3.7).

In addition to general public outreach, the Project Manager will provide three (3) presentations to advisory bodies, including the County Parks & Recreation Commission, Midcoast Community Council, and Planning Commission, to receive feedback. The Consultant Team will attend public meetings as the County Project

Manager deems necessary. . Supplemental County staff meetings to review milestone submittals will also occur.

DELIVERABLES:

1. *Summary Public Meeting & Workshop Outreach Strategy*
2. *Online Workshop supplement to public meetings (through project website link; to be coordinated by Project Manager)*

3.7 – Final Alternatives Analysis & Design Workshops: The Consultant Team will meet with County staff to review public and advisory body feedback on the Draft Alternative Analysis (and trail alignments) and to specify a Preferred Alternative in the Final Alternative Analysis Report. The Project Team will re-engage the community in two (2) separate public design workshops, with a focus on vetting the Preferred Alternative.

DELIVERABLE:

1. *Final Alternative Analysis Report*

3.8 - 30% Plans, Specifications, and Estimate (PS&E): Based on the Final Alternative Analysis, the Consultant Team will develop a 30% conceptual design for the preferred trail alignment. The Project Manager will present the design to advisory bodies identified in Task 3.6, to receive detailed feedback. Consultant Team members will provide presentation support, as needed.

DELIVERABLE:

1. *30% PS&E*

3.9 – Area of Potential Effects: Consultants will prepare exhibits delineating limits of work for the Preferred Alternative, for use in preparation of the environmental analysis and documentation. These areas, identified in the Alternative Analysis, will be identified and coordinated with the environmental sub-consultant to include potential construction access and other areas that may extend the project limits beyond the permanent limits of work.

DELIVERABLE:

1. *Visual exhibits delineating area of potential effects, including potential construction access*

3.10 – Regulatory Requirements: The Consultant Team will review all material provided by the County as well as other pertinent documents identified at the Kick-Off Meeting. The Consultant Team will assess the level of detail in these documents as they relate to the Midcoast Multimodal Trail and identify data gaps and additional research/ input required. Regulatory documents to be reviewed include, but are not limited to:

- Local Coastal Program requirements
- County Regional Trail Design and Maintenance Standards
- County Trails Master Plan
- County Midcoast Recreational Needs Assessment Plan

- Highway 1 Safety and Mobility Improvement Study, San Mateo County Midcoast Communities: Princeton, El Granada and Miramar
- Countywide Bicycle and Pedestrian Plan
- Caltrans Standards

3.11 – Environmental Document: The Consultant Team will conduct the environmental analysis for the Preferred Alternative and produce a draft and final environmental document in the manner described below.

ENVIRONMENTAL DOCUMENT

In this task, the Consultant Team will prepare an environmental document to comply with the California Environmental Quality Act (CEQA). This scope assumes that an Initial Study/Mitigated Negative Declaration (IS/MND) will be a sufficient level of environmental review. The County is the CEQA lead agency. Compliance with the National Environmental Policy Act (NEPA) is not included in this Scope of Work, given the current absence of federal funding and approval for the project. In the event federal funding or approval is identified, the Project Team will evaluate the need for NEPA review and amend this Scope of Work and associated contract as needed.

An Initial Study checklist will also be prepared, based on the 30% Design Plans of the project, in order to assess potential environmental impacts of the project. Given the likelihood that potentially significant environmental issues will include biological resources, an appropriately qualified sub-consultant will prepare the CEQA analysis of biological resources. In addition, the prime consultant and structural engineering sub-consultant will assist in reviewing the Geology, Soils, and Hydrologic Resources sections of the environmental document, respectively. The cultural resources assessment and transportation assessment prepared during Task 3.3. and 3.4, above, will provide the basis for the respective cultural and transportation sections of the IS/MND.

a. Project Description

As required by CEQA, the Initial Study will include a detailed project description of the Preferred Alternative, including graphics to describe the proposed trail design, trail alignment, building materials, wayfinding features and additional pertinent information, as identified by permitting agencies. Project features designed to avoid or offset potential environmental impacts, site remediation and construction activities will also be described in detail. The Consultant Team will submit one (1) electronic copy of the Draft Project Description to County staff for review and comment. The Consultant Team will address County staff comments and prepare a Final Project Description. Upon approval by County staff, the Project Description will be distributed to the environmental review team for reference.

DELIVERABLES:

1. *Draft Project Description*
2. *Final Project Description*

b. Initial Study (IS)

The Initial Study will include an analysis of potential environmental impacts, including consultation with regulatory agencies, if necessary, and mitigation measures, if necessary. The evaluation of each topic will be based on any available existing

environmental documentation and technical site assessments prepared by the Consultant Team as part of this overall task, as well as in Task 4 (Phase 1). All technical assessments prepared for the Project will be included as an appendix to the Initial Study. For those resource areas that are not the subject of separate technical assessments, the Consultant Team will provide a qualitative analysis. The Initial Study will address all topic areas required by CEQA (per Section 15063 (d)), including but not limited to:

- (Per Task 6.2.a - above) Project description, including location
- Environmental setting
- Environmental effects checklist or matrix (or documentation method)
- Analysis and discussion of environmental effects
- Mitigation measures (if any significant effects identified)
- Project consistency with existing zoning, plans, and other similar land use regulations
- Preparers/participants in Initial Study

As described above, the Initial Study will present evidence indicating how environmental impacts will be avoided or mitigated, as appropriate. Assuming that all environmental effects can be avoided or mitigated to a less-than-significant level, this information will be used to support the proposed CEQA Mitigated Negative Declaration (MND) for the Project. The Initial Study will be submitted in the following three phases to the County in Word documents:

- i. **Administrative Draft Initial Study.** The Consultant Team will submit an electronic copy of the Administrative Draft Initial Study to the County for review. County staff shall provide comments within fifteen (15) business days of draft submittal.
- ii. **Screencheck Draft Initial Study.** After the County's review, the Consultant Team will meet with County staff to discuss comments on the document and strategies to mitigate potential environmental impacts, if necessary. The Consultant Team will then submit an electronic copy of the Screencheck Draft Initial Study to the County for review prior to printing the public review draft. County staff shall provide comments within ten (10) business days of draft submittal.
- iii. **Review Draft Initial Study.** Based on comments received from County staff, the Consultant Team will revise the Screencheck Initial Study to create a Review Draft Initial Study. A minimal level of effort, not exceeding 8 hours, is assumed to be required to respond to any comments from the County on the Screencheck Draft Initial Study. The Consultant Team will provide the County with five (5) paper copies of the Public Draft Initial Study as well as one (1) electronic copy.

c. Mitigated Negative Declaration

The appropriately qualified sub-consultant will prepare a Mitigated Negative Declaration (MND) per CEQA Guidelines Section 15070 if potential impacts from construction and operation of the project can be avoided through project design, or mitigated to less-than-significant levels. If significant impacts that cannot be mitigated to a less-than-

significant level are found then an EIR would be required. The Consultant Team can prepare an EIR, if required, subject to a contract modification and would leverage the comprehensive Initial Study described above to scope out impact areas and focus the EIR on key issues.

d. Noticing

The Consultant Team will prepare the Notice of Intent (NOI) for the IS/MND for public review per CEQA Guidelines Section 15072 and any Transportation Authority Grant Guidelines and Requirements. The Consultant Team will prepare electronic versions of the Notice of Completion (NOC) and draft as well as advertisement for local notification of public hearings and the availability of the IS/MND. The Consultant Team will submit fifteen (15) copies of the Draft IS/MND to the State Clearinghouse for circulation to State Agencies for the 30-day public review period.

e. Response to Comments

Once the 30-day review period of the Draft IS/MND has ended, the Consultant Team will prepare a memorandum summarizing and addressing substantive environmental-related comments received. Project Team members will assist with responding to any comments related to topics relevant to their area of expertise. Subsequently, the Consultant Team will prepare any necessary findings and resolutions for certification of the environmental document. The Response to Comment Memo will be submitted to the County in Word documents in the following three phases:

- i. **Administrative Draft Memorandum.** Submit an electronic copy of the memorandum to the County for review and comment within 2 weeks of the close of the public comment period. County staff shall provide subsequent comments within fifteen (15) business days of draft submittal.
- ii. **Screencheck Draft Memorandum.** After the County's review, the Consultant Team will meet with County staff to discuss the responses to comments. The Consultant Team will then submit an electronic copy of the Screencheck Memo to the County for review prior to printing the public review draft. County staff shall provide comments within ten (10) business days of draft submittal.
- iii. **Final Memorandum.** The Consultant Team will address any comments received from the County on the memorandum and will prepare the Final Response to Comments Memorandum. The Consultant Team assumes that a minimal level of effort, not exceeding 4 hours, would be required to respond to any comments from the County on the Screencheck Draft memorandum. One (1) electronic copy of the final memorandum will be provided to the County.

f. Mitigation Monitoring and Reporting Program Preparation

If mitigation measures are identified, the Consultant Team will prepare a mitigation monitoring and reporting program (MMRP) concurrently with the preparation of the Response to Comments Memorandum.

g. Public Presentation of Final IS/MND

The Consultant Team will attend no more than two (2) public hearing hearings in anticipation of certification of the IS/MND.

h. Notice of Determination

The Consultant Team will prepare and submit the Notice of Determination (NOD) with the San Mateo County Clerk and State Clearinghouse within five (5) days after certification of the IS/MND.

DELIVERABLES:

1. *Administrative Draft Initial Study (Task 6.2.b.i.)*
2. *Screencheck Draft Initial Study (Task 6.2.b.ii.)*
3. *Public Review Draft Initial Study (Task 6.2.b.iii.)*
4. *Mitigated Negative Declaration (Task 6, c.)*
5. *Noticing (Task 6, d.)*
6. *Administrative Draft Memorandum (Task 6.e.i.)*
7. *Screencheck Draft Memorandum (Task 6.e.ii.)*
8. *Final Memorandum (Task 6.e.iii.)*
9. *Mitigation Monitoring and Reporting Program Preparation (If required)*
10. *Public presentations of Final IS/MND (Task 6.g.)*
11. *Notice of Determination (Task 6.h.)*

BIOLOGICAL REVIEW

In this task, the appropriately qualified environmental sub-consultant will conduct a biological review of the site to assess sensitive habitats within the vicinity of the Preferred Alternative route. The Highway 1 corridor connects urbanized areas along the coast and travels through agricultural fields and open spaces. Based on a preliminary review of aerial photographs, the Project Area, as it extends adjacent to Highway 1 from Alto Avenue to Coronado Street on the San Mateo County Midcoast, has been disturbed by the roadway and urban development. Due to the nearby presence of special-status plants, special-status wildlife species (such as San Francisco garter snake), and sensitive communities (riparian corridor near Magellan Avenue), a Biological Resource Assessment will be prepared covering the Project Area. This assessment will include a Wetland Delineation Report.

i. Wetland Delineation

A jurisdictional determination report will be prepared that identifies the various jurisdictional boundaries within the project area, as identified in Phase I: Alternatives Analysis. The jurisdictional boundaries that will be identified within the report include the U.S. Army Corps of Engineers, Regional Water Quality Control Board, California Department of Fish and Wildlife, San Mateo Local Coastal Program, Half Moon Bay Local Coastal Program and California Coastal Act. The report will have all the required information for each agency to review and approve the jurisdictional boundaries mapped by the environmental sub-consultant. The wetland delineation will be conducted at the project site based on two definitions: that used by the Corps of Engineers in determining the extent of Waters of the U.S. under the Clean Water Act, and that used by the California Coastal Commission to determine the extent of wetlands subject to the California Coastal Act.

The environmental sub-consultant will conduct the necessary field studies and prepare data reports in a format that conforms to the methodology, as specified in the 1987 Corps Manual and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Arid West Region (Corps 2008). The environmental sub-consultant will utilize the standard data reporting forms and report format used by the local Corps District in submitting wetland delineations for a jurisdictional determination. In addition, the environmental sub-consultant will use forms specifically tailored to reflect the criteria used to determine California Coastal Commission jurisdiction.

Based on the field data collected, the environmental sub-consultant will prepare a single combined report that discusses the wetland delineation under both the Clean Water Act and the Coastal Act. The report will also identify habitat regulated by the California Department of Fish and Wildlife. Such habitat includes lakes and streams and is defined by the top of bank or edge of riparian vegetation as determined by edge of drip line, whichever is further. Three (3) separate maps will be included in the report for each jurisdictional determination. The reports will contain a description of the study area, a description of the methodologies used, and a discussion of the observations made.

Once approved for submittal, the environmental sub-consultant will submit the delineation and request that the Corps and/or San Mateo County conduct a site verification of the proposed delineation. The environmental sub-consultant will attend the site visit and discuss its findings with relevant agency staff. A final map will be prepared following the site inspection by the Corps and County to reflect any modifications agreed to in the field. In some cases, additional information will be requested by the Corps or County or may be needed to justify specific circumstances related to the site. The environmental sub-consultant will include time to address necessary edits to the submitted data.

DELIVERABLES:

1. *Biological Resource Assessment*
2. *Wetlands Delineation Report*

TASK 4 – RESPONSE TO FEEDBACK

With each environmental assessment and design submittal, the Consultant Team expects to receive feedback, comments, and questions. The Consultant Team will address each of these feedback components to the satisfaction of the California Coastal Commission, Caltrans, and County staff, as well as other pertinent stakeholders. A formal written response to each item will be prepared, if appropriate. Feedback will be incorporated into the assessment or design, as needed:

- Comments on all submittals will be a single, consolidated document provided to the Consultant Team at one time
- If responses are delayed by either the County or Consultant Team, the schedule will be adjusted forward accordingly

TASK 5 – QUALITY ASSURANCE / QUALITY CONTROL (QA/QC)

The Project Team will review documents at each phase of the project to ensure project goals and expectations are being met.

The prime consultant's quality control program shall ensure quality deliverables and a quality project throughout the design and documentation process. A well-defined work plan will integrate the design parameters and goals; great communication will direct the implementation of the plan, and internal peer reviews assist in verifying the results. The following aspects are integral to managing the quality of the work plan:

- A work plan that defines the project tasks
- A schedule that meets the County's and Consulting Team's needs
- Proactive and effective communication
- Internal quality control at each stage of a project

Proposed Phase 1 Milestones	
1. Phase 1 Kick-off Meeting	Early July 2015
2. Pre-Project Meetings	July - August 2015
3. A. Site Visit B. Initiate Alternatives Analysis (Regulatory Review; Cultural Resources; Transportation Review)	August 2015
4. Deliver Draft Alternative Analysis	Late August-September 2015
5. Present Draft Alternative Analysis: i. Parks & Rec Commission ii. MCC iii. Planning Commission	Late September 2015
6. A. Introductory Public Meeting (Meeting #1) to Review Draft Alternatives Analysis B. Public Meeting (#2) to solicit additional feedback	October 2015
7. Public Workshop (Meeting #3): Towards Identification of a Preferred Alternative	November 2015
8. A. Public Workshop (Meeting #4): Towards Identification of a Preferred Alternative 9. B. Deliver Final Alternative Analysis & 30% PS&E B. Initiate CEQA Analysis - Initial Study (IS)	December 2015

<p>10. Present Final Alternative Analysis & 30% PS&E:</p> <ul style="list-style-type: none"> i. Parks & Rec Commission ii. MCC iii. Planning Commission 	<p>January 2016</p>
<p>11. A. Submit IS/MND for Public Review</p> <p>B. Present IS/MND @ Parks & Rec Commission</p> <p>C. Present IS/MND @ MCC</p> <p>D. Present IS/MND @ Planning Commission</p>	<p>April 2016</p>

-- COMPLETE PHASE 1 --