



June 5, 2015

Brian Ludicke, Planning Director  
City of Lancaster  
44933 Fern Avenue  
Lancaster, CA 93534

**RE: PROPOSAL TO PROVIDE CEQA CONSULTING SERVICES FOR THE AVANTI NORTH SPECIFIC PLAN AND TENTATIVE TRACT MAP PROJECT**

Dear Mr. Ludicke:

T&B Planning, Inc. is pleased to present this proposal to provide California Environmental Quality Act (CEQA) consulting services for the proposed Avanti North project, which comprises applications for a Specific Plan and Tentative Tract Map. The project proposes up to 768 single-family residences, parks, trails, roadways, and a linear drainage basin. The property is located east of 70th Street West, west of 62nd Street West, north of Avenue K-8, and south of Avenue K in the City of Lancaster.

T&B Planning has been in business since 1974 and has extensive experience managing the CEQA compliance process and preparing comprehensive and legally-defensible CEQA documents. Because our firm is preparing the Specific Plan, we have an advantage over other firms in the ease of information sharing between our planning staff and CEQA compliance staff. In addition, our CEQA staff is committed to supplying the City of Lancaster with an objective, comprehensive, and legally-defensible Environmental Impact Report (EIR) for the Avanti North project. No EIR prepared by T&B Planning has ever been successfully challenged.

The enclosed proposal provides a work program and not-to-exceed budget to provide CEQA compliance services for the City of Lancaster, including the preparation and processing of an EIR that closely meets the project schedule outlined in the City's Request for Proposals (RFP). If the City selects T&B Planning, we will provide proof of insurance that meets the minimum requirements specified in the RFP prior to contract execution.

Thank you for your time and careful consideration. Our CEQA staff looks forward to working with you and other City representatives. Shawn Nevill, Senior Project Manager, will be the day-to-day manager of the EIR; his contact information is (714) 505-6360 X 115 and [sneville@tplanning.com](mailto:sneville@tplanning.com). If any additional information is required or if you have any questions pertaining to this proposal, please contact me at (714) 397-4224, or via email at [tzinn@tbplanning.com](mailto:tzinn@tbplanning.com).

Sincerely,  
**T&B Planning, Inc.**

A handwritten signature in black ink that reads "Tracy Zinn".

Tracy Zinn  
Vice President

# Exhibit A: Scope of Work

## EXHIBIT A: SCOPE OF WORK

### Project Understanding

Based on our review of the City’s Request for Proposal (RFP, dated May 18, 2015), the proposed project consists of an application for a Specific Plan and Tentative Tract Map to develop a residential community on approximately 237 acres located east of 70th Street West, west of 62nd Street West, north of Avenue K-8, and south of Avenue K. The Specific Plan and Tentative Tract Map would provide for the development of up to 768 single-family dwelling homes, two park sites, trails, and a drainage basin on the subject property. Other planned improvements include roadways and supporting infrastructure. According to the RFP, the project is consistent with the General Plan land use and Zoning designations that apply to the subject property.

Because the project involves discretionary approval actions by the City of Lancaster, the project is subject to the California Environmental Quality Act (CEQA). Based on the City’s initial review of the project’s application materials, City staff concluded that an Environmental Impact Report (EIR) is the appropriate CEQA compliance document for the project. Serving as the CEQA Lead Agency, the City of Lancaster seeks the services of an experienced CEQA consultant to prepare and process the project’s EIR.

Based on the list of technical studies provided in the RFP, the environmental topics that will be supported by technical analysis include: air quality, biological resources, cultural resources, energy conservation, geology/soils, greenhouse gas emissions, hazards/hazardous materials, hydrology/water quality, noise, traffic, and utilities and service systems. It is our understanding that a fiscal impact analysis also will be prepared for the project. The CEQA consultant will review the technical studies to ensure that they meet CEQA requirements and adequately support the EIR. All other environmental topics do not require technical studies and will be fully analyzed in the EIR by the CEQA consultant.

### Potential Key Project-Related CEQA Issues

Based on our CEQA experience and preliminary understanding of the proposed project, the environmental topics of air quality, hydrology, traffic, and utilities and service systems (including water supply) will require emphasis. The project proposes more than 500 dwelling units, which qualifies the project as a “project of statewide, regional, or areawide significance” pursuant to CEQA Guidelines Section 15206. As a project of statewide, regional, or areawide significance, Avanti North has the potential to measurably contribute air pollutants in the region and result in level of service deficiencies along regional circulation facilities. The EIR will analyze the project’s potential to result cause or contribute to substantial, adverse air quality and traffic impacts. In addition, because the project propose more than 500 dwelling units and, therefore, is defined as a “water-demand project” by CEQA Guidelines Section 15155 and in response to Executive Order B-29-15, the EIR will rely on a Water Supply Assessment to disclose the project’s estimated daily water demand and evaluate the project’s potential effect on domestic water supplies.

## Scope of Work

T&B Planning’s proposed work program for preparing an EIR for the Avanti North project is provided on the following pages. Our proposed work program and budget are based on the following expectations:

- The City will provide the CEQA Consultant with electronic text and graphic files of the project’s technical reports.
- The CEQA Consultant will communicate with technical report authors directly regarding report content, requests for clarification, etc., and copy the City on all substantive communications, unless another communication procedure is established.
- The CEQA Consultant will not be required to research cumulative projects, or conduct extensive technical analysis of cumulative impacts for the subject areas supported by a technical report. We anticipate that the project’s technical reports address cumulative impacts and/or provide enough information to draw conclusions about the project’s cumulative effects.
- The CEQA Consultant will not be required to assist the City in the tribal consultation process required pursuant to SB-18.

Please note that the *Scope of Work* described below will likely not be undertaken chronologically as presented. To closely meet the schedule indicated in the RFP, there may be considerable overlap on the timing of each task. Additionally, all coordination work efforts are included under Task 4.1; however, these efforts will occur throughout the entire scope of work.

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### **PHASE 1 BACKGROUND RESEARCH AND PROJECT INITIATION**

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#### **Task 1.1 Research, Data Acquisition, and Review**

T&B Planning will perform research and analysis using available public data and such data as may be provided by the City and/or the Applicant, to fully understand the proposed project and identify applicable environmental and jurisdictional requirements, restrictions, and/or constraints for the site. We will request that the Applicant provide GPS-referenced photographs of the property within 15 days of NOP issuance, which we will use as verification of the physical baseline for EIR analysis as required by CEQA.

#### **Task 1.2 Technical Report Review**

T&B Planning will review the 12 technical identified in the RFP for completeness, use of acceptable methodology and analysis techniques, and CEQA compliance adequacy. Based on information presented in the RFP, the following technical reports will be reviewed by T&B Planning as part of this task:

- |  |                                     |
|--|-------------------------------------|
| • Traffic Impact Analysis                  | • Water Supply Assessment           |
| • Biological Resources Assessment          | • Air Quality Analysis              |
| • Cultural Resources Assessment            | • Greenhouse Gas Emissions Analysis |
| • Phase I/II Environmental Site Assessment | • Noise Impact Analysis             |
| • Geotechnical Report                      | • Energy Analysis                   |
| • Drainage Report                          | • Fiscal Impact Analysis            |

After review, if T&B Planning believes that any of the technical reports listed above are inadequate for CEQA purposes and/or that a detailed technical peer review is warranted, T&B Planning will prepare a written memorandum to the City summarizing our concerns and recommendations with the report(s) in question. If the

City concurs that peer review is warranted, T&B Planning will provide the City with a separate proposal for these additional services. Peer review is not included within the scope of work or budget prepared for this proposal because we expect that the reports have been professionally prepared with acceptable analysis methodologies. Our budget for this task assumes that any report revisions that we may request from the report authors would be limited to minor to moderate adjustments for CEQA adequacy and defensibility.

### **Task 1.3 Prepare Project Description**

T&B Planning will prepare a formal Project Description that will be used throughout the CEQA compliance process. The Project Description will include both text and exhibits and describe the proposed project and its construction and operational details. We expect that a majority of the exhibits will be taken from the Applicant's application materials (Specific Plan and Tentative Tract Map), with minimal graphic manipulation required by T&B Planning for legibility. The Project Description will be supplied to the City for review and approval.

### **Task 1.4 Prepare for and Attend Scoping Meeting**

Pursuant to CEQA Guidelines Section 15206(b)(2)(A), a proposed residential development of more than 500 dwelling units meets the criteria of a project having statewide, regional, or area wide significance. Accordingly, a public scoping meeting will be required pursuant to CEQA Guidelines Section 15082(c)(1). In consultation with City staff, T&B Planning will facilitate one (1) public scoping meeting to present the various aspects of the proposed project and to solicit comments regarding the scope and content of the EIR. This proposal anticipates that City staff will secure a location for the meeting, advertise the meeting, and make arrangements for the recording of verbal comments, if audio recording is desired. T&B Planning will prepare all visuals and handouts, a sign-in sheet, and a comment card for the recording of written comments, which are all budgeted as part of this Task.

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## **PHASE 2 PREPARE FIRST SCREENCHECK ENVIRONMENTAL IMPACT REPORT**

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### **Task 2.1 Evaluate NOP Comment Letters**

T&B Planning understands that the City will distribute the Notice of Preparation (NOP) package. During the 30-day public review period of the NOP, T&B Planning will periodically contact City staff and request copies of the public comment letters. We also will request a complete set of original letters at the close of the public comment period for high-quality scanning. If any comments necessitate an expanded scope of analysis in the EIR and/or technical reports, we will immediately reevaluate our scope of work and notify the City.

### **Task 2.2 Prepare First Screencheck Draft EIR**

T&B Planning will commence with preparation of the First Screencheck Draft EIR immediately following distribution of the NOP. The First Screencheck Draft EIR will be prepared in accordance with State and City of Lancaster guidelines and will generally include the following sections:

**Executive Summary.** This introductory section will provide a synopsis of each project component; a summary of the project alternatives, including an identification of the "Environmentally Superior Alternative;" and a brief discussion of areas of controversy and issues to be resolved by the decision-making body. The Executive Summary also will include an environmental impact and mitigation summary table that will be prepared as part of Task 2.4, which will identify the significance of each

impact, mitigation measures, the party responsible for implementing each mitigation measure, and the timeframe in which each measure should be completed.

**Introduction.** The Introduction will explain the purpose of the EIR, the legal authority for preparation of the EIR, and the EIR process. Relationship to the City’s General Plan and General Plan EIR will be disclosed. This section will also identify other applicable planning documents that apply to the project area. In addition, the Introduction will identify the Lead Agency (City of Lancaster), Responsible Agencies, and/or Trustee Agencies. The relationship of each component of the project to future project approvals and/or environmental permits also will be described.

**Environmental Setting.** The Environmental Setting will describe the project’s location, geographic and physical setting, surrounding land uses, and the physical environmental conditions of the property as they existed on the date of the EIR’s NOP issuance. A brief overview of the environmental conditions of the project area also will be provided. This section will emphasize unique or rare resources within the project vicinity that could be impacted by the project. In addition, a summary of the existing planning and policy context will be presented, including the property’s relationship to the General Plan, zoning, and other applicable regional plans and policy documents.

**Project Description.** The Project Description, which will be based on the Project Description prepared as part of Task 1.3, will be used as the basis for the impact analysis throughout the EIR. This section will include a brief description of the project’s location and setting. This section also will identify the project’s objectives, which will form the basis for subsequent analysis of project alternatives. In addition, an extensive description of the proposed project will be included, which will consist of a summary of actions that may be associated with implementation of the proposed project. Any areas anticipated to be impacted by off-site improvements also will be described in this section. Finally, the Project Description will document any and all anticipated subsequent approvals, including approvals that may be required from federal, state, and/or local agencies. Exhibits will be included in this section as necessary to describe the project proposal.

**Environmental Analysis.** The analysis of environmental effects section will address each environmental issue required by CEQA, in the following general manner. The existing conditions/environmental setting as it relates specifically to the environmental topic under evaluation will be described to establish a baseline for conducting the environmental analysis. As necessary and appropriate, a description of key terminology and concepts associated with the environmental issue area will be presented, followed by a discussion of any regulatory requirements that may apply. Next, the significance criteria will be listed and will be accompanied by a justification as to the appropriateness of the criteria selected for evaluation. An analysis will then be presented for each significance criteria, and the analysis will provide a clear description and conclusion as to the level of significance of project impacts, prior to mitigation.

The analysis also will include a discussion of potential growth inducing impacts and potential cumulative impacts, which are defined as those which by themselves may not result in significant impacts but when combined with similar impacts from existing, approved-but-not-yet-built or planned projects would be cumulatively significant. T&B Planning rely on City staff to confirm the list of surrounding projects to be included in the cumulative impacts analysis. For each significant impact identified, feasible and enforceable mitigation measures will be presented. Finally, each chapter in this section will provide a conclusion as to the level of significance following implementation of recommended mitigation measures will be determined.

## Exhibit A: Scope of Work

This proposal assumes the following environmental issue areas will be addressed in the EIR.

- Aesthetics
- Agriculture and Forestry Resources
- Air Quality
- Biological Resources
- Cultural Resources
- Geology/Soils
- Greenhouse Gas Emissions
- Hazards & Hazardous Materials
- Hydrology/Water Quality
- Land Use/Planning
- Mineral Resources
- Noise
- Population/Housing
- Public Services
- Recreation
- Transportation/Traffic
- Utilities/Services Systems

**Other CEQA Considerations.** The EIR will summarize unavoidable impacts of the project and will identify whether or not the impacts will be mitigated to below a level of significance. The EIR also will disclose significant irreversible environmental changes which would be involved in the proposed action should it be implemented. A discussion of Growth Inducement will focus on elements of the proposed project that could remove obstacles to growth in the area, such as expanded water or sewer service capabilities. This section also will contain an analysis of the project's energy consumption in accordance with CEQA Guidelines Appendix F and determine if the project would result in an inefficient or wasteful use of energy.

**Project Alternatives.** The Project Alternatives section will be based on a description of reasonable project alternatives defined in consultation with City staff. Each alternative identified in this section will be designed meet the project's primary objectives while minimizing or eliminating significant environmental effects associated with the proposed project. For purposes of budgeting for this task, it is anticipated that three (3) alternatives will be presented in the EIR, including the No Project Alternative.

**References.** This required section will identify all reference sources used and persons contacted in order to prepare the EIR.

T&B Planning will submit five (5) printed, bound copies and one (1) CD (Word and PDF files) of the First Screencheck Draft EIR to the City for review and comment.

### Task 2.3 Prepare Second Screencheck Draft EIR

Following City review of the First Screencheck Draft EIR, T&B Planning will revise the document to respond to any comments or questions received from City staff and any comments or questions that the Applicant and/or its legal counsel may pose to the City. This proposal anticipates that comments will be moderate in scope and complexity. All document revisions will be indicated in strikeout/underline format. For the purpose of creating a budget for this task, we anticipate that the City will not require substantial changes to the Project Description or request substantial expansions to any technical studies prepared in support of the EIR.

Upon completion of the revised Screencheck Draft EIR, T&B Planning will submit one (1) printed, bound copy and one (1) CD (Word and PDF files) of the Second Screencheck Draft EIR to the City for review and comment.

Following City review of the Second Screencheck Draft EIR document, it is anticipated that the City would clear the EIR for public review. However, if the City requests a third review, T&B Planning would arrange a meeting with appropriate City staff and project team members to discuss the City's comments and recommend appropriate ways to address their concerns. Additional budget would be required to revise the Screencheck Draft EIR should a third review of the document be necessary.

#### **Task 2.4 Prepare Mitigation, Monitoring, and Reporting Program (MMRP)**

T&B Planning will prepare a Mitigation Monitoring and Reporting Program (MMRP) in accordance with State law and City requirements to ensure implementation of mitigation measures, standard conditions, and project design features assumed in the EIR's analysis of impacts. The MMRP will be provided as part of the Second Screencheck Draft EIR. The MMRP will identify the conclusions drawn by the EIR, identify the level of impact significance for each significance threshold, and list every project requirement and mitigation measure listed in the body of the EIR, with the implementation timing and responsible parties noted. T&B Planning staff is experienced in preparing practical, easily-implemented mitigation monitoring plans for a wide range of mitigation requirements. This proposal includes one round of moderate revisions to the MMRP in ~~strikeout~~/underline format based on comments provided by City staff.

#### **Task 2.5 Prepare Public Review Draft EIR**

Upon receiving City authorization to publish the Draft EIR, T&B Planning will prepare and print for public distribution the Public Draft EIR and its Technical Appendices per City direction and State requirements. T&B Planning will provide the City with up to 40 printed, bound copies of the Public Review Draft EIR (with Technical Appendices on CD), as well as 100 CDs (PDF file only) with the Public Review Draft EIR and Technical Appendices.

This proposal expects that the City will prepare an advertisement for publication in the local newspaper as required by CEQA and ensure publication of the newspaper advertisement. We also expect that the City will conduct the mailing; if T&B Planning is requested to conduct the mailing, additional budget will be required.

During the 45-day review period, written public comment will be directed to the City. We recommend that the City forward copies of the comment letters to T&B Planning as they are received, and then send us the complete set of original letters at the close of the public comment period. This will ensure that we have a complete package and allow for scanning at the best quality possible. If any comments necessitate an expanded scope of analysis in the Final EIR, we will immediately evaluate our scope-of-work and notify the City.

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### **PHASE 3 PREPARE FINAL EIR AND RESPONSES TO PUBLIC COMMENT**

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#### **Task 3.1 Prepare Draft Responses to Public Comments and Draft Final EIR**

Upon completion of the 45-day public review period, T&B Planning will prepare written responses to all comment letters received. All comments received in response to the Public Review Draft EIR will be discussed with City staff as necessary and an approach to the responses will be agreed upon prior to preparation of the draft Responses to Comments. The draft Response to Comments will be submitted to the City for review and approval. The budget for this task assumes that comments will not exceed more than 10 commenting agencies/individuals and/or over 75 substantive comments.

Concurrently, we also will incorporate any necessary revisions into the EIR document as necessary to clarify or correct information to reflect the draft Response to Comments. Any such revisions will be shown in ~~strikeout~~/underline format. If any comments necessitate an expanded scope of analysis in the Final EIR or



additional technical analysis, T&B Planning will immediately evaluate our scope-of-work and notify the City. A new section in the EIR (“Final EIR”) will be drafted to document the public review process for the EIR, summarize the comment letters received, and identify the nature, location, and reason for any and all revisions incorporated into the final document. This new section also will provide a discussion and rationale for why recirculation of the Public Review Draft EIR for an additional 45-day public review period is not required pursuant to CEQA Guidelines Section 15088.5.

One (1) CD with the first draft of the Response to Comments and draft Final EIR will be submitted to the City for review. Following receipt of comments from City staff and any comments or questions that the Applicant and/or its legal counsel may pose to the City, T&B Planning will incorporate revisions to the draft Response to Comments and draft Final EIR and re-submit the documents for a second iteration of City review.

Following the City’s second review of the draft Response to Comments and draft Final EIR, it is assumed that the document will either be approved by City staff for consideration by the Planning Commission and City Council, or that only minor revisions would be necessary. Major revisions are not expected, nor budgeted.

### **Task 3.2 Prepare Findings of Fact and Statement of Overriding Considerations**

T&B Planning will prepare the CEQA documents required for the Final EIR public hearings, including the draft Statement of Overriding Considerations (if required) and the Section 15091 CEQA Findings of Fact (requiring a summary of each effect, identification of one or more of the required CEQA findings, listing of the associated mitigation measures, and the rationale for implementing the measures). This document will be submitted to the City and Applicant’s legal counsel for review and approval via CD (Word and PDF format).

Following review of the first draft, it is anticipated that the City may request minor revisions to clarify or expand on the findings and/or rationale for adopting a Statement of Overriding Considerations. The budget for this task assumes one round of revisions to the Findings of Fact/Statement of Overriding Considerations.

### **Task 3.3 Prepare Final EIR**

Pursuant to receiving the City’s approval of the Response to Comments, T&B Planning will finalize the draft Final EIR document and will produce 25 printed, bound copies (with Technical Appendices on CD) and 25 CDs (PDF format) for use by the decision makers during the public hearing stages. Additionally, a minimum of ten (10) days before public hearings, T&B Planning will coordinate with the City to ensure that copies of the Responses to Comments have been distributed to all Responsible and Trustee Agencies that commented on the Public Review Draft EIR via certified mail. The budget for this proposal anticipates that the City will conduct the mailing.

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## **PHASE 4 MEETINGS AND COORDINATION**

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### **Task 4.1 General Coordination and Meetings**

This task covers coordination tasks associated with T&B Planning’s work, including time spent by T&B Planning preparing/updating project schedules and all external coordination including but not limited to communication via phone, e-mail, letter, memo, and/or web-based conferencing with City staff, public agencies, legal counsel, Project Applicant representatives, and the technical report preparers (as needed). This task will commence upon authorization of our contract and will continue throughout the duration of the project.

All coordination work performed by T&B Planning will be within our proposed estimated budget and billed on a *Time and Materials* basis in accordance with our *HOURLY RATES AND BILLING POLICY*, which is included herein in

**Exhibit A: Scope of Work**

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Exhibit D. Because some of the coordination work will be reactive to City staff requests, the actual number of hours associated with this task may be higher or lower than the estimated budget. If less time is required, we will only bill for the time actually spent. If the budget amount becomes drawn down to less than 10 remaining hours, T&B Planning will notify the City to determine how remaining coordination work can be completed in the available budget. The City will be informed of hours remaining in the budget for this task on a monthly basis.

**Task 4.2 CEQA Public Notice Coordination**

T&B Planning understands that City staff will prepare, distribute, and file all CEQA-required public notices for the project, including the Notice of Preparation (NOP), Notice of Availability (NOA), and Notice of Determination (NOD). During City staff's preparation of the draft CEQA-required public notices, T&B Planning will review the draft notices for CEQA compliance adequacy. If revisions are required to any public notice to comply with CEQA, T&B Planning will send recommended revisions to City staff via electronic mail.

**Task 4.3 Attend Public Hearings**

A T&B Planning Principal (Tracy Zinn) or Senior Project Manager (Shawn Nevill) will attend up to three (3) public hearings before City of Lancaster decision-making bodies. Time preparing for, attending, and traveling to/from public hearings will be billed on a *Time and Materials* basis against the not-to-exceed budget for this task. If less time is required, we will only bill for the time actually spent. If preparation time required exceeds three (3) hours per hearing or if the public hearings are longer than four (4) hours each, the additional time will be billed against Task 4.1. A brief PowerPoint presentation is budgeted to present the EIR. In the event that T&B Planning's attendance is required at more than three (3) public hearings, additional budget may be required.

**Task 4.4 Compilation of Administrative Record**

Before the Draft EIR is released for public review, and again prior to first public hearing, T&B Planning will prepare a comprehensive electronic record of all relevant documentation in our possession for transfer to the City as part of the Administrative Record. Relevant documentation will include final versions of the Draft EIR (before public review), Final EIR (before first public hearing), supporting technical reports, all information sources cited in the EIR's references section, and pertinent written correspondence related to the EIR analysis methodologies and findings. T&B Planning will provide the City with one (1) CD containing these materials for inclusion in the Administrative Record.

**Task 4.5 Document Publishing and Coordination**

Work conducted under this task includes compilation of the First Screencheck EIR, Second Screencheck EIR, Public Review Draft EIR, Final EIR and Findings of Facts/Statement of Overriding Considerations for printing and distribution. These documents are required to be distributed in both electronic and hard copy formats. Work efforts include creating master PDFs, burning documents to CDs, creating custom CD labels, coordinating hard copy printing, and document distributions via mail, delivery service, or other methods.

## Deliverables

The proposed budget provided with this proposal includes reproduction and other related costs, as well as delivery costs, assuming the following deliverables. The number of copies to be provided are as specified in the RFP. Any additional copies greater than the total specified in the table below shall be prepared at cost and only upon the written approval of the City of Lancaster. Costs associated with the below-listed deliverables shall be invoiced in accordance with our *HOURLY RATES AND BILLING POLICY* (refer to Exhibit D).

- First Screencheck Draft EIR: One (1) electronic copy (Word and PDF) and five (5) hard copies (including the appendices).
- Second Screencheck Draft EIR: One (1) electronic copy (Word and PDF) and one (1) hard copy (Note: Hard copies of the appendices will only need to be provided if they have changed).
- Public Review Draft EIR: Forty (40) hard copies (appendices on CD) and 100 CD copies.
- Draft Final EIR: One (1) electronic copy (Word and PDF).
- Final EIR: Twenty-five (25) hard copies (appendices on CD) and 25 CD copies.
- Findings of Fact/Statement of Overriding Considerations: One (1) electronic copy (Word and PDF).



**Project Timeline**

T&B Planning has the staff resources and availability to begin work immediately and closely adhere to the project schedule presented below. The numbers below reflect the number of days anticipated for each task. Items in T&B’s control are indicated in blue. Items in City control are indicated in gray. Items that are the responsibility of the City (e.g., time for the City to review documents, noticing public hearings) may affect the proposed timeline and are outside of the control of the CEQA Consultant.

	7/15	8/15	9/15	10/15	11/15	12/15	1/16	2/16	3/16	4/16	5/16	6/16	7/16
Project Start	1												
Background Research & Technical Report Review	15												
Prepare Project Description		5											
<i>NOP Public Review</i>		30											
Scoping Meeting		1											
Prepare 1st Screencheck Draft EIR		40											
<i>City Review</i>				20									
Prepare 2nd Screencheck Draft EIR					10								
Prepare MMRP					5								
<i>City Review</i>						10							
Prepare Public Review Draft EIR						5							
<i>EIR Public Review</i>							45						
Prepare Responses to Comments & CEQA Findings								10					
<i>City Review</i>									10				
Prepare Final EIR										5			
<i>Public Hearings</i>											50		

# = Days allotted to task(s)

# Exhibit B: Project Team

## EXHIBIT B: PROJECT TEAM

### Project Team

T&B Planning's staff members selected for this project are identified below. Resumes of Tracy Zinn, Shawn Nevill, and Eric Horowitz who will serve as the primary project managers are provided on the following pages. Additional information about our other staff members, including resumes, is available upon request.

**Tracy Zinn, AICP, Principal.** Ms. Zinn joined T&B Planning in 1993. She has 22 years of experience managing and preparing CEQA documents and has directed the preparation of over 70 EIRs in Southern California. Ms. Zinn regularly manages and conducts quality control of the firm's environmental compliance documents. Her skill in preparing legally defensible documents has contributed to the firm's success and ability to state that no EIR prepared by T&B Planning has ever been successfully challenged. Ms. Zinn holds a B.S. degree in Urban and Regional Planning from Indiana University of Pennsylvania, is certified by the American Institute of Certified Planners (AICP), and is an active member of the California Association of Environmental Professionals.

Ms. Zinn will act as the overall manager of T&B Planning's work efforts related to the EIR. She will author analysis-intensive sections of the EIR and be responsible for quality control review. Ms. Zinn also will conduct review of the technical studies, oversee the CEQA compliance process, participate in meetings and conference calls, and represent the CEQA document at the project's public hearings.

**Shawn Nevill, Senior Project Manager.** Mr. Nevill is an experienced manager and environmental analyst. He provides supervision, oversight, and management to the firm's environmental services in Southern California. He is primarily focused on ensuring project compliance with CEQA. Shawn's legal background ensures a strong understanding of environmental law necessary to produce legally defensible documentation. For this project, Shawn will manage the production and processing of the EIR. Mr. Nevill has a Juris Doctor from the University of San Diego Law School and a B.A. in Political Science from San Diego State University.

Mr. Nevill will act as the day-to-day manager of T&B Planning's work related to preparation of the EIR. Mr. Nevill will be responsible for preparing a majority of the EIR and for conducting the requisite environmental analysis. He also will conduct project-related coordination, and participate in meetings and conference calls.

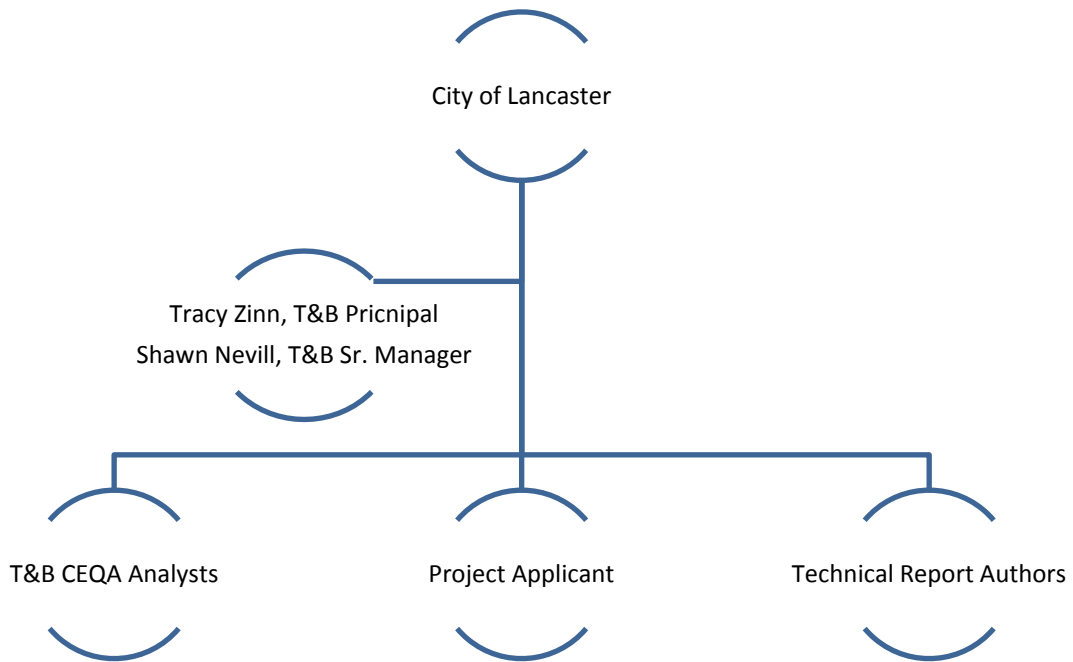
**Eric Horowitz, GISP, GIS Manager.** As GIS Manager, Mr. Horowitz provides supervision, oversight, and management of the firm's GIS services and is responsible for managing the production and development of all geographic information used in the firm. Mr. Horowitz holds a B.A. degree in Urban and Regional Planning from San Diego State University and an M.S. degree in Geographic Information Systems (GIS) from the University of Redlands. He also is certified as a Geographic Information Systems Professional (GISP) and is a member of the California Geographic Information Association.

Mr. Horowitz will oversee production of all EIR exhibits and presentation materials. He also will oversee production of all deliverable materials to be provided to the City.



### Anticipated Organizational Structure

We anticipate that there will be a direct line of communication between the City of Lancaster and T&B Planning’s Principal (Tracy Zinn) and Senior CEQA Project Manager (Shawn Nevill). Communications with T&B Planning’s CEQA Analysts and the Technical Report Authors will be managed by Tracy and Shawn. Communications with the Project Applicant on CEQA matters will either be routed through T&B Planning, or T&B Planning will be copied on communications between the City and Project Applicant, to ensure that we are documenting pertinent communications for the administrative record.





# TRACY ZINN, AICP

VICE PRESIDENT/PRINCIPAL

[tzinn@tbplanning.com](mailto:tzinn@tbplanning.com)

## COMPANY DATA

### Corporate Office

17542 East 17<sup>th</sup> Street  
Suite 100  
Tustin, CA 92780  
(714) 505-6360

### Murrysville Office

3081 Carson Avenue  
Murrysville, PA 15668  
(724) 327-3760

## PERSONAL DATA

### Education

Bachelor of Science in  
Urban and Regional  
Planning (Indiana University  
of Pennsylvania, 1992)

### Certifications

American Institute of  
Certified Planners (AICP)

### Affiliations

CA Association of  
Environmental  
Professionals (AEP)

American Planning  
Association (APA)

National Association of  
Industrial and Office  
Properties (NAIOP)

Tracy Zinn, AICP, joined T&B Planning in 1993 and became a Principal in 2007. Tracy manages the firm's Environmental Services Division and provides quality control for the majority of the company's environmental documents. She is an expert in California Environmental Quality Act (CEQA) compliance and actively participates in technical analysis, documentation preparation, and public meeting and hearing presentations. Under Tracy's direction, T&B Planning has prepared hundreds of CEQA documents. She is looked to by clients and government officials to provide overall management and bring focus to complex tasks. Tracy possesses an understanding of environmental law and the land entitlement process and has a clear understanding of the practical, environmental, and jurisdictional realities associated with each project.

## SUMMARY OF EXPERIENCE

**Environmental Compliance Documents (CEQA and Technical Reports):** Tracy prepares, edits, and directs the preparation of CEQA documents and supporting technical studies. Over her career, Tracy has prepared and quality-control reviewed hundreds of CEQA documents for a wide range of project types, including industrial, logistics warehousing, commercial, residential, mixed-use, and infrastructure-related land uses, for both public and private sector clients. She also directs the preparation of technical studies to support the CEQA compliance process. She is respected for preparing environmental documents that are easily understood, technically accurate, and legally adequate. Her use of quantifiable and objective analysis methodologies have contributed to the legal defensibility of many CEQA documents. No EIR prepared under Tracy's direction has ever been successfully challenged in a court of law.

**Project Management and Public Meeting Facilitation:** Tracy effectively represents project applicants and CEQA lead agencies at public hearings and workshops. She leads scoping meetings, makes technically accurate and compelling presentations at public hearings, and effectively responds to public comments a factual and respectful manner. She also leads project team meetings, manages coordination efforts among project applicants and public agencies, and oversees the team of technical analysts assigned to author technical support documents.

**Master Planning/Historic Preservation/Permitting:** Tracy's working knowledge of local and regional planning issues, design standards, zoning laws, and public policies are invaluable when applied to context-sensitive properties. She is especially skilled in historic preservation planning and has authored historic preservation plans for many neighborhoods and communities. By applying her combined planning and environmental compliance experience, Tracy is also skilled in making project design recommendations that save her clients time and money and avoid unnecessary mitigation requirements.





**TRACY ZINN, AICP**  
VICE PRESIDENT/PRINCIPAL  
[tzinn@tbplanning.com](mailto:tzinn@tbplanning.com)

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## REPRESENTATIVE LIST OF ENVIRONMENTAL PROJECTS

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- Alliance California Gateway Building III EIR; San Bernardino, California
- Arcadia Logistics Center EIR; Arcadia, California
- Audie Murphy Ranch Specific Plan EIR; Menifee, California
- Balboa Marina West MND; Newport Beach, California
- Bixby Highgrove MND; Riverside County, California
- Brewer Residential Rezone EIR Addendum; Chino, California
- Briggs Road EIR; Riverside County, California
- Chino Central Residential Rezone EIR Addendum; Chino, California
- Chino Commerce Center EIR Addendum; Chino, California
- Citrus Heights Specific Plan EIR Addendum; Riverside County, California
- Covey Ranch ND Addendum; Perris, California
- First Inland Logistics Center II EIR; Moreno Valley, California
- First Nandina Logistics Center EIR; Perris, California
- French Valley Specific Plan EIR and EIR Addendum; Riverside County, California
- Highlands Ranch EIR; San Diego County, California
- Jeffries Ranch EIR; Oceanside, California
- Kraemer Ranch MND; Riverside County, California
- Lee Lake Water District MND; Corona, California
- March Business Center EIR; Moreno Valley, California
- Mira Loma Tentative Tract 33461 EIR; Riverside County, California
- Modular Logistics Center EIR; Perris, California
- Moreno Valley Logistics Center; Moreno Valley, California
- Neighborhood 8A EIR; San Diego, California
- North Newport Center Planned Community EIR Addendum; Newport Beach, California
- Nuevo Business Park EIR; Riverside County, California
- Nuevo Business Park Phase II Subsequent EIR; Riverside County, California
- Oleander Industrial Park EIR; Riverside County, California
- Otay Mesa Community Plan Update Program EIR Peer Review; San Diego, California
- Riverbend Tentative Tract MND; Jurupa Valley, California
- Serrano Commerce Center EIR; Riverside County, California
- Slover Avenue Distribution Center EIR; Fontana, California
- Tentative Map 31309 Focused EIR; Riverside County, California
- Tentative Map 31826 Focused EIR; Riverside County, California
- Tentative Map 32136 Initial Study/MND; Riverside County, California
- Toscana Specific Plan EIR Addenda; Riverside County, California
- Trailmark Specific Plan EIR; Riverside County, California
- Trammel Crow Business Center EIR Addendum; Riverside County, California
- Vernola MarketPlace Apartments MND; Jurupa Valley, California
- Wakunaga Manufacturing Facility MND; Riverside County, California
- Waterman Logistic Center MND; San Bernardino, California
- Watson Industrial Park EIR; Chino, California
- Wickerd Road Tentative Tract 31194 EIR; Riverside County, California
- Yates MND; Riverside County, California



# SHAWN NEVILL

## SENIOR PROJECT MANAGER

[snevill@tbplanning.com](mailto:snevill@tbplanning.com)

### COMPANY DATA

#### Corporate Office

17542 East 17<sup>th</sup> Street  
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### PERSONAL DATA

#### Education

Juris Doctor  
(University of San Diego  
School of Law, 2005)

B.A., Political Science (San  
Diego State University,  
2002)

#### Affiliations

CA Association of  
Environmental  
Professionals

Building Industry  
Association

Shawn Nevill, joined T&B Planning in 2015 with more than 10 years of professional experience in environmental compliance and land use entitlement services. Shawn provides supervision, oversight, and management to the firm's environmental and planning services in Southern California. He has served as project manager for complicated and controversial residential, industrial, commercial, and infrastructure projects throughout California. Shawn is primarily focused on ensuring project compliance with the California Environmental Quality Act (CEQA). As a Senior Project Manager, he is responsible for managing the production and review of technical studies and leading project teams in the preparation of Environmental Impact Reports (EIRs).

Shawn's legal background ensures a strong understanding of environmental law necessary to produce legally defensible documentation. Additionally, Shawn excels at solving problems through early identification and communication of potential issues, and by providing effective solutions necessary to achieve the objectives of each project.

### SUMMARY OF EXPERIENCE

**Environmental Compliance Documentation:** Shawn has prepared dozens of CEQA documents, including Mitigated Negative Declarations (MNDs), Initial Studies/Environmental Assessments (IS/EA), EIRs, MMRPs, EIR/MND Addendums, and other environmental documents for residential, commercial, industrial, and utility projects for both public and private clients. Not one of Shawn's environmental documents has been successfully challenged.

**Planning/Entitlement Documentation:** In addition to environmental compliance documentation, Shawn is highly experienced in preparing and processing planning/entitlement documentation. Shawn has prepared Specific Plan, Development Plan, Master Plan, Precise Plan, and General Plan Amendment application packages; Specific Plans; Zoning Ordinances; and public notices, including Notices of Preparation (NOP) and Notices of Completion (NOC).

**Project Management:** Shawn frequently directs project teams during the preparation of CEQA compliance documents and Specific Plans by providing direction to technical sub-consultants and lead agency officials. Shawn is often responsible for managing project schedules and coordinating submittals of documents. He is respected for his ability to manage the day-to-day activities of large project teams while keeping focused on the project's overall goals.



**SHAWN NEVILL**  
**SENIOR PROJECT MANAGER**  
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## REPRESENTATIVE LIST OF PROJECTS

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- Aloft Hotel Initial Study/MND, Irvine, California
- Apple Valley Detention Facility EIR, Apple Valley, California
- Audie Murphy Ranch Specific Plan EIR, Menifee, California
- Avocado Heights Equestrian Trail Initial Study/MND, Los Angeles County, California
- Canyon Oaks Apartments EIR, Santa Rosa, California
- Canyon Trails Specific Plan EIR, Riverside County, California
- Commerce Plaza Specific Plan, City of Commerce, California
- Culver-Walnut Intersection Improvements, Initial Study/MND, Irvine, California
- DS-104 Electrical Distributing Station, Initial Study/MND, Los Angeles, California
- Fresno Downtown Master Plan EIR, Fresno, California
- Fresno General Plan Update EIR, Fresno, California
- Harbor Refineries Recycled Water Pipeline EIR, Carson, California
- John Wayne Airport Jet Fuel Pipeline and Storage Tanks EA, Orange County, California
- John Wayne Airport Jet Fuel Pipeline and Storage Tanks Initial Study/MND, Orange County, California
- Lucia Kust Park Improvements, Yorba Linda, California
- Mira Loma Basin EIR, Orange County Water District
- Motte Towne Center EIR, City of Perris, California
- Newport Center Learning Facility, Initial Study/MND, Newport Beach, California
- Newport Center Villas, Initial Study/MND, Newport Beach, California
- North Basin Groundwater Protection Project EIR, Orange County, California
- Nuevo Business Park EIR; Riverside County, California
- Oleander Industrial Park EIR, Riverside County, California
- Public Market EIR Addendum, Emeryville, California
- Serrano Commerce Center EIR, Riverside County, California
- Springhill Suites Initial Study/MND, Irvine, California
- Trailmark Specific Plan EIR, Riverside County, California
- Vallejo Center Autotechnology Building Initial Study/MND, Vallejo, California
- Villages of San Jacinto Specific Plan; City of San Jacinto, California



# ERIC HOROWITZ, GISP

## SENIOR GIS/GRAPHICS MANAGER

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### COMPANY DATA

#### Corporate Office

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### PERSONAL DATA

#### Education

Master of Science in  
Geographic Information  
Systems  
(University of Redlands,  
2003)

Bachelor of Arts in Urban  
and Regional Planning (San  
Diego State University, 1996)

#### Certifications

Certification in Geographic  
Information Systems (San  
Diego Mesa College, 2001)

#### Affiliations

Urban and Regional  
Information Systems  
Association (URISA)

California Geographic  
Information Association  
(CGIA)

With a strong background in GIS (Geographic Information Systems) and more than 15 years of experience in the land use, environmental, urban, and transportation planning industries, Eric is a pivotal leader for T&B Planning's graphic design team. He is respected for his ability to create high-quality products in an efficient manner. As Senior Manager, Eric provides supervision, oversight, and management of the firm's GIS, IT and digital services and is responsible for managing the production and development of all graphics and geospatial information used in the organization.

### SUMMARY OF EXPERIENCE

**Geographic Information Systems (GIS) Services:** Eric is a Certified GIS Professional (GISP) and utilizes geospatial technology to prepare cartographic maps, opportunities and constraints maps, and other exhibits for land use planning and environmental compliance documents. He possesses a wide array of GIS skills, including comprehensive knowledge of the full ESRI suite of products, and GPS equipment and software. Additionally, his training and experience as a GIS practitioner allow him to offer unique spatial data management, resource analysis, and cartographic mapping services to T&B Planning's clients. His other primary duties include maintenance of T&B Planning's IT systems, conducting complex geospatial analyses, preparing suitability/constraints modeling, data process automation, spatial queries, CAD/GIS integration, geospatial data migration, and advanced data analysis such as network, spatial, and 3-D analysis. He is also responsible for making decisions regarding the company's IT system infrastructure, enhancements, system capabilities, and configuration.

**Project Design:** Eric serves as a lead designer on a wide array of land use planning projects, including residential, commercial, industrial, mixed-use, and recreational land uses. He uses both GIS technology and computer-aided design to create efficient and financially feasible land use plans. Eric also uses his knowledge to generate technical exhibits that help to ensure the implementation of land entitlement requirements and environmental regulations.

**Graphics Preparation and Project Management:** Eric directs and coordinates all graphics and digital production efforts with project teams, including government agencies, landscape architects, architects, engineers, environmental analysts, and technical consultants. He has prepared maps, designs, and graphics for hundreds of planning and environmental compliance documents, including but not limited to regional plans, community plans, specific plans, and environmental impact reports. Eric also prepared the exhibits for several design guides and historic preservation plans in Pennsylvania, including the award-winning Pennsylvania Wilds Design Guide for Community Character Stewardship. The Urban Land Institute endorsed the document as "one of the best and most comprehensive regional design guides" and the Pennsylvania Department of Conservation and Natural Resources (DCNR) identified the document as a model for other regional initiatives.



# ERIC HOROWITZ, GISP

SENIOR GIS/GRAPHICS MANAGER

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## REPRESENTATIVE LIST OF ENVIRONMENTAL PROJECTS

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- Coachella 273 EIR; County of Riverside, California
- Gavilan Hills EIR; County of Riverside, California
- Highlands Ranch EIR; San Diego County, California
- Interstate 10 Distribution Center EIR; County of Riverside, California
- Jeffries Ranch EIR; Oceanside, California
- Mead Valley Quarry and Annexation EIR; City of Perris, California
- Nuevo Business Park EIR; County of Riverside, California
- Nuevo Business Park Phase II EIR; County of Riverside, California
- Oleander Industrial Park EIR; County of Riverside, California
- Otay Mesa Community Plan Update Program EIR Peer Review; San Diego, California
- Serrano Commerce Center EIR; County of Riverside, California
- The Falls EIR; County of Riverside, California
- Thermal 551 EIR; County of Riverside, California
- Trailmark EIR; County of Riverside, California
- Wickerd Road Tentative Tract 31194 EIR; County of Riverside, California

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## REPRESENTATIVE LIST OF PLANNING PROJECTS

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- 101 Ranch Specific Plan; County of Imperial, California
- Audie Murphy Ranch Specific Plan; County of Riverside, California
- Black Bench Specific Plan; County of Riverside, California
- Coachella 273 Specific Plan; County of Riverside, California
- Fayette County Multi-Municipal Plan Design Guide; Fayette County, Pennsylvania
- Gavilan Hills Specific Plan; County of Riverside, California
- Lawrence County Comprehensive Plan; Lawrence County, Pennsylvania
- Lilac Ranch Specific Plan; County of San Diego, California
- Mead Valley Quarry and Annexation EIR; City of Perris, California
- Menifee Greens; County of Riverside, California
- Motte Ranch Specific Plan; County of Riverside, California
- Murrieta Hills Specific Plan; County of Riverside, California
- Robinson Ranch; San Diego County, California
- Ohiopyle Master Plan and Design Guide; Borough of Ohiopyle, Pennsylvania
- Paseo del Sol; City of Temecula, California
- Pennsylvania Wilds Design Guide; Commonwealth of Pennsylvania
- Pine Creek Valley Community Character Studies; Lycoming and Tioga Counties, Pennsylvania
- Pittsburgh Cultural Heritage Plan; City of Pittsburgh, Pennsylvania
- WCDD Multi-Municipal Comprehensive Plan; County of Tioga, Pennsylvania
- Route 31 West Corridor Visioning Study; County of Somerset, Pennsylvania
- Serrano Commerce Center Specific Plan; County of Riverside, California
- Summerwind Ranch; County of Riverside, California
- Cambria City Design Guidelines; City of Johnstown, Pennsylvania
- Thermal 551 Specific Plan; County of Riverside, California
- Villages of San Jacinto; City of San Jacinto, California

# Exhibit C: Similar Project Experience



## EXHIBIT C: SIMILAR PROJECT EXPERIENCE

### Firm Profile

T&B Planning, Inc. is a professional consulting firm focused on the service areas of environmental analysis, community planning, design, and graphics/GIS. Our diverse client base includes public agencies, land owners, developers, investors, builders, design professionals, legal counsels, financial lenders, institutions, and not-for-profit entities. Regardless of the project's size or complexity, our staff is committed to service, accuracy, and excellence.



T&B Planning's clients always receive:

- Creative and Pragmatic Solutions
- High-Quality Work Products
- Responsive Service
- Technical Accuracy
- Proactive Project Management
- Expert Insight and Understanding
- Technical Accuracy
- Proactive Project Management
- Schedule and Budget Control

T&B PLANNING, INC. MISSION STATEMENT: Our mission is to provide high quality, professional planning, design, and environmental services and products in a timely and responsive manner.

### T&B Planning's Philosophy

When T&B Planning began offering environmental services more than 25 years ago, it was in response to a growing need for quality work and responsive, professional service. Over the years, the company has gained a reputation for providing the best service possible to our clients and preparing environmental documents that are easily understood, precise, and legally defensible. **No EIR prepared by T&B Planning has ever been successfully challenged.** Our project managers and environmental analysts use proven analysis methods and research techniques that are fact-based and well-grounded with technical support provided by experts specifically chosen for each project and impact area.

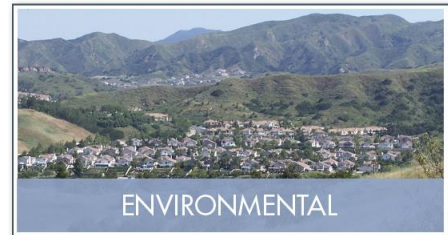
Unlike most environmental consulting firms, our environmental analysts are cross-trained in land use planning and sustainable design. The synergistic integration of our planning, design, environmental, and graphics services results in a comprehensive approach that yields a defensible environmental document containing practical mitigation measures, monitoring requirements, and appropriate resource avoidance techniques.

## Summary of T&B Planning’s Environmental Services

T&B Planning offers services in four primary areas: environmental, planning, design, and graphics.

### PLANNING • DESIGN • ENVIRONMENTAL • GRAPHICS

Our Environmental Services Division provides a wide variety of services in support of CEQA compliance documentation. The following list provides a partial “headline” summary of the environmental services performed by T&B Planning’s project managers, environmental analysts, and GIS/graphics production staff:



- Agricultural Lands Impact Analysis
- Alternatives Analysis
- Alternatives Feasibility Studies
- CEQA Documentation
- Environmental Assessment Reports
- Environmental Planning & Site Design
- GIS & CAD Services
- Initial Study Checklists
- Land Use Consistency Analysis
- Mineral Resource Impact Analysis
- Mitigation by Design™
- Mitigation Monitoring & Reporting Programs
- NEPA Document Support
- Project Management
- Public Facilities Impact Analysis
- Public Meeting & Hearing Presentations
- Technical Report Reviews
- Third Party Peer Reviews
- State and Federal Agency Permit Assistance
- Visual Quality Analysis
- 3D Visual Simulations

## Reasons to Select T&B Planning

T&B Planning is particularly well suited to provide CEQA consulting services for the proposed Avanti North project for the following reasons:

- We routinely serve as a third-party CEQA consultant for public agencies and enjoy an efficient and productive working relationship with public agency staff.
- Our staff is objective, provides personal service, and is highly responsive.
- Our environmental analysts are cross-trained in planning, which enables us to recommend feasible mitigation measures that meet project objectives and the intent of CEQA.
- Our principals and staff members receive ongoing training and are skilled in current environmental issues and CEQA case law.
- We are forthcoming about recommending alternative solutions to environmental issues, particularly when they will expedite CEQA document preparation and processing, reduce mitigation costs, or provide a greater level of legal defensibility.
- To date, no EIR prepared by T&B Planning has ever been successfully challenged in court.
- Our clients enjoy and respect a professional working relationship with T&B Planning.
- Our 95% client/retention business rate is a cornerstone of our 41 successful years in business.



## Similar Project Experience

Provided on the following pages is a representative sample of recent projects that demonstrate T&B Planning's extensive experience preparing CEQA documents for residential development projects. The selected list of projects profiled below demonstrates T&B Planning's performance record for working cost-efficiently, meeting established deadlines, and providing quality work products.

In addition to the projects listed below, T&B Planning has been the lead CEQA consultant for more than 200 projects in the Southern California region. Additional project examples are available upon request.

### **Arcadia Logistics Center**

**Location:** City of Arcadia

**Client:** Yellow Iron Investments

**Completion Date:** In Progress



T&B Planning is serving as the lead CEQA consultant for the Arcadia Logistics Center project in the City of Arcadia, Los Angeles County. The project site consists of 81.27 acres of land that was formally mined and is undergoing an active reclamation process by use as an inert debris landfill operation. T&B Planning is preparing the project's Specific Plan, as well as the Environmental Impact Report (CEQA). T&B Planning is also responsible for conducting review of all supporting technical studies to ensure their completeness and accuracy. The project proposes to redevelop the former sand and gravel mine site with six buildings offering 1,688,000 square feet of total building area. The property is strategically located within 0.50 mile of Interstate 605 in an area of Los Angeles County in need of modern logistics space. Associated discretionary approvals required to implement the project include a General Plan Amendment, Specific Plan, and a Tentative Parcel Map.

### **Riverbend**

**Lead Agency:** City of Jurupa Valley

**Client:** City of Jurupa Valley

**Completion Date:** October 2013



T&B Planning was retained by the City of Jurupa Valley to conduct CEQA consulting services for a proposed residential tract map called "Riverbend" proposed east of Interstate 15 and immediately north of the Santa Ana River. The tract map proposes to subdivide a 215.3-acre property into 466 single-family residential lots, a future community facility site, two park sites, and large open space lots in the Santa Ana River floodplain. T&B Planning conducted review of the project's technical studies for CEQA adequacy, worked with City staff and the Project Applicant to resolve potential issues, and is currently in the process of preparing an Initial Study and MND. The property is located in the Criteria Area of the Western Riverside County Multiple Species Habitat Conservation Program (MSHCP) area and T&B Planning also is tasked with preparing the required application materials for submittal to the Regional Conservation Authority (RCA). A portion of the property adjacent to the Santa Ana River is proposed to be conveyed to the RCA for long-term habitat conservation. The MND was approved by the Jurupa Valley City Council in October 2013. T&B Planning staff served as an extension of City staff throughout the public hearing process.

## Thermal 551

**Lead Agency:** Riverside County

**Client:** Brookfield California Land Holdings, Inc.

**Completion Date:** January 2012

T&B Planning prepared and processed a Specific Plan and EIR for this approximately 612.1-acre site located within the Eastern Coachella Valley area of unincorporated Riverside County and part of the County’s South Valley Implementation Program. The project included 2,354 single- and multi-family homes along with greenbelts, parks, open space, a trail system, and an electrical substation. Key issues encountered included agricultural resources, land use compatibility, hydrology and drainage, and infrastructure planning.



As both lead environmental and lead planning consultant, T&B Planning was able to play a positive role in the project. By engaging in both the planning and environmental review for the site, T&B Planning identified major project issues early in the process so as to avoid future delays. In addition, T&B Planning played a key role in working with the County of Riverside in resolving issues related to the project’s impacts due to greenhouse gas emissions, which was a new subject area to be evaluated in project EIRs in Riverside County at the time. The EIR was certified by the Riverside County Board of Supervisors in January 2012.

## Trailmark EIR

**Lead Agency:** Riverside County

**Client:** Benchmark Pacific

**Completion Date:** May 2010

T&B Planning prepared a Specific Plan and EIR for this 318-acre project located in Western Riverside County, east of the City of Perris. T&B Planning also processed to approval Tentative Tract Map No. 35045, a General Plan Amendment, and a Change of Zone. The Trailmark EIR analyzed the potential environmental effects associated with all aspects of the project, including discretionary and administrative approvals, project construction, and project operation. The project proposed construction of a maximum of 714 single-family homes at an average density of 4.2 units per acre on lots that ranged from 4,195 square feet to 36,967 square feet. Amenities proposed included an integrated system of greenbelts, parks, drainage facilities, and open space on 106.6 acres; a 16.3-acre school site anticipated to serve grades K-8; a daycare center on 0.7 acres; a detention basin system to assist in managing regional flood related conditions; a private community recreation center; and a community biking, pedestrian, and multi-use trail network that integrates into the regional trail system. The project was approved and the EIR certified by the Board of Supervisors in May 2010.



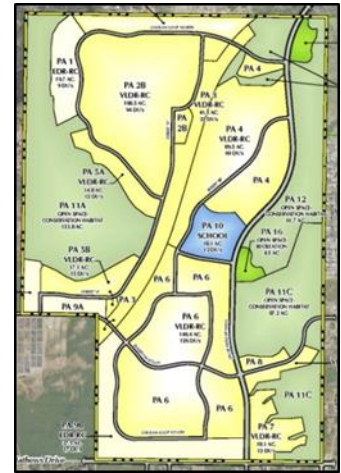
## Gavilan Hills Specific Plan EIR

**Lead Agency:** Riverside County

**Client:** Lake Mathews Associates, LLC

**Completion Date:** March 2010

T&B Planning served as the lead CEQA compliance consultant for a Specific Plan proposed on 1,300 acres in the Gavilan Hills community of unincorporated Riverside County. The project provides for the development of 457 residential homes, an elementary school site, and parks. The project site is located within portions of eight (8) MSHCP Criteria Cells, and the project proposed a large open space preserve to be conveyed to the Western Riverside Regional Conservation Authority (RCA) as part of the MSHCP Reserve System. The on-site open space preserve includes over 600 acres of sensitive biological resources, including oak woodland and riparian habitat identified as critical by the MSHCP. Key issues evaluated in the EIR included impacts to biological resources (including compliance with MSHCP requirements), traffic, groundwater quality (resulting from the proposed use of septic systems on-site), air quality, and land use compatibility. The EIR was certified and project approved by the Riverside County Board of Supervisors in March 2010.



## Oasis Date Gardens Specific Plan and EIR

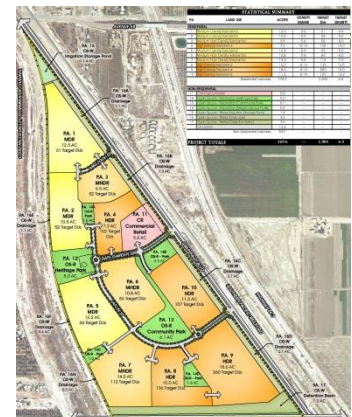
**Location:** Unincorporated Riverside County

**Lead Agency:** Riverside County

**Applicant:** Golden Sands Properties

**Completion Date:** On-Going

T&B Planning prepared a lotting study, Specific Plan, and EIR for this 169.6-acre master-planned community in the Thermal area of unincorporated Riverside County. Oasis Date Gardens is located on the site of the Laflin Date Gardens date ranch, a historic date farm established in the early 1900s. In reflection of the rich history of the property, the Specific Plan provides for the preservation of the historic Laflin adobe homestead within a community park, and the Architecture and Landscape Design Guidelines, which were also crafted by T&B Planning, retain important historical features of the date ranch and provide an architectural theme heavily influenced by the structures historically found throughout the Coachella Valley.



The Oasis Date Gardens Specific Plan accommodates a maximum of 1,084 homes within 10 residential neighborhoods, including both attached and detached styles. To provide a wide range of housing opportunities, portions of the Specific Plan area have the option of being developed as a gate guarded “active adult” community or as an affordable housing neighborhood. The Specific Plan also includes a 5.8-acre commercial retail center, to provide residents of the community with easily accessible local shopping options, and over 17 acres of recreational amenities, including two community parks and four neighborhood parks. Entitlement applications for the project are currently under review by Riverside County.

### **List of Other Representative, Current CEQA Projects**

- Brewer Residential EIR; Chino
- Central Village Specific Plan and EIR; San Diego
- Emerald Acres Specific Plan EIR; Riverside County
- Gateway Center Specific Plan EIR; Riverside County
- Lake Ranch MND; Riverside County
- Ivy Ranch Specific Plan EIR; Riverside County
- Knox Business Park EIR; Riverside County
- Kraemer Ranch Residential Subdivision MND; Riverside County
- Melrose Heights EIR; Oceanside
- Moreno Valley Logistics Center EIR; Moreno Valley
- Roquet Ranch Specific Plan EIR; Colton
- Slover Avenue Logistics Center EIR; Fontana
- Toscana Specific Plan EIR Addenda; Riverside County
- Watson Corporate Center EIR; Chino
- Winchester Hills Specific Plan Amendment EIR; Riverside County
- Wyle Specific Plan EIR; Riverside County

### **List of Other Representative, Past CEQA Projects**

- Audie Murphy Ranch Specific Plan EIR and EIR Addenda; Menifee
- Borba EIR Addendum; Chino
- Briggs Road Tentative Tract 30433 EIR; Riverside County
- Brewart Residential Subdivision EIR Addendum; Chino
- Central & Francis EIR Addendum; Chino
- Chino Commerce Center EIR Addendum; Chino
- Citrus Heights Specific Plan EIR Addendum; Riverside County
- El Sobrante Landfill Solid Waste Facility Permit Revision EIR; Riverside County
- Eureka Boys and Girls Club EIR Peer Review; Eureka
- Fern & Riverside EIR Addendum; Chino
- Fleming Ranch Specific Plan EIR; Menifee
- French Valley Specific Plan EIR and EIR Addendum; Riverside County
- Gavilan Hills Specific Plan Amendment EIR; Riverside County
- Hawano Industrial Subdivision EIR; San Diego County
- Highlands Ranch EIR; San Diego County
- Jeffries Ranch EIR; Oceanside
- Lee Lake Water District MND; Corona
- March Business Center EIR; Moreno Valley
- Modular Logistics Center EIR; Moreno Valley
- Neighborhood 8A EIR; San Diego
- North Ranch MND Addendum; Wildomar
- Nuevo Business Park EIR; Riverside County
- Nuevo Business Park Phase II Subsequent EIR; Riverside County
- Mayhew Mines Permit Revisions MND; Riverside County
- Melrose Heights Initial Study; Oceanside

**Exhibit C: Similar Project Experience**

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- Oleander Industrial Park EIR; Riverside County
- Otay Business Park EIR; San Diego County
- Riverside & Cypress EIR Addendum; Chino
- Serrano Commerce Center EIR; Riverside County
- Tentative Map 31309 Focused EIR; Riverside County (now within Eastvale)
- Tentative Map 31826 Focused EIR; Riverside County (now within Eastvale)
- Tentative Map 32136 Initial Study/MND; Riverside County
- Tentative Map 33461 EIR; Riverside County (now within Jurupa Valley)
- Thermal 551 Specific Plan EIR; Riverside County
- Towne Center EIR; Perris
- Trammel Crow Business Center EIR Addendum; Riverside County
- Vernola Marketplace Apartments MND; Jurupa Valley
- Wakunaga Manufacturing Facility MND; Riverside County
- Waterman Logistics Center; San Bernardino
- Wickerd Road Tentative Tract 31194 EIR; Riverside County



## References

Provided below is a list of references who can attest to the quality of our environmental services. Additional references are available upon request.

### Public Agency Client References

#### **THOMAS MERRELL**

**Planning Director**  
**City of Jurupa Valley**  
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#### **ARMANDO FERNANDEZ**

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#### **PATRICK ALFORD**

**Planning Program Manager**  
**City of Newport Beach**  
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#### **NICK LIGUORI**

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### Private Sector Client References

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# Exhibit D: Budget

(provided under separate cover)



# EXHIBIT D: BUDGET

The table below provides a breakdown of estimated labor hours and costs that are budgeted in associated with the project, based on the scope of work presented in Exhibit A of this proposal.

Task	BUDGET					TOTAL HOURS	TOTAL COST
	Principal/ Senior Designer	Senior Manager/ Senior Planner	Graphics Manager	Staff Planner	Graphic Artist/ GIS Technician		
<b>PHASE 1 Background Research and Project Initiation</b>							
Task 1.1 Research, Data Acquisition, and Review	1	7		14		22	\$ 1,960.00
Task 1.2 Technical Report Review	20	35				55	\$ 7,875.00
Task 1.3 Prepare Project Description	4	4	5	12	8	33	\$ 2,975.00
Task 1.4 Prepare for and Attend Scoping Meeting	12					12	\$ 2,100.00
<b>Phase 1 Subtotal</b>	<b>37</b>	<b>46</b>	<b>5</b>	<b>26</b>	<b>8</b>	<b>122</b>	<b>\$ 14,910.00</b>
<b>PHASE 2 Prepare First Screencheck Environmental Impact Report</b>							
Task 2.1 Evaluate NOP Comment Letters	1	5				6	\$ 800.00
Task 2.2 Prepare First Screencheck Draft EIR	60	130	50	150	55	445	\$ 44,825.00
Task 2.3 Prepare Second Screencheck Draft EIR	20	35	10	50	20	135	\$ 13,375.00
Task 2.4 Prepare MMRP	3	3		15		21	\$ 1,875.00
Task 2.5 Prepare Public Review Draft EIR	5	9	4	18	6	42	\$ 3,940.00
<b>Phase 2 Subtotal</b>	<b>89</b>	<b>182</b>	<b>64</b>	<b>233</b>	<b>81</b>	<b>649</b>	<b>\$ 64,815.00</b>
<b>PHASE 3 Prepare Final EIR and Responses to Public Comment</b>							
Task 3.1 Prepare Draft Responses to Public Comments and Draft Final EIR	15	30	5	40	12	102	\$ 10,230.00
Task 3.2 Prepare Findings of Fact and Statement of Overriding Considerations	8	8		50		66	\$ 5,650.00
Task 3.3 Prepare Final EIR	4	6	2	12	6	30	\$ 2,810.00
<b>Phase 3 Subtotal</b>	<b>27</b>	<b>44</b>	<b>7</b>	<b>102</b>	<b>18</b>	<b>198</b>	<b>\$ 18,690.00</b>
<b>PHASE 4 Meetings and Coordination</b>							
Task 4.1 General Coordination and Meetings	50	50	10			110	\$ 15,950.00
Task 4.2 CEQA Public Notice Coordination	4	6				10	\$ 1,450.00
Task 4.3 Attend Public Hearings	30		4		12	46	\$ 6,410.00
Task 4.4 Compilation of Administrative Record	7	6		35		48	\$ 4,250.00
Task 4.5 Document Publishing and Coordination		10	15		30	55	\$ 4,625.00
<b>Phase 4 Subtotal</b>	<b>91</b>	<b>72</b>	<b>29</b>	<b>35</b>	<b>42</b>	<b>269</b>	<b>\$ 32,685.00</b>
<b>LABOR TOTAL</b>						<b>391</b>	<b>\$ 131,100.00</b>
<b>10% Contingency Fee</b>							\$ 13,110.00
<b>Deliverables</b>							\$ 10,600.00
<b>Project Total</b>							<b>\$ 154,810.00</b>

Notes:

1) Budget amounts shown are *Fixed Fee*, except for Task 2.3, Task 2.5, Phase 3, and Phase 4, which are estimates to budgeting purposes and shall be billed on a *Time and Materials* basis in accordance with our *HOURLY RATES AND BILLING POLICY*.





**Hourly Rates and Billing Policy**

If at any time during the completion of this project, we are requested to perform services beyond the *Scope of Work* or if T&B Planning, Inc. is authorized to provide services on a *Time and Materials* basis, we will invoice for such work in accordance with the hourly rates provided below:

- Principal/Senior Designer.....\$175.00/Hour
- Senior Associate ..... \$125.00/Hour
- Senior Manager/Senior Planner.....\$125.00/Hour
- Project Manager..... \$ 95.00/Hour
- Graphics Manager ..... \$ 95.00/Hour
- Project Planner..... \$ 80.00/Hour
- Environmental Analyst ..... \$ 80.00/Hour
- Staff Planner.....\$ 65.00/Hour
- Graphic Artist/GIS Technician ..... \$ 65.00/Hour
- Administrative Assistant/Assistant Planner ..... \$ 40.00/Hour

T&B Planning's hourly rates do not include out-of-pocket expenses (including, but not limited to, blueprinting, duplicating/copying, reproduction, GIS data acquisition fees, aerial photography, site photos and delivery services). These expenses will be billed at cost to our public agency clients, as stipulated in a project's contract. Expert testimony and litigation support services will be billed at double the above rates.

Our company's policy is to commence work upon receipt of a signed contract. We invoice on a monthly basis in proportion to the time spent on the project to date. Time and materials labor is rounded to the one-quarter hour. Fixed fee labor is invoiced based on the percentage of task complete. Unless pre-arranged, all billing statements are due and payable within thirty (30) days of the submittal date. T&B Planning's procedure for prioritizing work is strongly influenced by timely payment of invoices by *the Client*.

*The Client* acknowledges that despite our best efforts, certain aspects of the work to be performed involve processing and discretionary approvals by politically influenced agencies and elected officials for which we can provide no guarantee of success. The compensation for T&B Planning, its sub-consultants and vendors is not dependent on agency concurrence or approvals.

*The Client* agrees to limit T&B Planning's design professional liability to *the Client* and to all construction Contractors and Subcontractors on the project, because of T&B Planning's negligent acts, errors, or omissions, such that the total aggregate liability of T&B Planning's liability shall not exceed \$50,000 or T&B Planning's total fee for services rendered on this project, whichever is greater.

All work products, including but not limited to correspondence, reports and maps, generated for this project and retained by T&B Planning in its files shall be stored for a period of five years after completion of the project and then discarded, unless T&B Planning is advised in writing by *the Client* to retain or transfer such files.