



*We Make a Difference*

June 2, 2016

Paul Eckert, City Manager  
**CITY OF MT. SHASTA**  
305 N. Mt. Shasta Blvd.  
Mt. Shasta, CA 96067

**RE: COST ESTIMATE AND PROPOSED SCOPE OF WORK FOR CEQA ENVIRONMENTAL REVIEW AND CONTRACT STAFFING SERVICES FOR THE FREEZE MINI-STORAGE AND CAR WASH PROJECT**

Dear Mr. Eckert:

On behalf of Michael Baker International (Michael Baker), I appreciate the opportunity to respond to the City's request for a task order/letter proposal for the preparation of an Initial Study pursuant to the requirements of the California Environmental Quality Act (CEQA) to support the City's consideration of a mini-storage and car wash project (the Freeze project) in Mt. Shasta. This letter proposal outlines a proposed scope of services to prepare an Initial Study leading to a Mitigated Negative Declaration for the project.

### **PROJECT OVERVIEW AND UNDERSTANDING**

Michael Baker understands that the proposed project is a request by Jim Freeze, applicant/property owner, for site plan and design review approval to allow for the construction of a new 24-hour self-service mini-storage facility and car wash on three existing parcels totaling 2.67 acres located north of the intersection of Ski Village Drive and N. Mt. Shasta Boulevard and inside of the incorporated area of the City of Mt. Shasta. All three proposed parcels are vacant and currently undeveloped. We understand that the proposed project site is designated with the CC (Commercial Center) land use designation in the City's General Plan and is zoned C-2 (General Commercial). Further, it is our understanding that the City of Mt. Shasta has made a similar use finding allowing for the development of the proposed uses on the site. Michael Baker is working on the understanding that no known hazardous substances exist on the site at this time and that no known hazards or special conditions are known on the site.

As outlined in the materials provided by the applicant, the proposed project contains two elements on separate parcels. As such, the Initial Study will be based on the following.

#### **MINI-STORAGE PROJECT**

This element of the project will consist of the development of 310 self-storage units ranging in size from 5' x 10' to 10' x 40', construction of a single-story office building of approximately 200 square feet with an ADA-compliant restroom, development of five parking spaces, a new project entry gate, installation of perimeter security fencing and lighting, a screened trash enclosure, improvement of County Road 2M16 to City roadway standards, and extension of City utilities (water, sewer, storm

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drainage) to the site. This portion of the project would be constructed entirely on Siskiyou County APN 057-801-230. This site (one parcel) is understood to be 2.0 acres in size.

**CAR WASH**

This project element will consist of the development of a new self-service automated car wash facility with storage, a wash tunnel, an equipment room, four auto vacuum stations, three coin-operated self-wash bays, a trash enclosure, a water feature (details unknown), and extension of City utilities (water, sewer, storm drainage) to the site. This portion of the project would be constructed on Siskiyou County APNs 057-801-040 and -160. This site (two parcels) is understood to be 0.67 acres in size.

Both elements of the project include a snow storage area and identification signage (sign details not provided). Both sites will be landscaped (landscape plan not provided), including perimeter and parking lot landscaping. The applicant indicates that project landscaping will meet all City landscape standards.

This proposal assumes that all portions of both sites are outside of any special flood hazard zones, do not have any known environmental hazards, and can be served with utility services by the City of Mt. Shasta and utility service providers without any off-site improvements.

While no stormwater management plan has been provided for the project, Michael Baker understands that the applicant intends to install new on-site drainage inlets connecting to the City's storm drainage system to manage stormwater. Considering the project sites' location, it is assumed that a small amount of stormwater will enter the property via unconstrained sheet flow from the adjoining property to the north and that any off-site sheet flow water will be accommodated within the project's stormwater management design. Information regarding the stormwater plan for the project was not provided to Michael Baker at the time of preparation of this proposal; thus, no comment is made on this aspect of the project at this time. If and when additional information becomes available, adjustments may be required to this proposal as a result.

Based on discussions with the City and our understanding of the project, Michael Baker has not proposed the inclusion of any special studies or subconsultants as part of this proposal, as it is not believed that any are necessary at this time.

**SCOPE OF WORK**

Michael Baker International's proposal includes the tasks described below.

**TASK 1 – PROJECT INITIATION, RESEARCH, PROJECT MANAGEMENT**

Upon receiving authorization to proceed, Michael Baker staff will acquire and review all available information from the City and the applicant's project team in support of the review and environmental analysis of the project. We have assumed that the City's project manager will handle all outreach efforts to Caltrans and county or regional government staff to seek early input on potential project impacts. We also assume that the City and/or project applicant will provide Michael Baker with all available and necessary project plans, specifications, and available details at no cost as part of this task.

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*Deliverables/Meetings:* Michael Baker will coordinate with both the City and the applicant's project representative, Nicholas Sinnott, to acquire the necessary plans, specifications, and details to begin the project analysis. Michael Baker's project manager will coordinate this effort remotely via phone conferences and electronic communications with both City staff and the applicant's project team. It is assumed that Michael Baker will have the ability to work directly with the project applicant's team to acquire the necessary project information.

**TASK 2 – PREPARATION OF DRAFT AND PUBLIC DRAFT INITIAL STUDY**

Following the acquisition of the available project information, Michael Baker will initiate work to review potential project impacts as required by the Public Resources Code and the State CEQA Guidelines. Using the Appendix G checklist contained in the guidelines, we will evaluate potential project impacts and will identify appropriate mitigation measures to address project impacts if determined necessary. Specific work subtasks include the following:

- 1) Research the proposed project site to determine/verify existing land use and zoning conditions, acquire all existing roadway and traffic circulation data (from the Caltrans District 2 website and the City of Mt. Shasta), and identify and confirm infrastructure availability and capacity and coordinate with the City Engineer and the applicant's project engineer concerning connection, demand, and utility details. We assume that the City's project manager will handle all direct consultations and correspondences with reviewing entities and service providers for the project. During this process, Michael Baker will regularly communicate with City staff to ensure the City is fully apprised of the communications that are occurring and information that is being conveyed on behalf of the project.
- 2) Following the receipt of all project information and agency review comments, Michael Baker will prepare a draft Initial Study/Mitigated Negative Declaration pursuant to the requirements of Public Resources Code Section 15070 (CEQA) in support of the project. The draft document will initially be provided only to the City for the purpose of providing comments and input to Michael Baker on the draft analysis. We anticipate that specific focus areas will include grading and drainage, circulation and traffic, utilities, and aesthetics and lighting. With this proposal, Michael Baker anticipates that the City and/or the project applicant will provide all necessary information related to property ownership, drainage, and utility infrastructure for the project, as well as any and all available technical studies in the project area that could support our analysis. Should the Initial Study/Mitigated Negative Declaration process identify any potentially significant impacts, we will stop work immediately, inform the City, provide suggestions to address the potential issue or issues, and await further instruction prior to expending additional resources.
- 3) Following the incorporation of City staff edits and comments on the draft IS/MND, Michael Baker will prepare and provide to the City the public draft Initial Study/Mitigated Negative Declaration for formal circulation (anticipated to include the State Clearinghouse and local Siskiyou County filing). We will complete the Notice of Availability and prepare all forms for the filing of the document with the Siskiyou County Clerk/Recorder's Office and the State Clearinghouse.

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It is assumed that the City will undertake and perform the actual tasks of document filing and noticing with Siskiyou County. Michael Baker will assist the City with the filing of the document with the State Clearinghouse. It is also assumed that the City will be responsible for all posting, filing, publication, and agency fees and will be responsible for all legal notices and advertisements associated with the project.

*Deliverables/Meetings:* Michael Baker will provide the City with one (1) electronic copy and one (1) hard copy of the draft Initial Study/Mitigated Negative Declaration for internal review and comment. We will prepare and provide sixteen (16) bound hard copies of the public draft Initial Study and the project summary form to be used for the purposes of filing with the County and the State Clearinghouse and will provide ten (10) copies of the document on CD for public review and distribution. Michael Baker will also complete and provide one copy each of the Notice of Availability (NOA) and required Siskiyou County document filing forms.

**TASK 3 – RESPONSE TO COMMENTS AND MITIGATION MONITORING AND REPORTING PROGRAM**

Michael Baker respond to all comments received on the document during the public review period as necessary and as required by CEQA. We anticipate a maximum of eight comment letters of average length and complexity. If determined to be necessary as a result of project analysis, Michael Baker will prepare a mitigation monitoring and reporting program for use by the City during the project consideration and construction period. Michael Baker's project manager will be available to respond to questions about the content of the analysis and to support the environmental document throughout the project.

*Deliverables/Meetings:* Michael Baker will prepare and provide one (1) electronic copy of the Response to Comments document and the mitigation monitoring and reporting program to the City following the completion of Task 2. Files will be provided in PDF and Microsoft Word formats.

**TASK 4 – PUBLIC HEARING SUPPORT**

Michael Baker will provide public hearing support to the City in support of the environmental document and will attend one public hearing as requested by the City.

*Deliverables/Meetings:* Michael Baker's project manager will attend one (1) public hearing of either the City Council or the Planning Commission as requested by the City to respond to any questions on the IS/MND. Should additional meetings be determined necessary, Michael Baker will bill the City for the time necessary to attend additional meetings based on the hourly rates identified in this proposal.

**TIMELINE/SCHEDULE**

Michael Baker International estimates that the environmental review timeline will be approximately 10 to 12 weeks, based on the following:

Site research and information acquisition	Upon Notice to Proceed
Preparation of draft IS/MND	3–4 weeks
City review of draft IS/MND	1 week
Incorporation of City review comments	1 week
Mandatory CEQA review period	4 weeks (30 days)
Incorporation of public review comments	1 week*
Project hearings(s)	TBD (assumed August 2016)

*\* If necessary based on the receipt of document review comments.*

*Note:* If a traffic study or other technical study information is determined to be required, or if substantial public comments are received as part of the project review process, the project timeline will require modification.

**DELIVERABLES SUMMARY**

At the conclusion of the project, Michael Baker International will provide the City with one (1) unbound photo-ready copy of the completed CEQA document, one (1) electronic copy of the final IS/MND in both PDF and Microsoft Word formats, and one (1) copy each of the Notice of Determination and Notice of Availability in electronic format (PDF) on CD.

**COST/FEE PROPOSAL**

The above scope of work is necessarily flexible to meet the needs of the City and the project as the document preparation, processing, and public hearing processes develop. Our estimate of cost includes the following budget for the completion of the proposed environmental analysis.

**TASK 1 – PROJECT INITIATION, RESEARCH, PROJECT MANAGEMENT**

Total Task Cost:	\$1,095.00
	(Project Manager: \$125/hr x 3 hours)
	(Environmental Planner: \$90/hr x 8 hours)
	(Reimbursable Expenses: \$0)

*Task Fee Assumptions:* The Michael Baker project manager will contact the City’s project manager to acquire available data, resource information, and project plans and descriptions. Michael Baker’s environmental planner will query state and local environmental databases and will contact county and state agencies (e.g., SWRCB, Caltrans) to acquire information about the project site to acquire necessary information to support the analysis. No on-site visits are anticipated as being required as part of this effort.

**TASK 2 – PREPARATION OF DRAFT AND PUBLIC DRAFT INITIAL STUDY**

Total Task Cost: \$13,480.00  
(Project Manager: \$125/hr x 8 hours)  
(Environmental Planner: \$90/hr x 58 hours)  
(Senior Environmental Planner: \$115/hr x 7 hours)  
(Air Quality Analysis: \$115/hr x 12 hours)  
(Noise Analyst: \$90/hr x 12 hours)  
(Biological Analysis/CNDDDB Search: \$2,500.00)  
(Administrative Support/GIS/Technical Editing: \$85/hr x 10)  
(Reimbursable Expenses: \$645)

*Task Fee Assumptions:* Michael Baker will prepare the draft and public draft Initial Study/Mitigated Negative Declaration in compliance with CEQA Section 15070 to facilitate the City's completion of the proposed project and will review and incorporate changes to the document based on public review comments. If it is determined during the Initial Study process that additional work is required, including but not limited to the need for traffic consultant services, Michael Baker will contact the City to discuss additional fee, scoping, and timing implications.

As part of this task, Michael Baker will prepare an air quality analysis using the CalEEMod software program, a noise specialist will make a site visit to take existing noise measurements for incorporation into the Initial Study analysis, and a biologist will make a site visit to undertake a reconnaissance-level biological resources evaluation to be incorporated with the results of the California Natural Diversity Database (CNDDDB) search results into the biological resources section of the IS/MND.

**TASK 3 – RESPONSE TO COMMENTS AND MITIGATION MONITORING AND REPORTING PROGRAM**

Total Task Cost: \$970.00  
(Project Manager: \$125/hr x 1 hour)  
(Environmental Planner: \$90/hr x 8 hours)  
(Reimbursable Expenses: \$125)

*Task Fee Assumptions:* Michael Baker will prepare responses to comments as necessary and will prepare the mitigation monitoring and reporting program for the project.

**TASK 4 – PUBLIC HEARING SUPPORT**

Total Task Cost: \$1,685.00  
(Project Manager: \$125/hr x 8 hours)  
(Environmental Planner: \$90/hr x 4 hours)  
(Reimbursable Expenses: \$325)

*Task Fee Assumptions:* Michael Baker will attend one (1) public hearing before either the City Council or the Planning Commission as requested by the City. Michael Baker's project manager will attend the selected public hearing and assist City staff in addressing any comments or questions offered by the Planning Commission and/or City Council on the Initial Study/Mitigated Negative Declaration.

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**COST/FEE PROPOSAL SUMMARY**

Task 1	\$1,095.00
Task 2	\$13,480.00
Task 3	\$970.00
Task 4	\$1,685.00
<b>Total Fee Proposal</b>	<b>\$17,230.00</b>

**PROJECT ASSUMPTIONS:**

- Michael Baker International has assumed with this proposal that no technical studies are required for this analysis and that no subconsultants will be necessary to complete the analysis.
- Michael Baker will utilize the Appendix G CEQA checklist for the Initial Study format.
- Michael Baker will be provided with copies of all available project information, including plan sets and specifications, project comments from reviewing parties (City departments, Caltrans, Siskiyou County, North Coast RWQCB, etc.), copies of pertinent public meeting materials, and copies of applications and support materials at no cost.
- The City will be responsible for all costs associated with copies, delivery, routing, noticing, posting, and document filing.
- The City will facilitate information requests between the City and the project applicant.
- Michael Baker will not be acting in the capacity of a signatory agent for the project for the purpose of land use approvals or project implementation permits.
- Michael Baker will not be responsible under this proposal for the permitting of any work associated with the project.
- Michael Baker will provide an air quality analysis utilizing the CalEEMod software adequate to support the IS/MND document using Siskiyou County Air Pollution Control District thresholds of significance.
- Michael Baker will query the CNDDDB for biological resources. A Michael Baker biologist will visit the site to undertake a reconnaissance-level site evaluation in support of the IS/MND.
- Michael Baker will not prepare any visual simulations or photometric details for the project.
- Michael Baker has assumed that the City of Mt. Shasta will handle all required AB 52-related consultations and contacts.

- Michael Baker has not included any special studies associated with potential historical or cultural resources, as the City has indicated that the site is vacant and undeveloped, will not require Section 106 clearances or consultations, and will not impact any known cultural resources.

## **MICHAEL BAKER INTERNATIONAL PROJECT TEAM**

### **SCOTT FRIEND, AICP, PROJECT MANAGER**

Mr. Friend is a senior associate with Michael Baker International. He is responsible for the planning and environmental work of the firm's Chico office. He oversees all work in the office and provides senior-level planning, environmental, and contract staffing services, project management, and planning services. Mr. Friend provides management and senior technical staff services on a wide variety of Michael Baker planning subjects. Prior to working with Michael Baker International, he obtained professional planning experience in both local government planning and private sector consulting and managed numerous public and private sector planning activities and programs. Mr. Friend has a variety of local government experience in both current and advance planning activities, including serving as a contract staff planner for various Northern California cities and towns, processing of annexation requests, and environmental documentation.

### **SETH MYERS, SENIOR AIR QUALITY/GHG ANALYST**

Mr. Myers is an environmental planner and air quality/greenhouse gas analyst working out of Michael Baker's Chico office. He is involved in the preparation of initial studies/negative declarations, environmental impact reports, and other CEQA documents as well as providing air quality analysis, greenhouse gas emissions analysis, and environmental team support. Mr. Myers has extensive expertise conducting air quality analyses and a comprehensive working knowledge of the associated regulatory environment. He is proficient in the use of URBEMIS 9.2.4, CALINE 4, EMFAC 2011, CalEEMod, and other industry standard air quality and greenhouse gas analysis tools. He has experience with planning and environmental projects, issues, and documents. Mr. Myers has prepared numerous environmental and air quality analyses for public works and public agency projects and works directly with Mr. Friend on all environmental projects in the firm's Chico office.

### **MIKE MARTIN, SENIOR ENVIRONMENTAL PLANNER**

Mr. Martin's responsibilities include environmental planning, policy document preparation, and contract services for client agencies. He has 11 years of experience in the environmental analysis and urban planning fields. As a project manager and assistant project manager, Mr. Martin has completed environmental impact reports for large-scale residential developments, multi-use developments, commercial developments, and general plan updates. He has also written municipal service reviews, development impact fee updates, housing elements, and general plan updates. Mr. Martin has completed numerous initial studies/negative declarations, housing condition and income surveys, and housing needs assessments, written Community Development Block Grant (CDBG) P/TA and General Allocation grants, and written over 35 Affordable Housing Feasibility studies throughout the United States. He has also authored rehabilitation program guidelines. Current responsibilities include the preparation of environmental impact reports and housing element updates for various cities in California.



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**KELLY MURPHY, ASSOCIATE PLANNER**

Ms. Murphy is an associate planner working out of Michael Baker's Chico office. She is involved with the preparation of initial studies/negative declarations and contract staffing services, as well as providing project management support. She has experience with current planning, regulatory issues, and environmental projects, including work on projects in the greater Siskiyou County area. Ms. Murphy works directly with Mr. Friend on projects in the firm's Chico office.

We appreciate the opportunity to provide this scope of work and fee estimate. If you have any questions regarding our proposal or would like any additional information, please do not hesitate to contact Scott Friend at (530) 513-5974.

Sincerely,



Kevin Gustorf, PE  
Vice President



Scott Friend, AICP  
Senior Associate

