

AMY SKEWES-COX, AICP

P.O. Box 422

Ross, CA 94957

amysc@rtasc.com 415.203.0454

20 September 2016

Mr. Pete Norgaard and Mr. Dan Zaich
San Rafael City Schools
Bond Program
310 Nova Albion Way
San Rafael, CA 94903

Re: Augment Request for San Rafael High School EIR

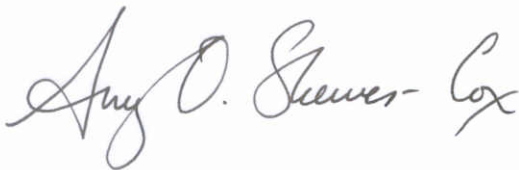
Dear Dan and Pete:

Enclosed is our formal augment request for the EIR contract for San Rafael High School. This augment addresses the issues covered by the School Board, the City of San Rafael, and the neighbors (in their comments on the Notice of Preparation and at the Scoping Meeting) as related to transportation and parking impacts.

Enclosed is the cover letter from Parisi Transportation Consulting, a scope of work that shows tracked changes to show the amendments to their original scope of work, and a budget showing hours by task. In addition to Parisi's work, hours are added for me and my editor since the traffic section will be much more extensive, and some additional meetings are likely to be required. This amendment assumes one additional meeting for Parisi to attend, and three additional team meetings for Amy to attend. Printing costs are estimated to increase by \$300. The total augment requested is \$102,616 for the new work required.

We will plan to attend the Board meeting on the evening of September 26 to explain why this augment is needed to ensure an adequate EIR. If you have any questions, please do not hesitate to email or phone.

Sincerely,

A handwritten signature in dark ink, reading "Amy O. Skewes-Cox". The signature is fluid and cursive, with the first name "Amy" being the most prominent.

Amy Skewes-Cox, AICP

Enclosures

September 20, 2016

Amy Skewes-Cox, Environmental Planning
P.O. Box 422
Ross, CA 94957

Subject: San Rafael High School Transportation and Traffic Analysis

Dear Ms. Skewes-Cox:

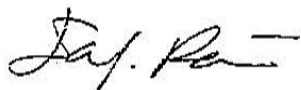
Pursuant to your request, Parisi Transportation Consulting has prepared a revised scope of work to address specific requests generated by the Notice of Preparation (NOP) of the environmental document for the San Rafael High School Implementation Plan.

Our revised scope of work is enclosed. Also enclosed is a person-hour and overall cost estimate for providing services which were not anticipated nor included in our original work scope and cost estimate.

Please note that in order to meet the project's tight schedule, we will need to receive notice-to-proceed on the revised scope of work by Thursday, September 22. This will enable us to schedule traffic counts, as well as to prepare the student travel survey (which the school district will need to administer campus-wide the week of September 26).

Please let me know if you have any questions. We look forward to working with you.

Sincerely,



David Parisi, PE, TE
Principal

EXHIBIT A

SCOPE OF WORK REVISED FOR PARISI TRANSPORTATION CONSULTING

Parisi Transportation Consulting (Parisi) will prepare a transportation and traffic analysis for the proposed project. ~~The scope of the traffic analysis will largely depend on whether there is any increase in peak hour trips, which we do not yet know. Therefore, at this time, we are only proposing that we take weekday AM- and PM peak period counts (under a separate contract) at up to 6 intersections (12 counts total) before school lets out June 9, 2016. It is possible that the City of San Rafael may require up to 20 intersections, but at this time we are conducting counts at the 6 closest study intersections to the project site.~~

For the full traffic analysis, we assume that up to 20-23 intersections will be evaluated for weekday AM and PM peak hour traffic operations, considering the highest peak periods between 7:00 and 9:00 AM and between 4:00 and 6:00 PM. Intersections to be evaluated will be approved by the City of San Rafael and included in the City's Synchro models for existing and for year 2020 (General Plan) conditions.

It is assumed that the City's Synchro model includes recent counts at all ~~other~~ intersections, besides the ~~6 six intersections~~ counted by Parisi in June 2016, and ~~no~~ new additional counts will only be required ~~to assess up to 20 intersections at three intersections in the adjacent neighborhood. In addition, seven-day traffic counts will be conducted along three roadway links using tube counters.~~

In addition to the study intersections, Parisi will assess the site's driveway on Third Street for potential ingress/egress needs, including the new proposed egress driveway on Third Street. In addition, Parisi will assess ingress/egress for the high school along Mission Avenue, and overall traffic circulation conditions along Mission Avenue between Union Street and Embarcadero Way.

As discussed below, a standalone parking study will also be prepared.

Parisi proposes a scope of work that ~~would~~ includes the following tasks:

- Participate in an EIR kick-off meeting to ensure that the goals and objectives for the project are understood. Based on the kick-off meeting, Parisi will prepare a revised scope and fee, as appropriate.
- Analyze the existing transportation setting and conditions with the project. The analysis of each scenario will include up to 20-23 study intersections, the site's driveways, up to 10 distinct roadway links (for peak period traffic volume comparisons), pedestrian and bicycle paths, and mass transit. Subtasks include the following:
 1. *Setting (Existing Conditions).* The description of Existing Conditions will include a thorough description of transportation facilities and operating conditions as well as applicable regulatory requirements and threshold criteria (e.g., Level of Service [LOS]). Existing conditions will include traffic generated based on a typical school day when the field/stadium has modest activities scheduled. Parisi will estimate the trip generation for modest field/stadium activities, distribute and assign these trips to the transportation network to develop the Existing Conditions scenario. Existing Conditions will be evaluated for weekday AM and PM peak hours. In addition, a parking survey will be conducted as a standalone study (see Assumptions below).
 2. *Existing plus Project Conditions.* Parisi will add traffic generated by the project-proposed field/stadium uses to Existing Conditions for analysis pursuant to the recent Sunnyvale

CEQA decision (i.e., baseline traffic). The traffic analysis will evaluate study intersections as well as include a qualitative review of bicycle and pedestrian facilities, transit operations, queuing at intersections, access safety, and site plan review. The site's driveways will be reviewed for access needs. All intersection analysis will be performed using the City of San Rafael's Synchro model, and for the weekday PM peak hour only.- Increased parking demand associated with the proposed field/stadium uses will be estimated for the standalone parking study.

3. *Year 2020 Conditions.* Traffic generated by approved and planned projects, and per the City's 2020 General Plan, is assumed to be included in the City's Synchro model. Year 2020 baseline intersection analysis will be conducted.
 4. *Year 2020 plus Project Conditions.* Traffic generated by the project will be added (one scenario, see below) to the Year 2020 Conditions. The analysis will include study intersections, as well as queuing at intersections. Parking associated with the proposed field/stadium uses and the increased 200 student enrollment will be estimated and included as part of the standalone parking study.
 5. *Year 2020 Mitigation Measures.* Mitigation measures will be developed for any project impacts, and the resulting significance after mitigation will be assessed. In addition, measures will be recommended for potential project-related effects along Mission Avenue.
- Analyze cumulative conditions. Subtasks include:
 1. *Cumulative No Project Conditions.* A cumulative year (~~e.g., 2035 or~~ 2040) will be determined based on discussions with the City of San Rafael. Parisi will develop Cumulative baseline AM and PM peak hour Synchro models by adjusting the 2020 models. It is assumed that cumulative conditions will be based on a consistent annual growth rate in traffic for all intersection turning movements.
 2. *Cumulative with Project Conditions.* Traffic generated by the project (one scenario, see below) will be added to the Cumulative No Project Conditions. Parking associated with the proposed field/stadium uses and the increased enrollment will be estimated and included as part of the standalone parking study.
 3. *Mitigation Measures.* Mitigation measures will be developed for any cumulative impacts, and the resulting significance after mitigation will be assessed. In addition, measures will be recommended for potential project-related effects along Mission Avenue.
 - Complete the transportation/traffic section of the ADEIR, which will include text with supporting tables, figures, and technical appendices.
 - Respond to one set of unified, non-contradictory comments on the ADEIR transportation section and prepare the public review Draft EIR transportation section.
 - Assist in responses to transportation-related public comments. Parisi has included time (a total of 16 person-hours maximum) to assist in responses to public comments on the Draft EIR as they relate to the public review Draft EIR transportation section for incorporation into the Final EIR.
 - Attend one hearing/meeting before the District Board to answer questions and provide information on traffic impacts and mitigations as needed. District staff may determine this attendance is not required depending on the issues identified in the EIR.
 - Manage the transportation elements of the EIR. Project management includes coordination with the City of San Rafael, and issuance of progress reports and invoices.

ASSUMPTIONS: The Parisi scope of services assumes limited traffic data collection, but the EIR transportation analysis will also rely on the City of San Rafael's existing and year 2020 Synchro models, the 2020 San Rafael General Plan, and/or other relevant documents. Weekday AM and PM peak hour analysis of up to 20-23 intersections and 10 roadway segments is assumed. To

complete the traffic analysis, Parisi will need to receive in a timely manner current project site plans and descriptions, available City local intersection traffic count data and traffic signal timings, available City Synchro models of local intersections, and a listing of anticipated City transportation improvements in the proposed project vicinity. It is assumed that no changes to the City's baseline Synchro models will be necessary, [except with the overlay of existing field/stadium-generated trips, as previously discuss](#), and that all study intersections are included in the models. The new counts for the [6-nine](#) intersections will be integrated into the models. It is also assumed that cumulative baseline conditions will be evaluated based on a consistent annual traffic growth rate applied to all of the study intersections, i.e., vehicle trip generation will not need to be conducted for each individual potential project planned beyond year 2020.

Parisi will estimate the difference in weekday AM and PM peak hour traffic that could be generated by the change in the stadium/field's uses [and student enrollment, as discussed above](#), compared to existing conditions [for weekday AM and PM peak hour conditions \(i.e., highest peak hour between 7-9 AM and between 4-6 PM\)](#). This difference in vehicle trip generation will be applied to the study intersections and roadway segments. ~~The difference will be based upon the proposed changes in events and participation in events.~~ One scenario per peak period will be evaluated, as approved by the City of San Rafael. [Analysis-Quantitative analysis](#) will not be conducted for periods outside of the weekday AM and PM peak hours, e.g., weekday evenings or weekends. [However, a qualitative discussion will be provided related to the project's potential relationship to after-school \(before 4 PM\), weekday nighttime \(after 6 PM\), weekend, and special event conditions.](#)

[For each project scenario, Parisi will estimate the number of project-related vehicle trips that would use Highway 101 on two highway segments: Highway 101 north of Mission Avenue and Highway 101 south of Second Street. Parisi will estimate resulting highway volume-to-capacity ratios for both highway segments for each study scenario.](#)

[A student and faculty travel survey will be prepared by Parisi and administered by the high school to all students during three continuous weekdays \(Tuesday, Wednesday and Thursday\). The high school will assure a statistically significant response rate for the three-day survey. The surveys will be returned to Parisi for compilation, analysis, and summary. The travel survey will account for morning and afternoon school travel, and the results will be used to estimate the number of additional vehicle trips that the expanded enrollment would generate.](#)

[Parisi will perform a separate vehicle parking survey on two separate midweek weekdays. The parking survey will count the approximate number of on-campus parking spaces and on-street parking spaces immediately peripheral to the high school and along the following streets: 3rd Street, Union Avenue, and Mission Avenue. In addition, parking surveys will be conducted along Belle Avenue between Union Street and Mission Avenue, along Park Street and Alice Street between Mission Avenue and Belle Avenue, and along Embarcadero Way. Surveys will be conducted every two hours between the hours of 7 AM and 7 PM.](#)

[For parking analysis purposes, it is assumed that the project would not reduce the number of on-campus parking spaces, but would increase the number of spaces overall by approximately 39 spaces. As an element of the standalone parking study, Parisi will recommend general travel reduction measures that could be considered as part of a future Transportation Demand Management/Parking Management program \(potentially prepared by others as an improvement measure\).](#)

Only one administrative draft report, [including the standalone parking study](#), is assumed. Because it is speculative to estimate the number and nature of transportation-related comments on a Draft EIR

Formatted: Superscript

| [\(including the standalone parking study\)](#), Parisi has made certain assumptions about the level of effort required to assist in addressing such comments. If significant additional effort is needed to address transportation-related comments, Parisi will respectfully ask for a contract amendment at that time. Only those items specifically identified above are included in the scope of services. Parisi will not conduct any additional scope item without prior consultant or District staff approval.

**Proposed Budget Amendment
EIR for San Rafael High School
Prepared Sept. 20, 2016**

Project Initiation										
	Traffic	Traffic	Traffic	Traffic						
	Prin. Parisi	Sr. Cons A. Lee	Assoc Cons. P.Amuyunzu	Tech. Hoffman	Skewes-Cox	Planner/Edit or	Graph.	Word Proc.	Total Hours	Total TEAM Dollars
Hourly Rate	\$245	\$155	\$120	\$95	\$215	\$125	\$90	\$90		
1 Project Initiation									0	\$0
2 Assemble Bkgrnd Information									0	\$0
3 Site Visits	8	8	16						32	\$5,120
4 Meetings with District and Team	2	4	2		10				18	\$3,500
5 Review Base Maps and Studies		4	4						8	\$1,100
6 Prepare Draft Project Des.									0	\$0
Geology and Soils									0	\$0
Hazards									0	\$0
Transportation and Traffic	48	96	148	40	3	2		5	342	\$49,500
Alternatives									0	\$0
Cumulative and CEQA Considerations									0	\$0
Admin. EIR Assembly and Proofing									0	\$0
11 Public Review Draft EIR	8	12	12	4	2	2			40	\$6,320
12 Notice of Completion									0	\$0
13 Public Hearing									0	\$0
14 Admin. Final EIR	8	12	12	4	4	2			42	\$6,750
15 Final EIR	6	8	8	2	4	2			30	\$4,970
16 MMRP									0	\$0
17 Draft and Final Findings									0	\$0
18 Notice of Determination									0	\$0
19 Project Mgmt	12	16		4	8				40	\$7,520
HOURS TOTAL	92	160	202	54	31	8	0	5	552	
PROJECT INITIATION	\$22,540	\$24,800	\$24,240	\$5,130	\$6,665	\$1,000	\$0	\$405	\$84,780	\$84,780
Direct Costs and Expenses										
Deliveries and Communications										
Travel										\$100
Report reproduction										\$300
Subtotal Direct Costs and Expenses (not including subconsultant direct costs)										\$400
Administrative Fee for Direct Costs and Subconsultants (10 percent)										\$8,686
Cumulative Total (Labor Cost Plus Direct Costs and Expenses, including subconsultant direct costs below)										\$93,866
Subconsultants Direct Costs										
Parisi Transportation Consulting (Parking Survey Subcontractor \$5,750; Traffic Counts \$3,000)										\$8,750
BASELINE										
Env. Collaborative										
LSA Associates										
Interactive Resources										
Total Subconsultants Direct Costs										\$8,750
Total Team Budget										
Contract Total										\$102,616
Optional Costs										

Note: Hourly rates are rounded to the nearest dollar in the rates column which offsets total costs.