

DRAFT

**CONSULTANT SERVICES AGREEMENT BETWEEN THE CITY OF SUNNYVALE
AND METROPOLITAN PLANNING GROUP (M-GROUP)
TO PREPARE THE SUNNYVALE EL CAMINO REAL CORRIDOR SPECIFIC PLAN
AND ENVIRONMENTAL IMPACT REPORT (EIR)**

THIS AGREEMENT, dated _____, is by and between the CITY OF SUNNYVALE, a municipal corporation ("CITY"), and METROPOLITAN PLANNING GROUP (M-GROUP).

WHEREAS, CITY is in need of urban design and planning services for the preparation of the Sunnyvale El Camino Real Corridor Specific Plan and related Environmental Impact Report (EIR) and,

WHEREAS, CONSULTANT possesses the skill and expertise to provide the required services;

NOW, THEREFORE, THE PARTIES ENTER INTO THIS AGREEMENT.

1. Services by CONSULTANT

CONSULTANT shall provide services in accordance with Exhibit "A" attached and incorporated by reference. CONSULTANT shall determine the method, details and means of performing the services.

2. Time for Performance

The term of this Agreement shall be from contract execution to June 30, 2017, unless otherwise terminated. CONSULTANT shall deliver the agreed upon services to CITY as specified in Exhibit "A". Extensions of time may be granted by the City Manager upon a showing of good cause.

3. Duties of CITY

CITY shall supply any documents or information available to City required by CONSULTANT for performance of its duties. Any materials provided shall be returned to CITY upon completion of the work.

4. Compensation

CITY agrees to pay CONSULTANT at the rates shown in Exhibit "B" (Compensation) Total compensation shall not exceed Five Hundred Thirty Three Thousand Six Hundred Thirty Eight and No/100 Dollars (\$533,638.00) unless upon written modification of this Agreement. CONSULTANT shall submit invoices to CITY to be paid in accord with the procedures set forth in Exhibit "B" attached and incorporated by reference.

5. Ownership of Documents

CITY shall have full and complete access to CONSULTANT's working papers, drawings and other documents during progress of the work. All documents of any description prepared by CONSULTANT shall become the property of the CITY at the completion of the project and upon payment in full to the CONSULTANT. CONSULTANT may retain a copy of all materials produced pursuant to this Agreement.

6. Conflict of Interest

CONSULTANT shall avoid all conflicts of interest, or appearance of conflict, in performing the services and agrees to immediately notify CITY of any facts that may give rise to a conflict of interest. CONSULTANT is aware of the prohibition that no officer of CITY shall have any interest, direct or indirect, in this Agreement or in the proceeds thereof. During the term of this Agreement CONSULTANT shall not accept employment or an obligation which is inconsistent or incompatible with CONSULTANT'S obligations under this Agreement.

Pursuant to CITY's Standard Conflict of Interest Code, Council Policy 7.3.7, CITY has determined that any individual performing services under this Agreement is required to file a Statement of Economic Interest (Form 700), Disclosure Category 1. See www.fppc.ca.gov for Form 700.

7. Confidential Information

CONSULTANT shall maintain in confidence and at no time use, except to the extent required to perform its obligations hereunder, any and all proprietary or confidential information of CITY of which CONSULTANT may become aware in the performance of its services.

8. Compliance with Laws

- (a) CONSULTANT shall not discriminate against, or engage in the harassment of, any City employee or volunteer or any employee of CONSULTANT or applicant for employment because of an individual's race, religion, color, sex, gender identity, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, pregnancy, age, cancer or HIV/AIDS-related medical condition, genetic characteristics, and physical or mental disability (whether perceived or actual). This prohibition shall apply to all of CONSULTANT's employment practices and to all of CONSULTANT's activities as a provider of services to the City.
- (b) CONSULTANT shall comply with all federal, state and city laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the Agreement.

9. Independent Contractor

CONSULTANT is acting as an independent contractor in furnishing the services or materials and performing the work required by this Agreement and is not an agent, servant or employee of CITY. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between CITY and CONSULTANT. CONSULTANT is responsible for paying all required state and federal taxes.

10. Indemnity

CONSULTANT shall indemnify and hold harmless CITY and its officers, officials, employees and volunteers against any and all suits, claims, damages, liabilities, costs and

expenses, including attorney fees, arising out of the performance of the work described herein, caused by or related to the negligence, recklessness, or willful misconduct of CONSULTANT, its employees, subcontractors, or agents in the performance (or non-performance) of services under this Agreement.

11. Insurance

CONSULTANT shall take out and maintain during the life of this Agreement policies of insurance as specified in Exhibit "C" attached and incorporated by reference, and shall provide all certificates or endorsements as specified in Exhibit "C."

12. CITY Representative

Rosemarie Zulueta, Associate Planner, as the City Manager's authorized representative, shall represent CITY in all matters pertaining to the services to be rendered under this Agreement. All requirements of CITY pertaining to the services and materials to be rendered under this Agreement shall be coordinated through the CITY representative.

13. CONSULTANT Representative

Dave Javid, Project Manager, shall represent CONSULTANT in all matters pertaining to the services and materials to be rendered under this Agreement; all requirements of CONSULTANT pertaining to the services or materials to be rendered under this Agreement shall be coordinated through the CONSULTANT representative.

14. Notices

All notices required by this Agreement, other than invoices for payment which shall be sent directly to Accounts Payable, shall be in writing, and shall be personally delivered, sent by first class with postage prepaid, or sent by commercial courier, addressed as follows:

To CITY: Rosemarie Zulueta, Associate planner
Community Development Dept./Planning Division
CITY OF SUNNYVALE
P. O. Box 3707
Sunnyvale, CA 94088-3707

To CONSULTANT: Dave Javid, Project Manager
Metropolitan Planning Group (M-Group)
579 Clyde Ave, Suite 340
Mountain View, CA 94043

Nothing in this provision shall be construed to prohibit communication by more expedient means, such as by telephone or facsimile transmission, to accomplish timely communication. However, to constitute effective notice, written confirmation of a telephone conversation or an original of a facsimile transmission must be sent by first class mail or commercial carrier, or hand delivered. Each party may change the address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated as of two days after mailing, unless such date is a date on which there is no mail service. In that event communication is deemed to occur on the next mail service day.

15. Assignment

Neither party shall assign or sublet any portion of this Agreement without the prior written consent of the other party.

16. Termination

If CONSULTANT defaults in the performance of this Agreement, or materially breaches any of its provisions, CITY at its option may terminate this Agreement by giving written notice to CONSULTANT. If CITY fails to pay CONSULTANT, CONSULTANT at its option may terminate this Agreement if the failure is not remedied by CITY within thirty (30) days after written notification of failure to pay.

Without limitation to such rights or remedies as CITY shall otherwise have by law, CITY also shall have the right to terminate this Agreement for any reason upon ten (10) days' written notice to CONSULTANT. In the event of such termination, CONSULTANT shall be compensated in proportion to the percentage of services performed or materials furnished (in relation to the total which would have been performed or furnished) through the date of receipt of notification from CITY to terminate. CONSULTANT shall present CITY with any work product completed at that point in time.

17. Entire Agreement; Amendment

This writing constitutes the entire agreement between the parties relating to the services to be performed or materials to be furnished hereunder. No modification of this Agreement shall be effective unless and until such modification is evidenced by writing signed by all parties.

18. Miscellaneous

Time shall be of the essence in this Agreement. Failure on the part of either party to enforce any provision of this Agreement shall not be construed as a waiver of the right to compel enforcement of such provision or any other provision. This Agreement shall be governed and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, the parties have executed this Agreement.

ATTEST:

CITY OF SUNNYVALE ("CITY")

By _____
City Clerk

By _____
City Manager

APPROVED AS TO FORM:

METROPOLITAN PLANNING GROUP
(M-GROUP)
("CONSULTANT")

By _____
City Attorney

By _____

Name and Title

Name and Title

SCOPE OUTLINE

TASK 1: PROJECT INITIATION, DATA AND DOCUMENT COLLECTION AND REVIEW

- 1.1 Develop a Technical Advisory Committee (TAC) (*M-Group*)
- 1.2 Convene a Project Kick-Off Meeting (TAC Meeting #1) (*All*)
- 1.3 Collect and Review Background Data (*All*)
- 1.4 Prepare Base Maps (*M-Group*)
- 1.5 Prepare El Camino Real Profile (*M-Group, LEG*)

TASK 2: COMMUNITY INVOLVEMENT

- 2.1 Develop a Community Involvement Plan (*M-Group*)
- 2.2 Citizens Advisory Committee (CAC) Strategy (*M-Group*)
- 2.3 CAC Meeting #1 – Assets and Opportunities (*M-Group, N\N, LEG*)
- 2.4 Launch Project Website and Peak Democracy (*M-Group*)
- 2.5 Initiate Community Outreach (Pop-up Workshops) – Visioning (*M-Group*)

TASK 3: HOUSING AND COMMERCIAL MARKET ASSESSMENT AND STRATEGIES

- 3.1 Conduct a Market Demand and Feasibility Analysis (*LEG*)
- 3.2 Housing Production, Affordability, and Anti-Displacement Strategy (*KWA/LEG*)

TASK 4: VISION AND ALTERNATIVES ANALYSIS

- 4.1 CAC # 2 – Visioning (*M-Group N\N, LEG*)
- 4.2 Develop Land Use Alternatives (*M-Group, N\N, LEG*)
- 4.3 TAC #2 – Alternatives Review (*M-Group*)
- 4.4 CAC #3 – Alternatives Review and Preferred Alternative (*M-Group, LEG*)
- 4.5 Community Workshop #1 – Alternatives Review (*M-Group*)
- 4.6 Joint CC/PC Study Session – Alternatives Review (*M-Group*)
- 4.7 Refine Preferred Alternative (*M-Group, N\N, LEG*)

TASK 5: MULTIMODAL ACCESS, LEVEL OF SERVICE AND CONNECTIVITY

- 5.1 Identify Improvements for Multimodal Access, Levels of Service and Connectivity (*N\N*)
- 5.2 Determine Parking Policy and Management Strategies (*N\N*)
- 5.3 Develop Pedestrian-Friendly Design Guidelines/Standards (*N\N*)
- 5.4 Incorporate Accessible Design (*N\N*)

TASK 6: URBAN DESIGN AND DEVELOPMENT STANDARDS AND GUIDELINES

- 6.1 Develop Urban Design and Development Standards and Guidelines (*M-Group, N\N*)

TASK 7: INFRASTRUCTURE DEVELOPMENT, IMPLEMENTATION PLAN AND FINANCING STRATEGY

- 7.1 Assess Infrastructure and Budget Needs (*Aliquot, LEG*)
- 7.2 Develop Implementation Plan and Financing Strategy (*LEG*)

TASK 8: PREPARATION OF SPECIFIC PLAN

- 8.1 Prepare First Administrative Draft Specific Plan (*All*)
- 8.2 Prepare Second Administrative Draft Specific Plan (*All*)
- 8.3 Prepare Public Draft Specific Plan (*All*)
- 8.4 CAC #4 – Plan Review (*M-Group*)
- 8.5 Community Workshop #2 - Open House (*M-Group*)

TASK 9: PROGRAM-LEVEL ENVIRONMENTAL IMPACT REPORT

- 9.1 Project Initiation and Notice of Preparation *(PMC, M-Group)*
- 9.2 Prepare Administrative Draft EIR (ADEIR) *(PMC, M-Group, Hexagon)*
- 9.3 Publish Draft EIR (DEIR) *(PMC, M-Group, Hexagon)*
- 9.4 Prepare Final EIR (FEIR) *(PMC, M-Group, Hexagon)*

TASK 10: EIR CERTIFICATION

- 10.1 Certify EIR *(PMC, M-Group)*

TASK 11: ADOPTION OF SPECIFIC PLAN

- 11.1 Planning Commission Meeting on Specific Plan and EIR *(M-Group, PMC)*
- 11.2 City Council Hearing on Specific Plan and EIR *(M-Group, PMC)*
- 11.3 Adopt Specific Plan and any General Plan/Zoning Amendments *(M-Group)*

TASK 12: ON-GOING PROJECT MANAGEMENT

- 12.1 Project Management *(M-Group)*

SCOPE OF SERVICES

TASK 1: PROJECT INITIATION, DATA AND DOCUMENT COLLECTION AND REVIEW

TASK 1.1 - DEVELOP A TECHNICAL ADVISORY COMMITTEE (TAC) (M-GROUP)

The TAC will advise and provide detailed technical and policy direction to the project team throughout all phases of the project. The body will also support Sunnyvale's El Camino Real Corridor Specific Plan's (the Plan) development and eventual implementation. M-Group understands the City will appoint a group of individuals to serve on the steering committee for the duration of the project. The TAC will include Community Development Department staff and representatives from other agencies and neighboring jurisdictions as appropriate. M-Group will help identify the format and timing of the meetings with the TAC, starting with the team kick-off meeting in Task 1.2.

Task 1.1 Deliverables: TAC roster, member descriptions, and committee's role.

TASK 1.2 - CONVENE A PROJECT KICK-OFF MEETING (TAC MEETING #1) (ALL)

The project kick-off meeting will convene City staff, the TAC and M-Group team to:

- Introduce the project, process, and key milestones;
- Clarify project roles and responsibilities;
- Confirm project goals and objectives;
- Identify key components and possible hurdles faced while successfully completing El Camino Real Corridor Specific Plan and EIR;
- Collect pertinent files and documents to support the El Camino Real Profile analysis;
- Discuss the community engagement strategy and plan;
- Identify stakeholders, key advisors and format of future meetings;
- Establish methods for communicating and arranging informational meetings with relevant City staff members and stakeholders;
- Discuss expectations for work products and refine the scope of work as necessary. The meeting will also provide an opportunity to review and refine schedules and deadlines for the proposed tasks and meetings; and
- Site Tour - if possible, the M-Group team will tour the El Camino Real corridor project area with City staff and TAC to gain valuable first-hand knowledge. The team will work closely with City staff to develop the tour route and furnish all meeting attendees with a tour packet, including an aerial photo and selected GIS base maps of the Specific Plan area. During the tour, the M-Group team will encourage participants to make marks and comments on the maps to confirm focus areas and opportunities.

Task 1.2 Deliverables: Kick-off Meeting agenda, meeting materials, memo of action items, and a refined project scope and budget.

TASK 1.3 - COLLECT AND REVIEW BACKGROUND DATA (ALL)

A key first step in the planning process will be to collect and analyze relevant documents and data available related to the El Camino Real project area. As thoroughly outlined in the RFP, there are many resources that will influence this planning effort.

The consultant will then prepare a summary of existing conditions related to demographic and socio-economic context, land use mix, circulation and traffic patterns, infrastructure conditions, and the environmental setting, and include it in the El Camino Real Profile. This initial analysis will set the framework for the development of land use and circulation alternatives.

Task 1.3 Deliverables: *Memo on findings from the collection and review of background data.*

TASK 1.4 - PREPARE BASE MAPS (M-GROUP, ALIQUOT)

Based on the review of background materials and site analysis, availability of GIS shape files and AutoCAD data, the M-Group team will create various maps documenting existing conditions within the project area and its surrounding context. These maps will serve as the basis for developing concept alternatives and diagrams. At minimum, the maps will convey zoning, land use, ownership, circulation facilities, and an overlay of existing utility infrastructure. The consultant will send the maps to City staff in electronic format for review and refinement.

Task 1.4 Deliverables: *Comprehensive base map in digital format of the project area.*

TASK 1.5 - PREPARE EL CAMINO REAL PROFILE (M-GROUP, LEG)

Using the information gathered from previous tasks including existing census and demographic data, M-Group will develop an existing conditions analysis or PDA Profile Report of the El Camino Real project area and the immediate surrounding context. The analysis will focus particularly on the community's demographic and socio-economic profile (including age, ethnicity, language spoken, place of birth, disability, household characteristics, income and poverty status, housing tenure, and cost), and data on employment, place of work, income, and travel mode/time to work. The M-Group team will also examine land use patterns, such as land uses by type, park and recreational amenities, schools, services, and activity nodes.

The PDA Profile will also identify potential issues or constraints that may impact the planning process, including hazards, infrastructure needs, and possible policy or regulatory issues affecting development. The M-Group team will make projections on Sunnyvale's and El Camino Real Corridor's future demographic and economic characteristics, including household size, income levels, and distribution of jobs by income strata and major industry sector. The PDA Profile Report will provide a strong understanding of urban design and form in the area, including building heights, massing, scale, setbacks, parking requirements, historic character, and current building standards and design guidelines.

Task 1.5 Deliverables: *Draft and Final El Camino Real Profile.*

TASK 2: COMMUNITY INVOLVEMENT

TASK 2.1 - DEVELOP A COMMUNITY INVOLVEMENT PLAN (M-GROUP)

M-Group will collaborate with City staff to prepare a tailored outreach strategy for the El Camino Real Corridor Specific Plan project. The outreach strategy will aim to reach a wide range of community members by providing multiple avenues for input, including advisory committees, stakeholder and community engagement opportunities, and related translation services and materials. The M-Group team will prepare all of the materials and presentations for the community and committee meetings for approval by City staff. It is anticipated that City staff will take the lead on meeting notifications and logistics. The Community Involvement Plan will feature a schedule of community outreach efforts including the following (the timing of these efforts is identified in this Scope and on the attached Project Schedule):

Technical Advisory Committee (TAC)

The M-Group team will meet with the established Technical Advisory Committee (TAC) to provide guidance throughout the planning process. M-Group will assist the City in identifying the committees' role.

Citizen Advisory Committee (CAC)

A CAC will guide the planning process as a direct extension of the community. The CAC will provide direction and feedback on the profile analysis, alternatives, and preferred concept. M-Group can assist City staff in recruitment for the CAC. M-Group could also assist the City in writing the by-laws for the CAC and set the course for the planning process.

Community Workshops/Pop-up Events

In addition to the traditional community workshop to review the Sunnyvale El Camino Real Corridor Specific Plan Public Draft, the M-Group team plans to “meet the community where they are” with up to three “pop-up workshops” at existing well-attended community events throughout the City. These informal workshops will provide an opportunity to reach a wider range of community members at a time and location that is most convenient for them. The consultant plans to hold these pop-up workshops early in the planning process to uncover assets and opportunities, but will work with City staff to determine exact timing and location.

Potential Venues/Events

- Sunnyvale Farmer's Market
- Magic of Sunnyvale Wine Stroll (May 9th)
- Sunnyvale Art and Wine Festival (June 6th and 7th)
- Summer Series Music + Market (Wednesdays from 5:30pm-8:30pm, June 17th – August 26th)
- Holiday Train and Festivals
- Local school, sports, and faith-based events
- Charles Street Gardens Open House (every Tuesday, 11am-1pm)
- Neighborhood meetings

The team anticipates the community being involved throughout the planning process and specifically at the following key stages:

- Identifying Assets and Opportunities;
- Reviewing Land Use and Circulation Alternatives;
- Providing input on the Public Draft Plan; and
- Celebrating the completion of a successful community-based El Camino Real Corridor Specific Plan.

On-line Engagement – Peak Democracy, Project Website and Social Media

The M-Group team is excited to have the opportunity to collaborate with Peak Democracy and their interactive platform for community engagement. Peak Democracy will be a valuable resource throughout the planning process, fostering feedback on assets and opportunities, alternative and preferred concepts, and the Specific Plan.

The M-Group team will also work with City staff to develop a project webpage (linked to the City's existing website) for the Specific Plan to keep community members informed throughout the planning process. Information will include background and meeting information and deliverables, and will be available in English, Spanish, and other languages as needed.

The team will explore social media tools, such as the City's Facebook and Twitter pages and community group websites, as community engagement tools.

Community Planning Toolkits

In order to create a far-reaching engagement process, M-Group will design planning toolkits, as well as train City staff and community ambassadors on how to meet with a variety of community groups and collect community input throughout the process. Each toolkit will include an agenda, maps, range of questions, comment cards and presentations.

Translation Services

The M-Group team is prepared to provide Spanish translation services as needed for all outreach and meeting-related materials, including notices, project websites, and workshops/meetings. Depending on the outcome of the PDA Profile Report, the team could provide translation services in other languages.

Project Branding/Consistency

The M-Group team will work with City staff to identify community-inspired themes for the Specific Plan process, and create a clear and consistent identity for the project. The team will assist with naming, logo design, brand identity, icons, color scheme, messaging and taglines the consultant will use throughout the planning process.

Task 2.1 Deliverables: Draft and Final Community Involvement Plan, and Peak Democracy and Project website.

TASK 2.2 - CITIZENS ADVISORY COMMITTEE (CAC) STRATEGY (M-GROUP)

The City will identify the CAC members. M-Group will be available to assist the City as needed. The CAC will provide direction and feedback on the profile analysis, alternatives, and preferred concept. M-Group will assist the City in writing the by-laws for the CAC and set the course for the planning process.

Within this scope, M-Group identified stages when the team plans to meet with the CAC throughout the planning process. M-Group will confirm the exact timing and contact of the meetings after consulting with City staff.

Task 2.2 Deliverables: *The committee's role that will integrated into the overall Community Involvement Plan.*

TASK 2.3 - CAC MEETING #1 – ASSETS AND OPPORTUNITIES (M-GROUP, N\N, LEG)

During an initial meeting with the CAC, the M-Group team will introduce the project, planning process, and key milestones, educating the CAC on the technical aspects of a specific plan. M-Group will also facilitate a dialogue with the CAC to identify assets and opportunities for the El Camino Real Corridor Specific Plan, including understanding each member's deemed outcomes for the plan and process. A key role for the CAC is to communicate to the broader public the importance of the Plan, and to differentiate it from other planning efforts.

Task 2.3 Deliverables: *CAC #1 meeting agenda, presentation, and summary.*

TASK 2.4 – LAUNCH PROJECT WEBSITE AND PEAK DEMOCRACY (M-GROUP)

M-Group will work with the City to develop a project website embedded or linked within the City's existing website for all relevant project information including updates about upcoming meetings and deliverables.

The project website will also be linked to a Peak Democracy page that will be developed concurrently to provide a platform for the community to share ideas on key topics, and review and provide feedback on design and land use concepts and the Specific Plan. This interactive dialogue will be on-going throughout the planning process. M-Group will prepare the material for the Project Website, and collaborate with Peak Democracy to prepare and maintain the online engagement platform for the Sunnyvale El Camino Real Corridor Specific Plan project.

Task 2.4 Deliverables: *Prepare materials for and assist staff to maintain Project and Peak Democracy websites.*

TASK 2.5 - INITIATE COMMUNITY OUTREACH (POP-UP WORKSHOPS) – VISIONING (M-GROUP)

M-Group will conduct up to three informal interactive workshops throughout the community to foster feedback from a diverse group of participants. M-Group will work with City staff and the committees to identify existing community events that will reach the widest range of people. In the initial two to three meetings the community will identify:

- Area-wide assets, issues, and opportunities;
- A guiding vision for future development and overall revitalization of the project area;

- Potential urban design enhancements along the corridor and surrounding neighborhood connections;
- Confirm focus areas and opportunities for improvement identified in previous plans; and
- Key elements that reflect the desired local values, history and culture and could represent the unique identity of the Sunnyvale community.

Task 2.5 Deliverables: Workshop materials (e.g., base maps, posters, agendas, comment cards, sign-in sheets, and summaries).

TASK 3: HOUSING AND COMMERCIAL MARKET ASSESSMENT AND STRATEGIES

TASK 3.1 - CONDUCT A MARKET DEMAND AND FEASIBILITY ANALYSIS (LEG)

LEG will conduct an assessment of future market conditions for multi-family residential, retail (including automobile dealerships and support facilities), office, and hotel development in Sunnyvale's El Camino Real Corridor. LEG will first evaluate the near term market as indicated by interviews with real estate developers and brokers. The firm will then forecast the long-term market changes that will be influenced by South Bay economic growth, new planning policies, and investment in new infrastructure and amenities.

The market analysis will start at a sub-regional geographic level, and focus successively to the City of Sunnyvale and then the El Camino Real Corridor Specific Plan Corridor. In terms of timeframe, the analysis will examine historic trends spanning two or three real estate cycles, and will forecast forward for a 20-year planning period by five-year increments. LEG will carefully consider the opportunities the changing ethnic composition of the Southwest Bay population represents. The strong job growth in the San Jose to San Francisco corridor will drive the need for office space and housing for workers. The location and density of the office and residential development will shape demand for retail commercial development and hotel uses.

For the residential market analysis, LEG will analyze both condominiums and rental apartments for product mix, price per square foot, future price points and absorption rates by five-year increments. The market analysis will address what the private real estate market will likely produce in response to growing demand. Task 3.2 will address social policy issues, including affordability and housing need at various income levels.

While pedestrian oriented retail is a planning objective in several nodes, this market analysis will evaluate just how much of such retail is truly sustainable in the face of conveniently located shopping centers and the increasing propensity for consumers to shop online. LEG will highlight the types of retail establishment most likely to succeed in a pedestrian shopping environment, as well as how parking convenience will influence the amount of retail supportable.

LEG will pay close attention to the future of automotive uses, including dealerships and supporting services, because of their considerable sales tax generation. While land development economics suggests that office, multi-family residential and mixed-use developments will support considerably higher land values when compared to land intensive automotive uses, the relocation of dealerships presents a number of economic challenges, including:

- The availability and affordability of sites of sufficient size at the desired near freeway locations.
- The need to replace dealership buildings and service facilities at considerable cost.
- The risk, due to long-term historic automotive uses, that their current sites have toxic contamination degrading their value for residential redevelopment.
- The current adjacencies to single family neighborhoods that may limit height, density and value that developers can pay.
- Franchise restrictions that limit the minimum distance between dealerships of the same brand.
- The risk to the City that, once its dealerships begin to explore alternative locations, they could select new locations outside of Sunnyvale resulting in significant sales tax loss.

In order to ensure that the voice of this important commercial sector is heard, LEG staff will interview the executives of each of the new car dealerships along the El Camino Real Corridor in Sunnyvale. As the El Camino Real Corridor urbanizes over time, it will become a more viable location for future hotel development, particularly if one or more nodes of restaurants and specialty shops develop. In terms of fiscal return to the City, hotel development is typically the most productive land use, because transient occupancy taxes accrue mostly to the City's General Fund. This LEG market analysis will examine the future demand for hotels as well as the sites recommended for hotel development.

The market analysis will provide the general parameters for the amount of each future land use supportable by location. As for the near-term feasibility of specific project types (i.e. mixed use) at key locations, LEG will employ its financial model to analyze the development feasibility of hypothetical projects once concept plans for them have been created.

The following variables will be incorporated into the pro forma analysis: 1) land parcel area, 2) development program, 3) sales price or monthly rent per SF or per unit, 4) rate of price or rent increase, 5) absorption schedule, 6) direct construction cost for building and parking by type, 7) construction financing, 8) long-term financing, 9) debt coverage ratio, 10) project capitalization rate, 11) indirect construction cost, 12) operating cost and revenue, 13) project terminal value at the end of the analysis period, 14) the developer's expected internal rate of return, and 15) a comparison between likely land price and land value supportable. This analysis will indicate which land uses and at which specific locations have near term project feasibility.

Task 3.1 Deliverables: *Draft and Final Real Estate Development Market and Financial Feasibility Analysis*

TASK 3.2 - HOUSING PRODUCTION, AFFORDABILITY, AND ANTI-DISPLACEMENT STRATEGY (KWA/LEG)

As indicated in Sunnyvale's 2015-2023 Housing Element, the City has an opportunity to develop focused, geographic-specific housing policies within the El Camino Corridor Specific Plan to incentivize both market rate and affordable development. Based on the results of the Market Demand and Feasibility Analysis in Task 3.1, and consistent with the policy framework established within the Housing Element, the M-Group team with the assistance of Karen Warner Associates (KWA) and the City's housing staff will develop a menu of housing production and affordability strategies. Potential strategies may include:

- Lot consolidation incentives and assistance
- Enhanced density bonus incentives

- Modified development impact fees
- On-site requirements for BMR units
- Targeted properties for acquisition/rehabilitation with affordability covenants

The City's pending adoption of a Rental Impact Fee and the structure of the fee to either: a) generate affordable housing funds, or alternatively, b) incentivize production of affordable rental units, will be a key component of the Affordable Housing Strategy. KWA will also evaluate options for modifications to the Rental Impact Fee within the Specific Plan Area.

Increased investment in the Plan Area may ultimately result in modest rent apartments being lost to renovation and redevelopment, resulting in the displacement of existing lower income residents. Sunnyvale's Housing Element recognizes this issue, and establishes a program to evaluate development of an anti-displacement policy (beginning in 2016). As a precursor to this Citywide effort, KWA will compile "best practice" anti-displacement strategies, such as Mountain View's Tenant Relocation Assistance Ordinance, for review and discussion.

Task 3.2 Deliverables: *Draft and Final Draft Housing Production, Affordability and Anti-Displacement Strategy.*

TASK 4: VISION AND ALTERNATIVES ANALYSIS

TASK 4.1 - CAC #2- VISIONING (M-GROUP)

The purpose of this meeting will be to guide development of a concise vision for the plan area. The CAC meeting effort will enable a merging of technical, political and community perspectives. M-Group will develop this into a draft and final Vision Summary which will guide the ongoing plan development process.

In addition to developing the foundation for the Sunnyvale El Camino Real Corridor Vision, the meeting will hold a discussion of:

- Findings from the market and housing studies performed in Task 3
- Preliminary concepts for potential alternative scenarios
- Identification of indicators to be used in subsequent review of alternatives

Task 4.1 Deliverables: *CAC#2 meeting agenda, presentation, and Vision Summary.*

TASK 4.2 - DEVELOP LAND USE ALTERNATIVES (M-GROUP, N\N, LEG)

The M-Group team will develop up to three draft land use alternatives for the Specific Plan area. The team will base these alternatives upon the baseline report and market and circulation analysis, as well as ongoing guidance from City staff and the TAC and CAC and input from the community meetings. The alternatives will further explore the "Nodes" the city identified that complement the vision for El Camino Real corridor established by the Grand Boulevard Initiative. The 2007 Precise Plan for El Camino Real will also help guide the development of the land use alternatives.

The M-Group Team will develop a range of alternatives and strategies for development and testing. The team will present the alternatives in both illustrations and text descriptions and will explore the following:

- **Land Use:** Types, location, average and maximum density/intensity of housing and jobs; relationships to existing General Plan designations and zoning classifications, and baseline analysis. The team will explore the advantage between a form-based versus traditional zoning code to determine the most effective approach. The team anticipates that a hybrid approach may be the most appropriate to provide flexibility and guidance while giving the City the necessary tools to regulate development.
- **Urban Design, Circulation, Market Demand and Mitigated Impacts:** These alternatives will also incorporate and address the following areas:
 - Streetscape and Signage
 - Circulation and Parking
 - Relationship between Housing, Commerce and Retail
 - Catalytic Sites within Identified Nodes
 - Infrastructure Capacity
 - Environmental Impacts

LEG will evaluate these alternatives against the economic objectives identified in the market study in Task 3.1 and the housing strategy in Task 3.2.

Task 4.2 Deliverables: *Memo of three Land Use Alternatives for review and feedback with descriptions, diagrams, and graphics, and summary of the effectiveness of each alternative in meeting project goals.*

TASK 4.3 – TAC #2 – ALTERNATIVES REVIEW (M-GROUP)

Based on feedback from City staff, the M-Group team will facilitate a presentation and discussion with the TAC to review the preliminary alternatives and land use and circulation strategy, to provide direction on a preferred alternative. The M-Group team will provide all appropriate materials and presentation to help facilitate the discussion and build consensus on key directions. City staff will be responsible for meeting logistics.

Task 4.3 Deliverables: *TAC #2 meeting agenda, presentation, and summary outlining key direction.*

TASK 4.4 - CAC #3 MEETING – ALTERNATIVES REVIEW AND PREFERRED ALTERNATIVE (M-GROUP, LEG)

The M-Group team will also facilitate a presentation and discussion with the CAC to review the preliminary alternatives and land use and circulation strategy. This meeting will focus on selecting a preferred alternative. As with most of the committee meetings, the greater community will be invited to this session to augment the overall public participation process and provide additional opportunities for input and comment. If needed, M-Group is prepared to meet with the CAC twice to review the alternatives and select the preferred alternative. The M-Group team will provide all appropriate materials and presentation to help facilitate the discussion and build consensus on key directions. City staff will be responsible for meeting logistics.

Task 4.4 Deliverables: CAC #3 meeting agenda, presentation, and summary outlining key direction and selection of preferred alternative.

TASK 4.5 – COMMUNITY WORKSHOP #1 – ALTERNATIVES REVIEW (M-GROUP)

During this phase in the project the M-Group team will plan for and facilitate a workshop with the community to reaffirm the project vision and the review the preliminary alternatives and land use and circulation strategy. The M-Group team will provide all appropriate materials and presentation to help facilitate the workshop. City staff will be responsible for meeting logistics.

Task 4.5 Deliverables: Community Workshop #1 meeting agenda, presentation, workshop materials and summary/results.

TASK 4.6 – JOINT CITY COUNCIL/PLANNING COMMISSION STUDY SESSION – ALTERNATIVES REVIEW (M-GROUP)

An important step in the evolution of the El Camino Real Specific Plan will include a check in with city leaders to confirm that the project is on the right track. The preferred alternative for the plan area as derived from the community's input and direction from the CAC will be presented to members of the City Council and Planning Commission at the joint session. M-Group will prepare for and facilitate the meeting to confirm the direction of the project and foster feedback on the guiding principles and preferred alternative and land use and circulation strategy. M-Group will provide all appropriate materials for the presentation to help facilitate the study session. City staff will be responsible for meeting logistics.

Task 4.6 Deliverables: CC/PC Study Session meeting agenda, presentation, and summary outlining key direction.

TASK 4.7 - REFINE PREFERRED ALTERNATIVE (M-GROUP, N\N, LEG)

Based on the City staffs', TAC and CAC review, and input from the community and city leaders, the M-Group team will refine the preferred alternative. Through the use of a refined illustrative plan and guiding principles, the preferred alternative will include the:

- Proposed mix and intensity of land uses;
- Refined catalytic opportunity sites and nodes of activity;
- Streetscape plan and location of amenities; and
- Multi-modal circulation and parking improvements.

LEG will develop the financial feasibility analysis for the preferred alternative. The information will be derived from the market findings in previous tasks as well as from outreach to the development community of similar prototypes within the region.

In close collaboration with City staff, the M-Group team will make any final refinements to the preferred alternative. M-Group will then prepare a set of preliminary development standards that will serve as a foundation of the Specific Plan document and preparation of supportive design guidelines.

Task 4.7 Deliverables: Preferred Land Use Alternative and preliminary development standards.

TASK 5: MULTIMODAL ACCESS, LEVEL OF SERVICE AND CONNECTIVITY

TASK 5.1 - IDENTIFY IMPROVEMENTS FOR MULTIMODAL ACCESS, LEVELS OF SERVICE AND CONNECTIVITY (N\N)

Nelson\Nygaard will lead a transportation and circulation analysis of the planning area and PDA utilizing the data collected as part of Task 1.3. This analysis will focus on opportunities and improvements in relation to the following elements:

- Complete Streets design, street connectivity, and multimodal connections aimed at improving connections between El Camino Real and Downtown Sunnyvale, increasing multimodal level of service along the corridor, and enhancing sense of place and vitality.
- Pedestrian network and walkability improvements that build upon the Pedestrian Safety and Opportunities Study and address pedestrian safety, path connectivity, and convenience, with particular attention to crossing safety and pedestrian access to downtown and transit services.
- Bicycle improvements and opportunities that fill gaps in the bicycle network, improve bicycle safety, build upon the Sunnyvale Bicycle Plan, and reflect recent developments in bicycle planning such as the Protected Bikeways Act (AB 1193) and Caltrans 2014 endorsement of the Urban Bikeway Design Guide.
- Street design strategies to better incorporate existing bus services into the design of El Camino Real, and any possible future enhancements pending the results of VTA's Bus Rapid Transit project.
- Roadway and streetscape improvements that create a more safe and comfortable walking and biking environment while also addressing the role of El Camino Real as a regional thoroughfare for motor vehicles.

As part of this task, Nelson\Nygaard will prepare plan and cross-section diagrams of up to four segments along El Camino Real to clearly illustrate the proposed improvements and potential roadway reconfigurations as well as circulation maps.

This information along with the analysis in Tasks 5.2-5.4 will be presented for review by City staff and used as the basis for preparing and analyzing the land use and circulation alternatives, and will be integrated into the Draft Specific Plan.

Task 5.1 Deliverables: *Circulation and Connectivity Strategy Memo; Circulation maps and up to four cross sections for review and comment.*

TASK 5.2 - DETERMINE PARKING POLICY AND MANAGEMENT STRATEGIES (N\N)

Developing the right mix of management strategies and parking regulations will lend support to realizing the larger vision of El Camino Real as a mixed-use, multimodal corridor that promotes walking, biking and taking transit.

Nelson\Nygaard will review existing parking policies, zoning code regulations, and available data, including a recent staff study of on- and off-street parking demand within the area. Using this data, Nelson\Nygaard will evaluate current and future parking demand within the corridor. As part of the evaluation, the consultant will assess various parameters such as feasible FAR, and will develop supportive graphics to help communicate the implications of parking policies on the character of the corridor.

The consultant will then work with the City to develop a set of parking recommendations aimed at enhancing local character and achieve the goals of reducing parking demand within PDAs and station areas. These recommendations may focus on the following issues:

- Off-street parking standards (such as lower minimums) for PDAs and station areas, that support the creation of transit-supportive housing and commercial projects and reflect the travel patterns of development located within near transit and retail services.
- Amendment of parking standards to encourage shared parking, TDM implementation, and adoption of innovative and more efficient parking technologies.
- On-street parking management tools (such as residential permit parking or metered parking) to address parking demand and spillover concerns in adjacent neighborhoods.

Task 5.2 Deliverable: *Parking Policy and Management Strategy to be incorporated into the Specific Plan document*

TASK 5.3 - DEVELOP PEDESTRIAN-FRIENDLY DESIGN GUIDELINES/STANDARDS (N\N)

Nelson\Nygaard will develop pedestrian design guidelines and standards to address the needs and improvements identified in Task 5.1 and to improve the overall walkability and connectivity of the plan area. Design standards may include:

- Street design elements such as recommended sidewalk widths, placement of streetscape elements, ideal distances between crossings, potential placement of mid-block crossings, and pedestrian refuge islands;
- Traffic calming measures such as narrower travel lanes, curb extensions, pedestrian refuge “thumbnails” at intersections, raised tables on side streets, median landscaping, and street trees;
- Crossing treatments including advanced pedestrian signal timing, high visibility crosswalks, corner bulbouts, and mid-block crossing treatments;
- Pedestrian connectivity standards to provide a safe and fine-grained network of non-motorized paths or easements to residential streets within the study area, as well as through parking lots and commercial land uses;
- Placemaking standards for human-scale and identify-forming elements such as gateway treatments, wayfinding signage, pedestrian lighting, benches, street furniture, bicycle parking, landscaping, and artwork.

Task 5.3 Deliverable: *Pedestrian Design Standards and Guidelines to be incorporated into the Specific Plan document.*

TASK 5.4 - INCORPORATE ACCESSIBLE DESIGN (N\N)

In Task 5.1 through 5.4, Nelson\Nygaard will ensure that streetscape and multimodal designs, parking policies, and pedestrian design standards are consistent with ADA Guidelines and in line with principles of universal accessibility. Each element of the work will integrate an understanding of accessibility to ensure that facilities are accessible to people with diverse physical and mental abilities. The design will also consider how the facilities and design guidelines function for children, seniors, those using strollers, and other vulnerable road users. These considerations will be integrated into the outputs of Tasks 5.1 through 5.3 and outlined in a memo on accessible design.

Task 5.4 Deliverable: *Accessible Design memo to be incorporated into the Specific Plan document.*

TASK 6: URBAN DESIGN AND DEVELOPMENT STANDARDS AND GUIDELINES

TASK 6.1 - DEVELOP URBAN DESIGN AND DEVELOPMENT STANDARDS AND GUIDELINES (M-GROUP, N\N)

The M-Group and Nelson\Nygaard team will develop guidelines and standards that build on the historic roots of the El Camino Real corridor in Sunnyvale, while improving the area and encouraging future development. The guidelines and standards will address issues of overall image and identity (including historic character), preferred land use and its public-private domain, traffic, and circulation. The team will also study the architectural character of future buildings, including massing, height character, siting (and preferred setbacks) and relationship to the street. In addition, M-Group and Nelson\Nygaard will identify streetscape standards involving street furniture (e.g., street lights, garbage bins, benches, bollards), nature of sidewalks, landscaping (e.g., planting, water features, etc.) and signage. All proposed design guidelines will address any needed General Plan or Zoning amendments changes, if any, and detailed in Task 11.1.

The design guidelines and standards will incorporate a “hybrid” form-based approach that combines new the organization of form, image, and character-based concepts with traditional design guidelines and development standards.

Private Realm Standards and Guidelines

Private realm form and character-based guidelines and development standards will include scale and configuration of footprints, heights, massing, density, and size of individual buildings as well as configurations of new and redefined proposed blocks and lots, grouping of buildings, and layout of open spaces. The team will also develop individual building elements, such as entrances, windows, awnings, rooftops, silhouettes, porches, and balconies. The team will pay special attention to the interchange between the public and private realms (front yards, shop-windows, exterior building edge permeability) to ensure the success of a pedestrian-friendly, safe, and enriching public environment.

Public Realm Standards and Guidelines

In addition, building on the work from Task 5, the M-Group and Nelson\Nygaard team will develop guidelines and standards for the public realm to define the streetscape design and parking standards that address identified needs and improvements. The team will consider design elements such as reduced road widths, provision of turn lanes, sidewalk widths, traffic calming, corner curb bulbouts, transit vehicle loading and boarding, bus stop amenities, bicycle lanes, landscaping, crosswalk markings, off-street parking requirements, and on-street parking configurations. In addition, Nelson\Nygaard will refer to Caltrans’ Street Design Guidelines as well as draw on previous experience working on State routes when developing standards.

Task 6.1 Deliverable: Urban Design and Development Standards and Guidelines with maps, graphics and diagrams to be incorporated into the Specific Plan document.

TASK 7: INFRASTRUCTURE DEVELOPMENT, IMPLEMENTATION PLAN AND FINANCING STRATEGY

TASK 7.1 - ASSESS INFRASTRUCTURE AND BUDGET NEEDS (ALIQOT, LEG)

Aliquot will assess the infrastructure by reviewing existing maps, reports and studies available and juxtapose it against current and future demand. The consultant would need to collaborate closely with the City's Environmental Services Department to obtain water, sanitary sewer and storm drain information. The consultant will also analyze electric and gas services capacity through P.G. & E, and telecommunications services. The current system will have a particular load it can handle before requiring additional capacity. In addition, El Camino Real, being a State Highway, will require interface with Caltrans in any work done within the Right of Way and in compliance with Caltrans Highway Design Manual.

Aliquot will determine necessary infrastructure to support the land uses and improvements identified in the preferred land use alternative and the urban design standards. The consultant will incorporate the existing public infrastructure and facilities conditions identified in the Profile Report and the findings from the Market Demand Analysis along with Task 1.3 information.

Based upon review and feedback, the M-Group team will develop one preferred alternative, which will serve as a basis for the Draft Specific Plan. LEG will assemble the infrastructure cost information and prepare a municipal fiscal impact analysis for the preferred plan alternative. This fiscal analysis will consider both one-time front-end capital cost and on-going long-term service and maintenance costs, such as public safety, public works, parks maintenance, etc. The revenue side will examine sales tax, property tax, fees, licenses revenue, transfers, etc. The analysis will estimate whether the development or redevelopment over the next ten and 20 years will generate a net positive or negative fiscal impact on the City of Sunnyvale's General Fund balance.

Task 7.1 Deliverable: *Infrastructure and Fiscal Impact Analysis with maps, diagrams and graphics, to be incorporated into the Specific Plan document.*

TASK 7.2 - DEVELOP IMPLEMENTATION PLAN AND FINANCING STRATEGY (LEG)

The implementation plan will identify key policy actions and the lead agencies responsible. It will also summarize the cost of specific improvements, general timeframe for construction and approaches to financing. The issues that contribute to the selection of financing strategies will include the strength of the real estate market, amount and value of new development expected, extent of property owner support, amount of private sector benefit relative to the cost burden, timing of benefits received relative to cost, equitable treatment of all beneficiaries, and limitations created by the various legal constraints. Certainly, LEG will consider local improvement, benefit assessment, infrastructure financing, community facilities and community services districts with the objective of creating a corridor that is vibrant, attractive, and a fiscal asset to the City of Sunnyvale.

Task 7.2 Deliverable: *Implementation Plan and Fiscal Strategy to be incorporated into the Specific Plan document.*

TASK 8: PREPARATION OF SPECIFIC PLAN

TASK 8.1 - PREPARE FIRST ADMINISTRATIVE DRAFT SPECIFIC PLAN (ALL)

The M-Group team will prepare the Administrative Draft Plan that will, with clear and comprehensive narrative and graphics, present the Draft Plan elements and encompass all components required by both the grant requirements and State law. At minimum the Administrative Draft Specific Plan document will include the following information:

- **Executive Summary**
- **Introduction, Baseline and Site Context** – including the Purpose, Authority & Regulatory Compliance sections and identification of project objectives, site context, existing conditions and key assets and opportunities.
- **Vision, Goals and Policies** – including a community based vision statement.
- **Land Use Framework** – overall development and revitalization plan and supporting development standards framework.
- **Circulation, Accessibility and Parking Strategy** – a complete set of strategies to ensure access for all modes of transportation to and through the El Camino Real corridor and balanced parking strategy.
- **Design Guidelines (Private Realm and Urban Design Standards and Guidelines)** – a comprehensive set of design guidelines and standards that set of urban design guideline recommendations.
- **Infrastructure and Community Services Analysis** – appropriate infrastructure improvements and Identification of the community services needed to support the proposed land uses (e.g., police, fire, schools, and solid waste/recycling).
- **Resource Management** – overview of potential impacts and how they will be mitigated, to be covered fully in the EIR.
- **Implementation Plan** – phasing and prioritization of improvements and a series of funding options and a general financing strategy to implement the improvement efforts.

The M-Group Team will collaborate with City staff on two rounds of review as described in Task 8.2. City staff will provide one set of consolidated edits with each round. The initial two rounds will be in Word format. M-Group will format subsequent plan review rounds PDF and InDesign.

Task 8.1 Deliverable: *First Administrative Draft of El Camino Real Corridor Specific Plan in a Word and PDF format for initial review.*

TASK 8.2 - PREPARE SECOND ADMINISTRATIVE DRAFT SPECIFIC PLAN (ALL)

The M-Group team will prepare the Second Draft of the Administrative Draft Specific Plan based on the consolidated list of comments City staff in preparation for review by the CAC and the community.

Task 8.2 Deliverable: *Second Administrative Draft of El Camino Real Corridor Specific Plan in a Word and PDF format for review.*

TASK 8.3 - PREPARE PUBLIC DRAFT SPECIFIC PLAN (ALL)

The M-Group team will incorporate comments from City staff to the Administrative Drafts and prepare the Public Review Draft Plan for the community to review and comment on. The team will

document the community input in the following tasks, and present it to the Planning Commission and City Council for adoption.

M-Group will also identify and prepare a draft of needed updates or amendments to the City's General Plan and Zoning Code. The team will also identify these action items in the Implementation Plan section of the Specific Plan, and present it to the Planning Commission and City Council for adoption.

Task 8.3 Deliverable: *Public Review Draft of El Camino Real Corridor Specific Plan in a PDF format for review.*

TASK 8.4 - CAC #4 MEETING – PLAN REVIEW (M-GROUP)

The purpose of this meeting will be to discuss and review the Public Review Draft Plan of the El Camino Specific Plan, seeking the group's feedback and direction in potential revisions and/or refinements in preparation for the Community Workshop. If needed, M-Group is prepared to meet with the CAC twice to review the draft plan. The M-Group team will provide all appropriate materials and presentation to help facilitate the discussion and build consensus on key directions. City staff will be responsible for meeting logistics.

Task 8.4 Deliverables: *CAC #4 meeting agenda, presentation, and meeting summary outlining key direction.*

TASK 8.5 - COMMUNITY WORKSHOP #2 -OPEN HOUSE (M-GROUP)

After receiving input from City staff and the CAC, the M-Group team will facilitate an interactive meeting with the community to present the Public Review Draft of the Specific Plan to foster input. M-Group envisions the meeting format as an "open house," where the team will display key aspects of the plan and provide copies of the document for review and commenting. Members of the M-Group team, City staff, and committee's will be available to provide an overview of the Specific Plan and answer questions.

Task 8.5 Deliverables: *Workshop materials (e.g., maps, posters, agendas, comment cards, sign-in sheets, and summaries).*

TASK 9: PROGRAM-LEVEL ENVIRONMENTAL IMPACT REPORT

The environmental planning team consists of dedicated PMC staff as well as M-Group personnel. This approach will leverage the expertise of professional planners and technical experts of both firms to create a robust program level environmental impact report for the Sunnyvale El Camino Corridor Specific Plan. PMC will carry out the environmental analysis in accordance with CEQA. M-Group will provide quality control and oversight to the environmental review process and ensure continuity between the Specific Plan and the environmental analysis.

The team's approach maximizes efficiency and minimizes budget, while ensuring consistency with all City documents and facilitating implementation of the El Camino Real Corridor Specific Plan. As such, the team will use as much information from previous plans and studies as possible, including the Precise Plan for El Camino Real (2007), the proposed Land Use and Transportation Element update (LUTE) EIR, and the Plan Bay Area EIR (2013). The El Camino Real Corridor plan area is being

evaluated programmatically in the LUTE update EIR that is anticipated to be certified by December 2015.

The environmental team will prepare the El Camino Real Corridor Specific Plan EIR using the cumulative and programmatic analyses in the anticipated LUTE update EIR to focus the impact analysis to plan-specific impacts as provided for under CEQA Guidelines Section 15168 (Program EIRs), 15183 (Projects Consistent with a Community Plan or Zoning), and 15183.5 (Tiering and Streamlining the Analysis of Greenhouse Gas Emissions). There are also provisions under Senate Bill 226 that provide for environmental streamlining for later projects for which this EIR will provide coverage. The scope of work below describes how the team will implement this approach.

The environmental team will feature the same PMC staff that is currently working on the LUTE update EIR and Lawrence Station Area Plan EIR and will be working shortly on the Stratford School EIR. This means the team understands Sunnyvale and its community and will be able to use this knowledge to efficiently conduct the environmental review. The team's approach will minimize time and budget, as the team will work diligently to complete the CEQA compliance process within the expedited schedule.

TASK 9.1 - PROJECT INITIATION AND NOTICE OF PREPARATION (PMC, M-GROUP)

Once the Specific Plan is developed with sufficient detail, PMC and M-Group will draft the Notice of Preparation (NOP) for City review and eventual distribution. PMC will submit the NOP to the State Clearinghouse on behalf of the City. The environmental team will also attend and present at the NOP scoping meeting during the 30-day review period. Additionally, the team will establish a project mailing list for noticing in close coordination with the City.

Task 9.1 Deliverables: 5 hard copies and 1 electronic copy (in MS Word) of the draft NOP; 25 hard copies and 1 electronic copy (in Adobe Acrobat) of the public draft NOP.

TASK 9.2 - PREPARE ADMINISTRATIVE DRAFT EIR (ADEIR) (PMC, M-GROUP, HEXAGON)

PMC will prepare the EIR using information the applicant provided and from other pertinent data sources. The M-Group team will use data readily available from past planning efforts in the area, as well as other regional efforts as they relate to the El Camino Real corridor.

Introduction, Executive Summary, and Project Description

The Introduction will briefly describe the extent of CEQA analysis, environmental resource areas scoped out, the purpose of the EIR, its intended uses, and a request that the comments be restricted to the subjects addressed in the current analysis.

The Executive Summary will provide a succinct synopsis of the environmental analysis. This summary will include a brief plan overview, a list of plan-specific objectives, a summary of significant environmental effects, and mitigation measures that would reduce or avoid those effects. The M-Group team will organize project impacts in a table format that clearly identifies any mitigation measures, level of significance after mitigation, and any significant and unavoidable impacts.

The Project Description will introduce the plan area, history and current uses, the plan's proposed uses, plan objectives, a list of agencies that are expected to use the EIR, permits and other approvals needed for the plan, and other federal and state regulatory requirements, if any. This section will

include graphics to illustrate the site and the proposed plan. The team will also describe how this EIR tiers off the LUTE EIR and uses data from existing resources, such as the Precise Plan.

Environmental Analysis

Based on initial review of the existing data and the Draft LUTE EIR, the environmental team will scope out the following environmental issue areas, as no impacts would occur:

- Agriculture and Forestry Resources
- Mineral Resources

The team will fully evaluate the balance of the environmental categories in the EIR analysis as described below.

Aesthetics

Implementation of the proposed project has the potential to alter the visual character of the area, transforming the area from a commercial corridor with low density and low buildings into a higher density area with taller buildings. The major changes would come from the taller building set against the background of the single-family home residential neighborhoods that border the project area. The consultant will use the Design Element of the Specific Plan to analyze potential impacts and iron out any areas of potential community concern.

The character of abutting residential neighborhoods is important to the identity of the City and as such, the team will pay special attention to potential project impacts on aesthetic resources. This program level review will also recognize that future project-level reviews will assess the visual changes based on refined planning and potential development types as provided by specific developments. Key to this analysis is the project's relationship to and impact on visual character or quality of the project area and surrounding sites.

The aesthetics analysis will also include a discussion of potential lighting and glare impacts, and will recommend measures (as necessary and feasible) to minimize the direct and indirect effects of introducing new light and glare sources. Although the area is currently urbanized, intensifying development could increase such sources and the program level EIR will analyze such impacts.

The M-Group team will use the visual simulations prepared for the Design Element of the Specific Plan to fully comprehend, explain and mitigate the potential impact of the proposed project on City visual resources.

Air Quality

PMC will prepare the air quality analysis for the plan in accordance with CEQA requirements. PMC will describe regional air quality and local air quality in the vicinity, based on existing data. However, the consultant does not anticipate field monitoring of meteorology and pollutant emissions to be required and have not been included it in this scope of work. PMC will identify the BAAQMD's thresholds for both construction source emissions and emissions associated with long-term plan implementation. PMC will quantify air quality pollutant emissions and compare them to the BAAQMD's recommended significance thresholds using the California Emissions Estimator Model (CalEEMod) computer program and to published emission factors obtained from the US Environmental Protection Agency and the California Air Resources Board.

PMC will discuss the project's contribution to regional air quality impacts, in accordance with BAAQMD procedures for determining consistency with the BAAQMD's 2010 Clean Air Plan, the applicable air quality management plan for the San Francisco Bay Area Air Basin. The consultant will then identify and discuss applicable air pollution control measures contained in the Clean Air Plan.

PMC does not anticipate needing to prepare a health risk assessment and, therefore, it has not included it in this scope of work. The consultant also anticipate localized concentrations of odorous emissions to be minor and will discuss these qualitatively.

Biological Resources

Given the existing developed/urban conditions of the plan area, PMC expects that biological resource impacts would be limited to tree removal and potential alteration of drainage features. The consultant will search statewide databases, including the California Department of Fish and Wildlife's (CDFW) California Natural Diversity Database, the US Fish and Wildlife Service's (USFWS) online species lists, and the California Native Plant Society's (CNPS) Electronic Inventory of Rare and Endangered Vascular Plants, for information on previously documented local occurrences of special-status species. The EIR will evaluate potential for special-status species to be directly or indirectly impacted from the plan and will identify mitigation measures to address these impacts, if necessary.

Cultural Resources

Given the existing developed/urban conditions of the plan area, there is limited potential for adverse impacts on archaeological resources except during future construction activities. PMC will do a desktop review of archeological resources, and propose mitigation measures as appropriate.

PMC will conduct a review of records and maps maintained by the Northwest Information Center of the California Historical Resources Information System at Sonoma State University and other documentary resources as needed. PMC will prepare a report including a description of research methods and results, a preliminary evaluation of any resources in the plan area, a preliminary map of any resources, and recommendations for additional research and/or fieldwork if warranted.

Upcoming revisions to the CEQA regulations that require Native American consultation will probably apply to this plan. Right now, as it is anticipated, consultation will be required beginning in July 2015. Although the new regulations are still in development and may not be available for some time, PMC has scoped 12 hours to conduct Native American consultation based on its knowledge of the federal requirements and assuming the state requirements will be similar. PMC will only implement this task if these revisions are adopted prior to the conclusion of the CEQA process.

Geology and Soils

Since the area is already developed, PMC will perform a limited geology and soils analysis. The EIR will also describe seismic hazards and whether the buildings meet current building standards. The consultant will incorporate mitigation measures, if necessary.

Greenhouse Gas Emissions/Energy

PMC will identify the current greenhouse gas (GHG) emissions as well as anticipated GHG emissions associated with project implementation. PMC will also describe relevant components of Sunnyvale's Climate Action Plan (CAP), adopted in 2014, and how its implementation (e.g., application of

reduction measures) as it relates to the project would address GHG impacts. This will consist of an estimation of the GHG emissions reduced through subsequent project design and compliance with the CAP. The EIR will also identify if the plan area is vulnerable to potential environmental effects of climate change (e.g., sea level rise) and what adaptation measures are anticipated to be implemented to address this.

The CAP provides policy guidelines and ways to reduce GHG emissions and not mitigation measures. As such, the way the CAP impacts CEQA GHG analysis is jurisdiction driven and would depend on what the City is comfortable with. For example, the City of Sacramento decided that projects that are compliant with their CAP policies have a less than significant impact and do not require additional GHG analysis. Nonetheless, most cities in the Bay area require additional analysis of GHG emissions to ensure that they are below district thresholds.

Although the City of Sunnyvale has an adopted CAP, PMC would recommend quantifying and disclosing the plan's potential emissions at build-out. PMC would use the analysis to show plan consistency with CAP policies (EC-1.3; EC-2; EC-5.1; EC-6.1; EP-2.1, WC-2.1; and OR-1.2). If emissions are below district thresholds and consistent with the CAP, then this impact would be less than significant.

PMC will also address subsequent project's anticipated energy use in relation to the requirements of CEQA Guidelines Appendix F and its energy efficiency provisions.

Hazards and Hazardous Materials

The analysis will identify known sources of hazardous materials and contamination in the plan area. The area currently contains mechanics shops, car dealerships and gas stations. As such, PMC will use readily available resources like Envirostor and Geotracker to identify potential areas of concerns. Based on their findings, PMC will identify mitigation measures to ensure no adverse public health impacts occur.

Hydrology and Water Quality

This section will identify and address issues related to stormwater drainage, downstream storm drainage facilities, flooding, and stormwater quality. This section of the EIR will describe current drainage features, flooding conditions and City standards, policies, and requirements related to storm drainage and flooding (e.g., NPDES stormwater quality requirement). The section will also describe how drainage and water quality impacts would be addressed through existing standards and policies, and how existing conditions could be impacted by proposed changes. The project area is currently urbanized with multiple uses that already require adherence to existing regulation. The proposed land use changes will be discussed as appropriate and mitigation measures will be identified to minimize any adverse impacts on hydrology and water quality, as needed.

Land Use/Planning

Typically in this section PMC describes existing land use and development patterns of the project area and surrounding areas. PMC will evaluate the project's consistency with applicable regional and local plans, and other related plans and standards. The consultant will also address land use compatibility with adjoining areas, and look at the proposed changes and how they fit into the City and region's vision for the area. The team will pay special attention to the proposed project's zoning and existing zoning. The environmental team understands it is a priority for the City that the two elements blend together to facilitate future development. For this section, PMC will emphasize the

role of El Camino Real not just as an economic driver for the City but also its regional importance. PMC will look at Plan Bay Area and how the Specific Plan fits in with the region's vision.

Noise

The noise impact analysis will include a description of the existing noise environment, including nearby noise sources and noise-sensitive receptors, based on existing environmental documentation and a review of site reconnaissance data. PMC will use existing data rather than take new noise measurements, since the plan area has not changed substantially since 2007. The consultant will describe relevant background information, including noise fundamentals, descriptors, and applicable federal, state, and local regulatory frameworks.

PMC will describe long-term transportation and stationary-source noise impacts attributable to the project. As part of this analysis, the consultant will calculate predicted traffic noise levels using the FHWA roadway noise prediction model, based on data obtained from the traffic analysis to be prepared by Hexagon. PMC will summarize and present the predicted distances to traffic noise contours, as well as increases in traffic noise levels attributable to the proposed project, in tabular format.

PMC will quantitatively assess noise sources commonly associated with proposed land uses that could adversely affect nearby noise-sensitive land uses. PMC will discuss noise-reduction measures that can be employed, such as the use of increased building insulation and noise-reducing architectural components, sound barriers, and enclosures to the extent applicable and necessary.

Population and Housing

The population and housing analysis will describe the City's demographics, including information regarding existing population and growth trends, population demographics, housing conditions, affordable housing projects, and employment, and will cite applicable City policies, development standards, and other appropriate plans and guidelines associated with housing (e.g., the Housing Element). The section will identify the plan's consistency with the applicable housing plans, programs, and ordinances and will estimate anticipated direct and indirect population growth expected from the plan and whether it differs from current growth projections. PMC will use available data for population and housing growth projections and identify any significant environmental issues associated with direct and indirect population growth. PMC will also use the anti-displacement study prepared for the Specific Plan to tailor mitigation measures as needed.

Public Services

The analysis will describe any potential impacts from project implementation on public services such as fire, police, and schools. The EIR will document existing staff levels, equipment and facilities, current service capacity, existing service boundaries, and planned service expansions. It will also describe City policies, programs, and standards associated with the provision of public services. PMC understands that potential school impacts are of great importance to the surrounding communities, as schools in the City are experiencing stressed conditions due to growth. As such, the consultant will assist the City in identifying mitigation measures to minimize any adverse impacts on public services.

Recreation

PMC will look at the recreational opportunities in the project area and the City as a whole, and assess the project's impact on parks and other recreational facilities. PMC will identify mitigation measures to minimize any adverse impacts on recreational opportunities in the project area.

Transportation/Traffic

The environmental team will use the traffic analysis prepared by Hexagon to complete the Traffic and Circulation Section of the ADEIR. PMC will describe the usage of level of service (LOS) and vehicle miles traveled (VMT) metrics, apply the appropriate analysis to determine significant impacts on existing traffic and recommend mitigation measures to reduce those impacts. The team will make sure that the traffic and circulation section also describes proposed project elements that would enhance connectivity to public transportation like the Bus Rapid Transit effort currently undertaken by the City. PMC understands that connectivity to the public transit nodes and bicycle facility area a priority for the City. The environmental team will analyze how project elements encourage such connectivity and creates opportunities to enhance the project area's alternative transportation modes.

Traffic Impact Analysis

The following provides a summary of Hexagon's understanding and approach for the project's Traffic Impact Analysis.

The El Camino Real corridor is one of the most, if not the most traveled in Sunnyvale and, consequently, is particularly vehicle oriented. Much of the corridor features pedestrian facilities and bicycles share facilities with vehicular traffic. Since the intent of the El Camino Real Corridor Specific Plan is to encourage a specific character, type, and density of development in this area that is consistent with a Priority Development Area (PDA) and to provide a set of associated development standards, while at the same time minimize the impact from increased traffic congestion in this area, Hexagon understands that significant trip reduction strategies and bicycle and pedestrian-oriented infrastructure improvements will be crucial to support future development in this area.

The purpose of the traffic analysis is not only to identify improvements for multimodal access and connectivity, but also to determine the traffic impacts of the proposed development on the key intersections and freeway segments in the study area during the weekday AM and PM peak commute hours. The traffic analysis will satisfy the requirements of the California Environmental Quality Act (CEQA), City of Sunnyvale, and the Valley Transportation Agency (VTA) Congestion Management Program (CMP).

Based on the El Camino Real corridor study area boundaries, Hexagon proposes to study up to 30 intersections that the City of Sunnyvale monitors annually. Hexagon will study up to 6 freeway segments as well. Also included is the process of selecting specific intersections and freeway segments to be studied under Task 9.2-3 below.

Hexagon's scope for the Traffic Impact Analysis includes the following tasks:

9.2-1. Area Traffic Model. Hexagon will utilize the Sunnyvale travel demand forecasting model (STFM) to prepare the traffic analysis. The City's model was updated within the last 1-2 years and was validated against 2013 count data.

9.2-2. Project Trip Generation Estimates. Hexagon will estimate project-generated traffic using the STFM.

9.2-3. Project Trip Distribution and Assignment. Hexagon will perform the directional distribution of project-generated traffic within the STFM. The consultant will add the project-generated traffic to the roadway network based on the model forecasts of trip generation, trip distribution, and traffic assignment. Because of the magnitude of anticipated development, and the fact that the study intersections most notably on El Camino Real are forecast to operate close to or at capacity in the future (under adopted General Plan conditions), the consultant expects to see a change to the trip distribution within Sunnyvale, which could affect existing and future traffic patterns.

9.2-4. Selection of Study Intersections and Freeway Segments. Hexagon will develop the specific list of intersections and freeway segments to be analyzed based on the distribution and assignment of project-generated traffic. The consultant will query the STFM for this purpose (typically using select-zone analyses of assigned traffic), and submit this list to City staff for approval prior to proceeding with the traffic analysis. This scope of work assumes the consultant will study up to 30 intersections and up to 6 freeway segments.

9.2-5. Base Case (Existing) Conditions. Hexagon will collect new turning-movement counts (at some intersection locations where existing data is considered old), and describe existing traffic conditions in detail. It is anticipated that traffic count data also will include pedestrian and bicycle counts. Hexagon will provide new traffic counts to City staff for review and approval. For each study intersection, the consultant will evaluate existing AM and PM peak hour levels of service using TRAFFIX (HCM methodology). Hexagon will then submit the results of the existing level of service analysis to the City for review before proceeding with the future traffic scenarios.

9.2-6. Site Reconnaissance and Existing Observations. Hexagon will observe the physical characteristics of the study area and the surrounding roadway network to identify existing roadway cross-sections, intersection lane configurations, traffic control devices, and surrounding land uses. Hexagon will observe existing traffic conditions in the field during the peak periods of traffic in order to identify any operational deficiencies and to confirm the accuracy of calculated levels of service.

9.2-7. General Plan Conditions. Hexagon has obtained the City's land use assumptions from the City's Proposed Land Use and Transportation Element of the General Plan. The consultant will use the land use inputs received from the City and create a model run using the STFM to develop traffic volumes for the General Plan buildout conditions previously. It is envisioned that these prior forecasts represent a scenario/alternative for the El Camino Real Corridor Specific Plan.

9.2-8. Future Land Use Analysis Alternatives. Hexagon will use the STFM to evaluate future traffic conditions for two alternatives in addition to the Proposed LUTE in Task 9.2-7 and evaluate the associated level of service for transportation system impacts. Hexagon will provide to the City and M-Group the land use data format that is used by the STFM so that the project team can determine the definition of the future land use alternatives. One or both of these future land

use alternatives will be analyzed by performing travel demand model sensitivity analysis, depending on the degree/magnitude of changes to the El Camino Specific Plan development along that transportation corridor (compared to the corresponding amount of development within the corridor as represented in the Proposed LUTE). Hexagon will evaluate the results to identify the relative changes in traffic volumes at intersections and revise the affected intersection forecasts accordingly. The project team will select one (1) future land use scenario/alternative (e.g., a preferred alternative) for which Hexagon will analyze VMT.

9.2-9. Description of Impacts and Recommendations. Hexagon will identify and describe the impacts created by each land use alternative. Hexagon will identify the locations and types of improvements or modifications necessary to mitigate the impacts for each land use alternative and describe the details and issues associated with implementing the alternative. If the recommended improvements are already captured in the City's Deficiency Plan, that will be acknowledged.

9.2-10. TIA Reports and Response to Comments. Hexagon will summarize its methods, findings, and recommendations in an Administrative Draft TIA report including text, tables, and graphics. Hexagon will submit a digital copy of the report to the City of Sunnyvale, and respond to editorial comments from City staff, and prepare a Draft TIA. Hexagon will respond to comments on the Draft TIA report and prepare a Final TIA report, and then submit an electronic of the Final TIA report. Hexagon will also respond to comments on the ADEIR and DEIR.

Utilities and Service Systems

In this section, PMC will evaluate the project's impact on existing service systems, including water, wastewater, and utilities. For this analysis, PMC will look at the City's General Plan build out and the Plan Bay Area proposed growth to analyze potential impacts. PMC assumes that the City will provide them with a Water Supply Assessment for the project. Further, PMC will consult with the City's Public Works Department and other departments and utility providers as necessary to determine impacts to city systems. PMC will evaluate the public utilities section of the Specific Plan to assess potential project impacts.

Cumulative Analysis

The cumulative analysis will primarily use the cumulative impact analysis in applicable regional and local plans and will revise any changes to cumulative conditions for each of the technical sections of the EIR, as needed. PMC will determine if the project would result in cumulatively considerable impacts based on past, present, and reasonably foreseeable activities in the city and surrounding area.

Alternatives

Once PMC assesses the environmental impacts of the Specific Plan, it will propose two CEQA alternatives to the project, in addition to the "No Project" alternative. PMC will develop these alternatives to reduce any impacts found to be significant and must meet most of the plan's objectives. The EIR will describe a range of reasonable alternatives and will evaluate the merits of each. EIR will also identify the preferred alternative.

Other CEQA Required Sections

PMC will also address growth inducement, significant irreversible effects, and significant and unavoidable impacts of the plan.

Task 9.2 Deliverables: *Five hard copies and one electronic copy (in MS Word) of the ADEIR.*

TASK 9.3: PUBLISH DRAFT EIR (DEIR) (PMC, M-GROUP)

Upon receiving comments on the ADEIR, the environmental review team will meet with City staff and go over comments and resolve any outstanding issues. The team will provide a screencheck DEIR in highlighted text for changes to confirm edits with the City, along with a clean version (no track changes) for final review.

The team will prepare both hard copy and electronic copies and deliver them to the City. At the City's request, PMC can also deliver 15 of those copies to the State Clearinghouse with the Notice of Completion to begin the 45-day public review period. PMC typically provides all technical appendices, as well as a PDF of the document, on a CD included with each printed copy. All documents are suitable for posting on the City's website. PMC will assist in the preparation of the Notice of Availability that will explain the review process of the DEIR pursuant to CEQA.

Task 9.3 Deliverables: *Five hard copies and one electronic copy (in MS Word) of the Screencheck DEIR; 30 hard copies and 1 electronic copy (in Adobe Acrobat) of the DEIR, Notice of Completion, and Notice of Availability.*

TASK 9.4: PREPARE FINAL EIR (FEIR) (PMC, M-GROUP)

At the conclusion of the 45-day public review period, PMC will scan each comment letter, number each comment, and review the comments in a meeting with City staff. The environmental team believes spending the time to review the comments carefully will help the project team achieve the expedited schedule. During that meeting, the environmental team will group common questions or comments and recommend Master Responses for those.

PMC will prepare a summary table identifying persons and agencies that commented, a copy of each comment letter with a code assigned to each comment, a response to each comment, and an errata section containing any text revisions. The environmental team will coordinate with City staff and preparers of the technical studies to address public and agency comments.

PMC will provide an Administrative Draft FEIR for City review. The environmental team will meet with City staff to go over the FEIR and identify appropriate revisions. The team will then provide a screencheck draft of the FEIR electronically to the City for final review. The FEIR will include the mitigation monitoring and reporting program in separate chapter.

This scope assumes 20 comment letters of normal detail (2-3 pages in length). The environmental team will consider comments in excess of these assumptions outside of this scope of work and cost estimate. This scope assumes no new technical analyses or field work are required to respond to comments.

Task 9.4 Deliverables: *Five hard copies and one electronic copy (in MS Word) of the Administrative Draft FEIR; 30 hard copies and one electronic copy (in Adobe Acrobat) of the FEIR.*

TASK 10: EIR CERTIFICATION

TASK 10.1 - CERTIFY EIR (PMC, M-GROUP)

The environmental team will prepare the CEQA Findings of Fact and Statement of Overriding Considerations (if required) as provided under CEQA Guidelines Section 15091 and 15093. The team will use the City's format for the CEQA Findings of Fact, and present the Final EIR along with the Findings and Notice of Determination to City Council to certify the EIR.

Task 10.1 Deliverables: Meeting and presentation materials for meeting and hearings; Five hard copies and one electronic copy (in MS Word) of the draft CEQA Findings of Fact, Statement of Overriding Considerations and Notice of Determination; 30 hard copies and one electronic copy (in Adobe Acrobat) of the CEQA Findings of Fact, Statement of Overriding Considerations and Notice of Determination.

TASK 11: ADOPTION OF PRECISE PLAN

TASK 11.1 –PLANNING COMMISSION MEETINGS ON SPECIFIC PLAN AND EIR (M-GROUP, PMC)

The environmental team will work with City staff to present the Draft Specific Plan and Draft EIR, and related General Plan and Zoning Code amendments at two Planning Commission meetings for recommendation to the City Council for approval.

Task 11.1 Deliverables: Presentation materials (e.g., presentation and summary memo of recommendations) for the Planning Commission meeting.

TASK 11.2 – CITY COUNCIL HEARINGS ON SPECIFIC PLAN AND EIR (M-GROUP, PMC)

M-Group will work with City staff to present the Draft Specific Plan and Draft EIR and the Planning Commission's recommendations at two City Council hearings for adoption.

Task 11.2 Deliverables: Presentation materials (e.g., presentation and summary memo) for the City Council meeting.

TASK 11.3 - ADOPT SPECIFIC PLAN AND ANY GENERAL PLAN/ZONING AMENDMENTS (M-GROUP)

M-Group will review with City staff the comments and recommendations heard at the Planning Commission and City Council hearings. M-Group will revise and prepare the Final Adopted Sunnyvale El Camino Real Plan Corridor Specific Plan document.

Task 11.3 Deliverable: Up to 15 copies of the Adopted Draft of El Camino Real Corridor Specific Plan, one master reproducible copy, and one digital format.

TASK 12: ONGOING PROJECT MANAGEMENT

TASK 12.1 - PROJECT MANAGEMENT (M-GROUP)

M-Group's Project Manager, Dave Javid, will be the point of contact for M-Group team. Dave will be the conduit between the consultant team and the City's Project Manager Rosemarie Zulueta, to simplify communication throughout the planning process. Dave will manage the specific plan process utilizing the following tools to keep the project on schedule and budget, while meeting the City's expectations:

Conduct calls and meet with City staff and the project team at key stages of the project to review ideas, products and deliverables, the project status, and overall project direction; Maintain the project schedule and budget; Be a liaison between the City and other interested parties; and Prepare monthly status reports regarding progress of work; the status of community and committee engagement; information/decisions required to maintain the project schedule and deliverables; and anticipated work products for the following month.

Task 12.1 Deliverable: *Monthly status updates.*

EXHIBIT "C"

INSURANCE REQUIREMENTS FOR CONSULTANTS

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Consultant, his agents, representatives, or employees.

Minimum Scope and Limits of Insurance Consultant shall maintain limits no less than:

1. **Commercial General Liability**: \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury and property damage. ISO Occurrence Form CG 0001 or equivalent is required.
2. **Automobile Liability**: \$1,000,000 per accident for bodily injury and property damage. ISO Form CA 0001 or equivalent is required.
3. **Workers' Compensation** Statutory Limits and **Employer's Liability**: \$1,000,000 per accident for bodily injury or disease.
4. **Errors and Omissions** Liability Insurance appropriate to the Consultant's Profession: \$1,000,000 per occurrence.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared and approved by the City of Sunnyvale. The consultant shall guarantee payment of any losses and related investigations, claim administration and defense expenses within the deductible or self-insured retention.

Other Insurance Provisions

The **general liability** policy shall contain, or be endorsed to contain, the following provisions:

1. The City of Sunnyvale, its officials, employees, agents and volunteers are to be covered as additional insureds with respects to liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City of Sunnyvale, its officers, employees, agents or volunteers.
2. For any claims related to this project, the Consultant's insurance shall be primary. Any insurance or self-insurance maintained by the City of Sunnyvale, its officers, officials, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Any failure to comply with reporting or other provisions of the policies including

breaches of warranties shall not affect coverage provided to the City of Sunnyvale, its officers, officials, employees, agents or volunteers.

4. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City of Sunnyvale.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of not less than A:VII, unless otherwise acceptable to the City of Sunnyvale.

Verification of Coverage

Consultant shall furnish the City of Sunnyvale with original a Certificate of Insurance effecting the coverage required. The certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates are to be received and approved by the City of Sunnyvale prior to commencement of work.