

City of Brisbane

Agenda Report

TO: Honorable Mayor and City Council

FROM: Community Development Director via City Manager

SUBJECT: **Consultant Selection- CEQA and EIR Review Training**

DATE: Meeting of May 7, 2012

City Council Goals:

To provide for effective and efficient delivery of City services (Goal #1)
To encourage community involvement and participation. (Goal #15)

Purpose:

To provide city boards and commissions and the public with training regarding the California Environmental Quality Act (CEQA) and environmental impacts reports so all parties can effectively participate in the review of the forthcoming Baylands draft environmental impact report (DEIR).

Recommendation:

That the City Council authorize the City Manager to execute a contract with ICF International to perform CEQA training for the community and city boards and commissions as generally outlined in the attached scope of work.

Background:

The City Council has long been committed to ensuring that the City's Baylands planning and environmental review processes are inclusive and afford the community maximum opportunities for constructive and active participation. As the publication of the Baylands DEIR is approaching, the City Council has expressed its desire to help prepare the community at large and the city's boards and commissions for the challenging task of reviewing the DEIR. This training will take place prior to publication of the DEIR. The public education component includes explaining the overall EIR process, providing assistance in how to understand and efficiently review such a voluminous technical document, and providing guidance in how to prepare effective and meaningful input when commenting on the EIR. Another significant component of the scope is to provide assistance to city boards and commissions to help them understand their roles in the EIR

review process and better perform their duties. Training will be accompanied by educational materials which will remain available as an ongoing resource.

Discussion:

In February, 2012 the City Council authorized staff to solicit requests for proposals (RFPs) from qualified firms to provide CEQA training. In consultation with the Mayor and Mayor Pro Tem, the RFP was developed and sent out to a select number of firms. Specific CEQA training elements identified in the RFP included a community-wide CEQA training session and focused training sessions for the City Council, Planning Commission, Park and Recreation Commission, Open Space and Ecology Committee, and Brisbane Baylands Community Advisory Group (BBCAG). These training sessions will be tailored to each of the respective audiences, in that each group has a distinct role in the process. The scope of work also included the preparation of educational and reference materials to be maintained as an ongoing resource for the community during the EIR review process.

The City received 5 proposals and an interview panel composed of the Mayor and Mayor Pro Tem, Planning Commission Chairman, city staff and city EIR consultant interviewed all 5 candidates the week of April 30. While all five firms interviewed were highly qualified, it was the consensus of the selection panel that **ICF International** (ICF) provided the best combination of CEQA expertise, meeting facilitation skills and capacity to create educational materials to fulfill the City's training goals. The selection panel therefore recommends the selection of ICF to perform the desired CEQA training. ICF's proposal is attached for reference, along with a biography of the firm and team members who will perform the training.

Based on the dialogue with the selection panel, staff anticipates the scope of work will be clarified and slightly modified to ensure that it best meets the City's needs. In consideration of scheduling issues and the desire to commence implementation of this work program at the earliest possible opportunity, it is recommended that the City Council direct city staff to work with the consultant to finalize the work scope and authorize the City Manager to execute the consultant agreement once the scope of work is finalized. The scheduling and outreach for training will commence immediately upon contract execution.

Fiscal Impact:

As indicated in the proposal the proposed budget is \$30,048. This amount may be subject to change based upon modifications to the final work scope. All costs associated with this contract will be borne by Universal Paragon Corporation (UPC), the project applicant.

Measures of Success:

That city boards and commissions and the community at large are prepared to engage in the Baylands draft EIR review process in a productive and effective manner.

Attachments:

ICF Proposal/Scope of Work



John Swiecki, Community Development Director



Clay Holstine, City Manager



April 6, 2012

John A. Swiecki, AICP
Director, Community Development Department
City of Brisbane
50 Park Place
Brisbane, CA 94005

SUBJECT: Request for Proposal to Perform CEQA Training – City of Brisbane

Dear Mr. Swiecki:

The City of Brisbane is undertaking the important objective of offering California Environmental Quality Act (CEQA) training to the community, City advisory bodies, the City Council and the Planning Commission to ensure that the community is prepared to engage in the EIR process for the Baylands development project, providing critical and effective review, and meaningful input. ICF Jones & Stokes, Inc. (an ICF International company hereafter referred to as ICF) formed our team to help the City successfully and efficiently achieve this objective. For over 25 years, ICF has delivered top-quality environmental training to state and federal agencies, local and regional governments, and private organizations. We provide a combination of subject knowledge and teaching experience unmatched by our competitors. We are passionate about the value of public involvement and the benefits of providing people with the knowledge and tools to become more informed citizens, and we are very excited by the potential to work with the City of Brisbane on this project.

Key advantages of the ICF Team:

- ICF thought leaders literally “wrote the book” on CEQA and NEPA: *The CEQA Deskbook: A Step-by-Step Guide on How to Comply with the California Environmental Quality Act* is an industry standard for assisting environmental professionals with CEQA compliance.
- Expertise translating complex, scientific issues into layperson’s terms.
- Experience with controversial, complex projects, passionate proponents and opponents.
- Instructors and facilitators who are working practitioners in the field.

Introduction

Founded in 1969, ICF is a leading global professional services firm with more than 245 employees in its five Northern California offices, and more than 4,000 employees worldwide. Our environmental practice provides services in environmental planning, land use planning, regulatory compliance, regulatory implementation, natural resources, and supporting environmental review. Our full-time professional staff includes environmental compliance experts, land-use and natural resource planners, wildlife and fisheries biologists, plant and wetland biologists, watershed planners, restoration experts, archaeologists, historical architects, community affairs experts, attorneys, engineers, and information technologists.

Project Understanding

CEQA is a statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. CEQA is a process through which decision-makers and the public are provided information about a project's potential to adversely affect the environment. This information comes from expert analysis, other public agencies, and public comment. When a project has the potential for significant, unavoidable environmental impacts, an Environmental Impact Report (EIR) is prepared. Approximately 500 EIRs are prepared annually (<http://library.humboldt.edu/infoservices/FEIRsandEISs.htm>) – a number of them prepared by ICF.

The process can be overwhelming, contentious, confusing, and litigious. The analysis of a project's environmental impacts can both guide decision-makers to the environmentally conscious decision, and provide project opponents with ammunition for a lawsuit.

Citizens of smaller communities tend to be more intimately involved in the local decision-making process. They drive by a proposed project area on their way to work, they wait in line with their City Council member in the grocery store, they watch their children play soccer together. The Brisbane Baylands Project has the scope and scale to significantly redefine the future of the City of Brisbane, and the City and its citizens have been suitably active when faced with a project of this consequence. Over the last six years, the City has offered its citizens multiple opportunities to learn more about the proposed project, express opinions and ask questions.

Release of the project's Draft EIR presents new challenges to decision-makers and the public. EIRs are technical reports, consisting of dense data and analyzing complex issues in language that can be difficult for the layperson to understand. At this stage in the process, comments are tendered either in formal public hearings or in writing. During a public hearing, the governing body's ability to answer questions or respond to comments is limited, which can be frustrating for everyone concerned. Decision-makers often fear that one or two strong personalities will dominate the public process, inhibiting others from being heard.

The proposed series of CEQA training workshops will lay the groundwork for a meaningful evaluation of the Baylands Project EIR, and future project review processes in the City of Brisbane. ICF proposes workshops that will educate the community on the EIR process, and how to analyze the document and provide meaningful comments; and prepare the decision-making and advisory bodies with direction in their role in the process. The goal is an effective, efficient and civil process.

While the overarching goal of these CEQA training sessions is to promote education and understanding of the process as it applies to the City of Brisbane and the Baylands project, there is a more specific goal for the audience of each workshop. The City Planning Commission will conduct the hearing on the Draft EIR and needs to be prepared for the possibility of a controversial hearing, with passionate citizens in attendance. (The Brisbane City Council has virtually the same role as the Planning Commission, but will not weigh in until the final EIR is released.) The advisory bodies (the City Parks and Recreation Commission, City Open Space and Ecology Committee, and the Brisbane Baylands Community Advisory Group) will be focused on a narrower range of issues, specific to their mission. The public training workshop is the centerpiece of this training project. Most members of the public have limited experience with CEQA compliance and what it means. It is vital for the public to understand the process, how they can participate effectively, whether pro or con, and how they can make meaningful comments.

ICF had no role in preparing the draft EIR and we are neutral as to its content. We are experts in the CEQA process and working practitioners. In this context, our role would be to help the various parties better understand the CEQA process, and how they can analyze and comment on the Baylands EIR and future project EIRs that affect them and their community.

Each workshop will consist of three modules.

- Module 1 will be an overview of the CEQA process and EIRs, with a discussion of features expected in a multi-alternative format EIR: specifically, features of this type of development, the regulatory world and how it relates to CEQA, and how a program EIR relates to later environmental analysis as the project elements move forward.
- Module 2 will focus on the particular roles, responsibilities and needs of the workshop audiences: the Planning Commission and City Council presiding over public hearings as decision-makers; and the advisory bodies and general public as providing critical insight and guidance for decision-makers.
- Module 3 will be an open Q&A/discussion with the participants, further honing in on what is important to the interested parties.

Our objective will be to send participants home with the tools to actively, confidently and skillfully engage in this and future environmental review processes.

Scope of Work

1. CEQA Workshop Planning

1.1 Meet with City of Brisbane Community Development Staff

The ICF Project Manager and Lead Instructor will attend a project kick-off meeting with the City of Brisbane Community Development staff to initiate the project, review and refine our understanding of key issues related to the workshops, and finalize a project schedule.

Deliverables

- Meeting agenda and summary meeting notes
- Project schedule

1.2 Develop and Refine Workshop Syllabus

Develop workshop outline/syllabus for five workshops:

- (1) the Decision-Makers: Planning Commission, and (2) the City Council ;
- (3) the Advisory Bodies: City Park and Recreation Commission, City Open Space and Ecology Committee;
- (4) the Brisbane Baylands Community Advisory Group; and
- (5); the general public.

ICF has been delivering top-quality, customized CEQA training programs for over 25 years

As described above (*Project Understanding*) each workshop will consist of three modules. For the purpose of this proposal, we are projecting that each workshop will last two to three hours, with approximately two hours of course instruction (Modules 1 and 2) and one hour for Q&A and discussion (Module 3). The workshop outline will guide the development of the workshop course materials. We assume two rounds of review by City staff. A sample course outline, prepared for the Orange County Sanitation District, is attached to this proposal.

All workshops will be held prior to the release of the draft EIR, with the exception of the City Council workshop, which will be scheduled prior to the release of the Final EIR in 2013. The City Council workshop outline will be finalized closer to the date of the workshop.

Deliverables

- Two draft and one final syllabus for each workshop

1.3 Develop Workshop "Course" Materials

Course materials will include course outline; PowerPoint presentation; list of common and City of Brisbane-specific acronyms; graphic "Guide to the CEQA Process"; references and web sites. The course workbook will be full-color, GBC bound, and also will be available electronically. The budget provides for 120 copies of the course workbook: one for each Council/Committee member (20 total), and 100 for the community workshop. Additional course workbooks are optional.

Deliverables

- PowerPoint presentation for each workshop
- Guide to acronyms, CEQA process, and other supporting materials
- Course workbook, approximately 50 pages, spiral bound

1.4 Develop and Prepare Support Materials for Workshop

In addition to the course workbook, ICF will provide appropriate workshop support materials. For example, nametags and sign-in sheets for the public workshop, and course evaluation form for all workshops.

Deliverables

- Nametags, sign-in sheets and course evaluation forms as appropriate to the workshop.

1.5 Coordinate Workshop Logistics

ICF will work closely with City staff to coordinate all aspects of workshop logistics and ensure everything works smoothly. The workshops will be conducted at the City of Brisbane City Hall. The City will provide webcasting services; ICF staff will coordinate the webcast Q&A.

2. Workshop Outreach

Work with City staff to prepare workshop notices, media releases for local radio, newspaper and television.

2.1 Workshop Notices/Invitations

Noticing for the City Planning Commission, City Park and Recreation Commission, City Open Space and Ecology Committee and City Council workshops will be in the context of regularly scheduled meeting agendas, and is the responsibility of the City staff.

ICF will work with the City staff to develop a notice/invitation for the general public workshop. We assume one round of review and revision of the notice. City staff will distribute the notice and post it on the City web site.

Deliverables

- Draft and final public workshop notice

2.2 Workshop Media Release

ICF will draft a media release to announce the series of CEQA training sessions, with special emphasis on the community session. We assume one round of review and revision of the media release. We will work with City staff to compile a list of local media outlets. ICF will distribute the release.

Deliverables

- Draft and final media release
- List of local media outlets

3. Conduct CEQA Training Sessions

3.1 Conduct CEQA Training Sessions

The five CEQA training workshops will be led by Terry Rivasplata, ICF Technical Director. The format of the training sessions will be an interactive presentation of approximately two hours, followed by a Q&A/discussion session. There is often a concern that one or two strong voices can monopolize a discussion. ICF outreach staff will develop a brief list of "ground rules" to guide the discussion and support Mr. Rivasplata with facilitation of the Q&A, capturing questions and comments, and keeping the discussion on topic. ICF staff will also be responsible for facilitating the webcast questions and comments. Questions and comments will be compiled in a summary report (Task 3.2).

Task 3.2 Summary Report

During the workshops, ICF staff will capture comments and questions from the public. These comments will be compiled into a summary report to the City. The report will also include: list of workshop attendees; workshop evaluations; media release(s); meeting notices; course materials. The report will be delivered electronically and in hard copy.

Deliverable

- Summary report

Schedule

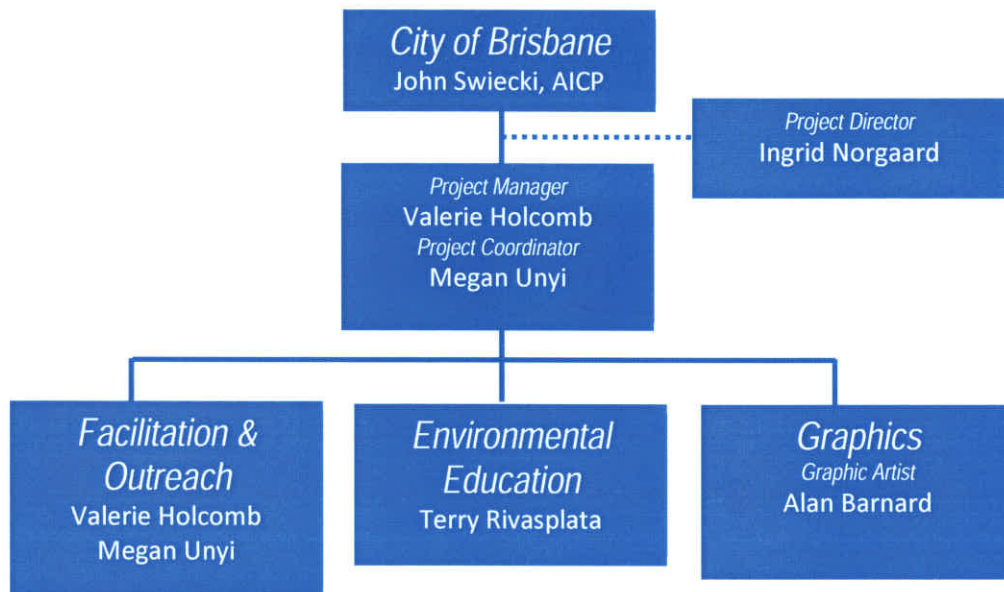
The compressed time schedule for this project presents a challenge. If selected, it will be essential that the ICF team begins work immediately. We know that the City of Brisbane is highly motivated and committed to this training process. Below is a detailed draft schedule.

Task	Date Due
■ Start Date	May 7
■ Kick-off Meeting	May 9
■ First draft course outline, meeting notice, media release delivered to City	May 16
■ Comments on course outline, meeting notice, media release from the City to ICF	May 21
■ Final workshop notice and media release, and second draft course outline delivered to City	May 23
■ Comments on second draft course outline from the City to ICF	May 29
■ Final course outline to the City	June 1
■ Course materials finalized, media release distributed	June 4
■ Planning Commission Workshop	Tuesday, June 12
■ Baylands Advisory Group Workshop	Wednesday, June 13
■ General Public Workshop	Tuesday, June 20
■ Parks & Recreation Commission & Open Space Committee Workshop	Wednesday, June 21
■ Summary Report delivered to City	July 13
■ City Council Workshop	2013

The ICF Team

We are proposing a team of dedicated professionals with unparalleled CEQA and public outreach experience, who are familiar with the Brisbane Baylands, and with the capacity to provide the City of Brisbane with quality time and effort on an accelerated schedule. Each proposed specialist has a key area of expertise to benefit the City and will work closely with you on all aspects of the project to keep the progress cohesive. Our organizational chart outlining our proposed staff is below, followed by brief biographies of each key team member.

Organizational Chart



Key Staff Biographies

Terry Rivasplata AICP, Lead CEQA Instructor, prepares and reviews environmental analysis documents for compliance with CEQA. He participates in land use planning projects, delivers seminars and courses on California's planning and environmental laws, and writes documents that interpret environmental regulations. He is experienced in environmental analysis at the state and local levels. Terry manages CEQA-related projects and contributes to the preparation of environmental assessment documents for urban and rural planning projects. He provides CEQA instruction through University of California Extension courses and specialized classes for clients.

Ingrid Norgaard, Project Director, will provide overall guidance and peer review as needed, and assist with contract-related issues. She has been with ICF over 10 years, managing strategic communication plans to support controversial projects in the public and private sectors, including infrastructure and development projects. She works with the private sector, public agencies, and

special interest groups to involve the public in the decision-making process, build public support for projects, and educate and inform the public about complex issues. She excels at stakeholder identification and outreach, as well as coordination of the involvement of community leaders, agency representatives, and elected officials.

Valerie Holcomb, Project Manager, will manage the day-to-day operation of the project and the main point of contact for the City staff. She has over 20 years of experience developing and implementing public involvement and education programs with nonprofit, private sector, educational and government organizations. She works with clients to involve the public in the NEPA/CEQA process, educate and inform the public about complex issues, and build support for projects. Valerie is skilled at translating technical, complex information for diverse audiences, as a facilitator, and coordinating the involvement of community leaders, agency representatives, and elected officials.

She has served as project manager and team lead on local development projects, state and federal transportation projects, and local agency water resources projects. She has assisted clients with the development of webinars and the use of web-based tools to involve the public and key stakeholders in public outreach.

Megan Unyi, Project Coordinator, will assist in the management and implementation of the CEQA training. Megan provides public outreach support for a variety of public sector clients including those in the water resources, transportation and renewable energy fields. Her expertise includes stakeholder identification, webinars, and event coordination.

"We have enjoyed a close, long term partnership with the environmental planning, law and technical instructors from ICF. As a University of California campus, the quality and timeliness of instruction has to be exceptional, and we have always found ICF's professionals to be knowledgeable, experienced, up to date, and able to communicate clearly to all audiences. Our program benefits greatly from our partnership with ICF."

—Jeff Loux, Director, Land Use & Natural Resources Program, UC Davis Extension

Cost

A full cost estimate is attached. Although staff is headquartered in Sacramento, travel is calculated from the ICF San Francisco office. Additional course workbooks are \$8 each.

Cost Overview	
Task 1. CEQA Workshop Planning	\$11,495
Task 2. Workshop Outreach	\$ 1,935
Task 3. Conduct Workshops	\$15,490
Direct expenses	\$ 1,128
Total	\$30,048

Project Experience

California Department of Water Resources

**Client Reference: Derrick Adachi, (916) 445-6127,
dadachi@water.ca.gov**

ICF recently completed an 18-month series of CEQA and NEPA compliance training for DWR staff. As a continuation of the original work ICF Jones & Stokes performed through the University of California, Davis' Extension Program over the past ten years, we created a curriculum based on the fundamental topics shared by all environmental professionals and critical to the success of project work involving CEQA, NEPA, and permitting applications.

Proposed Costco Gas Station Expansion Project, Redwood City, CA

**Client Reference: Michelle Littlefield, (650)780-7238,
mlittlefield@redwoodcity.org**

ICF is providing environmental support and public outreach services for the proposed Costco Gas Station Expansion Project in the City of Redwood City. In 2006, Costco expanded an existing warehouse and added a 12-pump fueling station, which was quite controversial in Redwood City. To prepare for a similar level of public interest, ICF is assisting the City with public workshops, key stakeholder outreach, fact sheets, and Planning Commission study session.

San Ramon Valley Recycled Water Program Public Information and Community Outreach

**Client Reference: Sue Stephenson, Dublin San Ramon Services District, (925)875-2295,
Stephenson@dsrsd.com**

ICF is responsible for implementing a communication plan designed to engage local stakeholders in the San Ramon Valley Recycled Water Program, educate them about the benefits of recycled water, and communicate to them the program's associated short-term construction impacts. Activities include responding to stakeholder inquiries about the project, drafting newsletter articles and award submissions to promote the project, managing the popular web site, developing informational materials for the general

From our clients -

"Instructors and reference materials were all first class and excellent."

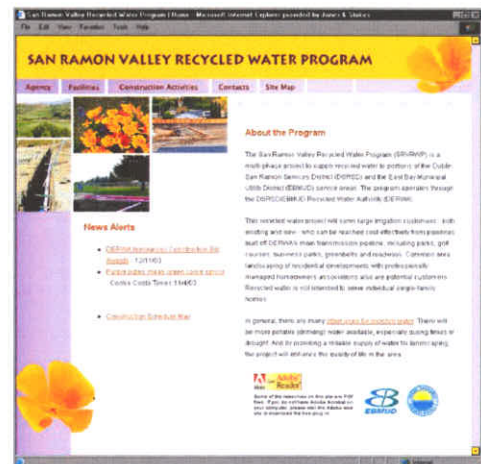
"Excellent CEQA material that summarizes a very complex law."

"Instructors were very knowledgeable. Terry was great at boiling complex issues down."

"The course materials will be valuable in the future."

"Terry was great and very receptive to questions."

"I have a much better understanding of CEQA now."



public as well as industry insiders, and coordinating the efforts of a public affairs steering committee. Responsibilities also include overseeing an annual communications roundtable that is designed to engage and educate staff from both partner agencies on the background of the recycled water project, the benefits, and communication protocols to address both internal and external issues as they arise.

State Water Resources Control Board

Client Reference: [Margie Youngs, \(916\)341-5890, myoungs@waterboard.ca.gov](mailto:myoungs@waterboard.ca.gov)

ICF has been teaching environmental compliance courses for State Water Resources Control Board staff through their Training Academy for over 10 years. Topics have included: *CEQA: A Step-by-Step Approach*, *CEQA Update*, *Developing and Writing Effective CEQA Documents*, *Successful CEQA Compliance: An Intensive Two-Day Seminar*, and *CEQA Update for Attorneys*.

University of California Davis, Extension

Client Reference: [Jeff Loux, \(530\)757-8577, jdiloux@ucdeavis.edu](mailto:jdiloux@ucdeavis.edu)

ICF has been teaching environmental compliance courses for the University of California, Davis – Extension for more than 20 years. Topics have included: *CEQA: A Step-by-Step Approach*, *CEQA Update, Issues, and Trends*, *EIR/EIS Preparation*, *Thresholds of Significance Planning*, *Project Planning Integration of Environmental Permits*, *Developing and Writing Effective CEQA Documents*, *Successful CEQA Compliance: An Intensive Two-Day Seminar*, *CEQA and Climate Change*, *Advanced CEQA Compliance*, *A Guide to Updating the General Plan and Mitigation Measure Development and Monitoring*. These workshops are designed to help participants coordinate the environmental permitting and consultation requirements for projects subject to CEQA and federal environmental laws.

Disclosure & Conflict of Interest

ICF is not under contract to the City of Brisbane, nor have we been in the last 10 years. We are not, and have not been, under contract with the current property owner, UPC, also known as Suntext and Sunquest. As requested in the RFP, ICF agrees not to participate in the review of the Baylands Draft EIR on behalf of any entity or party.

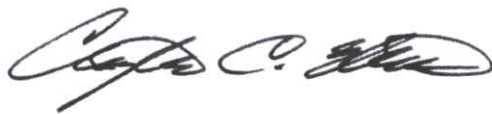
Current or previous contractual arrangements with ESA, and the City/County of San Francisco are listed below.

- ESA
 - Joint Venture, San Jose Water Pollution Control Plant Master Plan EIR, 2010-2011

- San Francisco International Airport
 - Stormwater Pollution Prevention Plan, 2011
 - Doyle Drive ATP (subcontractor to Parsons Brinkerhoff for San Francisco County Transit Authority), 2009
 - SFO Wildlife Hazard Management Plan Update, 2009
 - SFO Comments on San Bruno General Plan EIR, 2008
- SFPUC
 - North Westside Groundwater EIR, 2005-2008
 - Alameda Watershed HCP, 2002-present
 - Sunol Valley HRP Checklists, 2008-2009
 - Lake Merced Vegetation Assessment, 2006
 - Peninsula HRP Checklists, 2009

We are excited to work with you on this project and believe we are the best fit for your needs. This proposal is valid for a period of 30 days, at which time ICF reserves the right to revise the contents or extend the validity date, if needed. To discuss further how ICF can assist the City of Brisbane, please feel free to contact Valerie Holcomb, Project Manager, at (916)231-7698 or vholcomb@icfi.com. We look forward to hearing from you.

Sincerely,



Christopher Elliott
Vice President

Attached: Full Cost Estimate
Draft Course Outline

Table 1. Cost Estimate for City of Brisbane - CEQA Trainings

Employee Name	Project Role	Labor Classification	Consulting Staff						Production Staff				Direct Expenses	Total Price			
			Rivasplata A	Norgaard I	Holcomb V	Unyi M	Barnard A	Tech Dir	Sr Consult III	Sr Consult III	Assoc Consult II	Sr Consult I			Support Editor	Pub Spec	Admin Tech
Task 1 - CEQA Workshop Planning																	
		1.1 Kick-off Meeting	3	3	6										\$0	\$0	\$0
		1.2 Develop & Refine Syllabus (5)	3		2										\$0	\$2,340	\$0
		1.3 Develop Course Materials	17		8				4					4	\$280	\$6,185	\$0
		1.4 Workshop Planning & Logistics			5			8							\$1,925	\$1,925	\$0
Task 2 - Workshop Outreach																	
		2.1 Workshop Notices/Invitations	1		4				4						\$0	\$1,565	\$0
		2.2 Media Release			2										\$370	\$370	\$0
Task 3 - CEQA Outreach																	
		3.1 Conduct Trainings (5)	22		22			20	4						\$12,120	\$12,120	\$0
		3.2 Summary Report	2	2	4			6	2					4	\$760	\$3,370	\$0
		Total hours	48	5	53		34	14					4	4			
		ICF E&P 2012 Billing Rates	\$225	\$185	\$185		\$125	\$150					\$95	\$95	\$280	\$28,920	\$28,920
		Subtotals	\$10,800	\$925	\$9,805	\$4,250	\$2,100	\$2,100		\$380	\$380	\$380	\$380	\$380	\$1,040	\$28,920	\$28,920
Direct Expenses																	
		523.02 Reproductions															\$970
		523.05 Travel, Auto, incld. Mileage at current IRS rate (.555/mile)															\$36
		523.09 Project Supplies															\$20
		Mark up on all non-labor costs and subcontractors: 10%															\$103
		Direct expense subtotal															\$1,128
		Total price															\$30,048

CEQA: A Step-by-Step Approach Orange County Sanitation District

Agenda

_____ & _____, 2012

Note: Except for starting and ending, all times are approximate.

Day 1

- | | |
|-----------|--|
| 1:00–1:15 | Introduction <ul style="list-style-type: none">■ Speakers■ Participants■ Course objectives■ Identification of key issues |
| 1:15–1:45 | Background and Implementation of CEQA <ul style="list-style-type: none">■ Introduction to and overview of CEQA■ Key participants in the CEQA process■ CEQA overview |
| 1:45–2:15 | Preliminary Review <ul style="list-style-type: none">■ Screening for CEQA Applicability■ Project■ CEQA Exemptions |
| 2:15–2:45 | Determining Whether to Prepare an EIR <ul style="list-style-type: none">■ Initial Study■ Thresholds of significance■ The <i>fair argument</i> standard■ Tools and criteria for making the threshold decision on significance |
| 2:45–3:00 | Break |
| 3:00–3:30 | The Negative Declaration <ul style="list-style-type: none">■ Negative Declaration■ Mitigated Negative Declaration■ Notice■ State Clearinghouse review■ Recirculation■ Notice of Determination |

- 3:30–4:00 **Environmental Impact Reports**
- EIR
 - Tiering
 - Project EIR
 - Program EIR
 - Master EIR
 - Subsequent EIR

- 4:00–5:00 **Overview of the EIR process**
- Notice of Preparation
 - Scoping
 - Draft EIR
 - Public notice
 - Consultation and comments
 - Recirculation of Draft EIRs
 - FEIR certification
 - Findings
 - Notice of Determination

Day 2

- 1:00–1:45 **Parts of the EIR**
- Key contents
 - Project description
 - Environmental setting
 - Alternatives
 - Impact analysis
 - Growth-inducing impacts
 - Cumulative impacts
 - Mitigation measures
 - Mitigation monitoring and reporting
- 1:45–2:00 **EIR Certification and Decision Making**
- Certification
 - Findings
 - Statement of Overriding Considerations
 - NOD
- 2:00–2:15 **Break**
- 2:15–4:00 **CEQA and Permitting**
- Details TBD
- 4:00–5:00 **GHGs and Climate Change**
- Details TBD

ICF International (NASDAQ: ICFI) partners with government and commercial clients to deliver professional services and technology solutions in the energy, environment, and transportation; health, education, and social programs; and homeland security and defense markets. Since 1969, ICF has been serving all levels of government, major corporations, and multilateral institutions. We provide end-to-end solutions to support our customers through the entire program life cycle, from analysis and design through implementation and evaluation. With more than 4,500 employees on six continents, we combine passion for our work with industry and technical expertise to protect and improve the quality of life.

ICF Jones & Stokes, Inc. (an ICF International company hereafter referred to as ICF), provides multidisciplinary land use, transportation, and environmental services in the development of comprehensive plans, subarea plans, implementing regulations, transportation plans, environmental planning, land use planning, regulatory compliance, natural resource sciences services, and supporting environmental review. Our professional staff includes environmental compliance experts, land-use and natural resource planners, wildlife and fisheries biologists, plant and wetland biologists, watershed planners, restoration experts, archaeologists, historical architects, community affairs experts, attorneys, engineers, and information technologists who perform GIS analyses and design comprehensive databases and websites.

ICF International was incorporated in Delaware in 1969. In 2008, ICF acquired Jones & Stokes Associates, Inc., which was incorporated in Delaware in 2011 as ICF Jones & Stokes, Inc.