



TO THE HONORABLE MAYOR AND COUNCIL:

DATE: January 5, 2016

SUBJECT: APPROVE A CONTRACT IN AN AMOUNT UP TO \$167,743 WITH KITTELSON & ASSOCIATES, INC., TO PREPARE A TRAFFIC STUDY FOR THE PROPOSED CENTERCAL COMMERCIAL PROJECT LOCATED AT 2001-2003 DIAMOND BOULEVARD (PAID FOR BY CENTERCAL PROPERTIES)

Report in Brief

On November 6, 2015, CenterCal Properties filed a Preliminary Application to develop a shopping center at the Chevron Regional Office site located at 2001-2003 Diamond Boulevard (Project Site). Staff's Preliminary Application review determined that an environmental impact report (EIR) is required to analyze the project's potential impacts in accordance with the California Environmental Quality Act (CEQA). Moreover, Policy & Procedure 144 requires the preparation of a traffic study for projects that generate 100 net new trips during weekday AM or PM peak hours. The project requires a traffic study because it will generate over 100 net new trips during both peak hour periods.

Staff has determine that traffic consultant Kittelson & Associates, Inc. (KAI), is best qualified to prepare the traffic study for this project under a standing Master Services Agreement (No. 5317) for professional services with KAI. The consultant fee to complete the traffic study is estimated at \$167,743. Master Services Agreement No. 5317 authorizes staff to direct the consultant to proceed with the work on any individual project up to \$75,000. Work proposals exceeding \$75,000 in compensation for the project requires City Council review and approval.

Staff recommends that the City Council authorize the City Manager to enter into a contract with KAI for the work proposal in Attachment 1, to prepare a traffic study for the CenterCal Commercial Project. No General Funds will be required for this project as it will be fully reimbursed by CenterCal through a reimbursement agreement for this private development.

Background

In 1978, the City granted a use permit to Spelvin Properties to construct an "*administrative and computer center*" at the 30-acre Project Site located at 2001 – 2003 Diamond Boulevard, to the north of the Willows Shopping Center. Subsequent approvals issued to the Chevron Corporation allowed for additional expansions from 1979 to 1984 that ultimately led to approximately 602,000 square feet of office space on the property today. In January 2014, the City learned that Chevron intended to close the Concord facility; Chevron began marketing the site in March 2014. The property has been sold to CenterCal Properties.

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ASSOCIATES, INC TO PREPARE A TRAFFIC STUDY FOR THE PROPOSED
CENTERCAL COMMERCIAL PROJECT LOCATED
AT 2001-2003 DIAMOND BOULEVARD**

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On November 6, 2015, CenterCal Properties filed a Preliminary Application to construct an approximately 375,000 square foot shopping center on the Project Site. The project proposes uses that require a Use Permit under the site's WMX (West Concord Mixed Use) zoning, such as a theater and drive-through restaurant. The project also proposes general retail, a grocery store, a health club, professional offices and financial service uses all of which are permitted uses in this zoning district. The project requires Design Review and Tree Removal permits in addition to the Use Permit. Staff's Preliminary Application review further determined that an EIR was necessary to evaluate the project's environmental impacts. Moreover, a traffic study is required pursuant to Policy & Procedure 144 because the project will generate more than 100 net new trips during weekday AM and PM peak hours. The traffic study will be relied upon in the project EIR's analysis of traffic impacts.

CenterCal acquired the Project Site on November 19, 2015, and filed a formal Use Permit, Design Review, and Tree Removal application on December 16, 2015. The project will proceed through the staff-level Development Advisory Committee (DAC) review process and is scheduled for a Design Review Board hearing on January 13, 2016.

Discussion

CenterCal desires to start construction in August 2016 in order to open to the public in the summer of 2017. To accommodate this schedule, a traffic impact study would need to be finalized prior to a Planning Commission hearing to consider the required discretionary permits by June 2016.

Contracting Process: At the request of the applicant, staff expedited its selection of a traffic consultant by foregoing a formal bid process, as allowed by State Law and the City's purchasing ordinance. Staff selected KAI from a list of pre-qualified traffic consultants using the City's Master Services Agreement process. The City's Master Services Agreement process allows the City to pre-qualify firms facilitating a simpler and quicker hiring process. KAI was pre-qualified through this process to provide transportation-related professional services in September 2015. Staff determined that KAI would be best suited and qualified to prepare the traffic study for this project, given their experience in preparing traffic studies for similar commercial centers.

The City's Master Services Agreement with KAI requires City Council approval for task orders exceeding \$75,000. KAI's proposal, attached as Exhibit A, estimates costs totaling \$167,743 to complete a traffic study for the project. Tasks in the proposal include, among other things, trip generation and distribution analysis, traffic counts for intersections in the study area, Multimodal Transportation Service Objectives (MTSOs) analysis, technical support to the project's EIR consultant, attendance at public hearings, and a contingency.

Fiscal Impact

Approval of KAI's proposal will have no net cost to the City. CenterCal will deposit funds with the City for the full cost of the traffic impact study.

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Public Contact

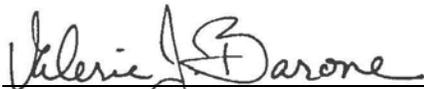
Posting of the Council Agenda provides public notification.

Recommendation for Action

Staff recommends that the City Council authorize the City Manager to enter into a contract Kittelson & Associates, Inc. (KAI) for the work proposal in Attachment 1 in an amount up to \$167,743 to prepare a traffic study for the proposed CenterCal commercial project located at 2001-2003 Diamond Boulevard, which will be fully reimbursed pursuant to a reimbursement agreement between the City and CenterCal.

Prepared by: Frank Abejo
Senior Planner
frank.abejo@cityofconcord.org

Reviewed by: Laura Simpson
Planning Manager
laura.simpson@cityofconcord.org



Valerie Barone
City Manager
valerie.barone@cityofconcord.org

Reviewed by: Victoria Walker
Dir. of Community and Economic Development
victoria.walker@cityofconcord.org

Attachment 1: Kittelson & Associates, Inc., Traffic Study Proposal

**KITTELSON & ASSOCIATES, INC.**

TRANSPORTATION ENGINEERING / PLANNING

155 Grand Avenue, Suite 900, Oakland, CA 94612 P 510.839.1742 F 510.839.0871

December 18, 2015

Project #: 19640

Ray Kuzbari
City of Concord
1950 Parkside Drive
Concord, CA 94519

RE: Chevron Redevelopment

Dear Mr. Kuzbari,

Attached is a proposal for a traffic study associated with the redevelopment of the Chevron office building at 2001-2003 Diamond Boulevard in the western portion of the City of Concord. Part "A" identifies our proposed scope of work for the project. This scope was developed based on our discussions with you, our review of the proposed project description, and our familiarity with the City and County.

We estimate the cost of our work effort to be approximately \$167,743. We propose to conduct the work on a time-and-materials basis at our standard billing rates under our current on-call contract with the City of Concord.

I will serve as the Project Manager and Alice Chen will serve as the Project Principal providing senior review and quality assurance. Any questions of a technical or contractual nature can be directed to either Alice Chen or me.

Please review this proposal at your earliest convenience. If the proposal is satisfactory, we will begin work once we have received a written NTP and verification that funds have been received from the developer. If you have any questions please call us at 510-433-8077.

Sincerely,

KITTELSON & ASSOCIATES, INC.

Aaron Elias, P.E.
Senior Engineer

PART A - SCOPE OF WORK

PROJECT UNDERSTANDING

CenterCal Properties is proposing to redevelop the existing Chevron office building at 2001-2003 Diamond Boulevard into a retail shopping center. The Project as currently proposed would involve the demolition of the existing office buildings (approx. 609,000 square feet) and related improvements, and the construction of a shopping center (including both on- and off-site improvements related thereto) consisting of a maximum of approximately 375,000 square feet. A variety of commercial/retail/office uses are currently contemplated in the shopping center as follows: full-service grocery store, full/limited service restaurant, restaurant with drive-through, general retail sales, other typical commercial & office uses, fitness facility/health club, bank/financial services, and movie theater.¹ Given the size of this project and changes to land use, the City of Concord (City) has decided to complete an Environmental Impact Report (EIR).

The following presents Kittelson & Associates Inc. (KAI) proposed scope of work for assisting in the completion of the transportation and circulation section of the EIR.

TASK 1: TRIP GENERATION, DISTRIBUTION, AND ASSIGNMENT

Trip Generation

- KAI will use published trip generation rates in Institute of Transportation Engineers (ITE) Trip Generation Manual 9th Edition to determine the total trip generation for the Project. This will be determined for the weekday Daily, AM, and PM peak hours in addition to Saturday Daily and peak hour.
- Since the existing land use will be scheduled for demolition, the current site generated traffic will be removed from the analysis in order to identify the net new trips. The amount removed will be determined during data collection at the site driveways.
- KAI will also assess the potential for applying a trip reduction based on internal capture, pass-by, and/or diverted trips.
- KAI will provide a table of recommended trip generation including proposed reductions for review by the City.

¹ Square footages associated with specific types of land uses would be refined as part of the Project approval process.

- KAI will attend up to two meeting to discuss and finalize the trip generation for the Project.

Trip Distribution & Assignment

- Using the Contra Costa Transportation Authority's (CCTA) Travel Demand Model and our own knowledge of roadways near the Project, KAI will develop the trip distribution and assignment for the Project.
- KAI will provide our recommended trip distribution and assignment to the City for review and comment.
- KAI will address one set of comments on the trip distribution and assignment and make the appropriate revisions.

TASK 2: DATA COLLECTION

Based on a preliminary review of the project trip generation and distribution, KAI proposes the following data collection.

Intersections

KAI will use a vendor to obtain weekday AM (7:00 – 9:00) and PM (4:00 – 6:00) peak period counts during a typical midweek day and Saturday midday peak period (12:00 – 2:00 PM) counts at the following signalized intersections:

1. Diamond Boulevard & Chevron Entrance
2. Diamond Boulevard & Galaxy Way
3. Diamond Boulevard & Burnett Avenue
4. Diamond Boulevard & Concord Avenue
5. Diamond Boulevard & Willow Way
6. Diamond Boulevard & Willows Shopping Center
7. Diamond Boulevard & Willow Pass Road
8. Contra Costa Boulevard & I-680 SB Ramps/Target
9. Contra Costa Boulevard & Concord Avenue
10. Contra Costa Boulevard & Viking Drive
11. Contra Costa Boulevard & Taylor Boulevard
12. Sunvalley Mall & Sunvalley Boulevard
13. I-680 SB Off-Ramp & Sunvalley Mall
14. I-680 NB Ramps & Willow Pass Road
15. John Glen Drive & Concord Avenue
16. SR 242 SB Off-Ramp & Concord Avenue
17. SR 242 NB On-Ramp & Concord Avenue
18. Galindo Street & Willow Pass Road

19. Galindo Street & Concord Boulevard
20. Galindo Street & Clayton Road
21. Galindo Street & Cowell Road
22. Market Street & Willow Pass Road
23. Market Street & Clayton Road
24. Pine Street & Clayton Road
25. Gateway Boulevard & Willow Pass Road
26. Gateway Boulevard & Clayton Road
27. Detroit Avenue & Clayton Road
28. Port Chicago Highway & Concord Boulevard
29. Port Chicago Highway & Willow Pass Road
30. Willow Pass Road & Franquette Avenue
31. Contra Costa Boulevard & Golf Club Road
32. Contra Costa Boulevard & 2nd Avenue
33. Pacheco Boulevard & Center Avenue

In addition to these signalized intersections, KAI will also collect data at the three unsignalized intersections that currently serve the Project site so that trips associated with the existing use can be removed from analysis intersections to better account for net new trips.

While KAI believes this intersection list is comprehensive, we will also collect data at up to 4 additional intersections based on requests from other interested agencies such as Caltrans and Contra Costa County. This list already includes input from the City of Pleasant Hill. This results in data collection and analysis on up to 40 intersections for this traffic study. The list of analysis intersections will be finalized once trip generation and assignment is complete.

Freeway Mainline and Ramps

KAI will obtain weekday AM and PM peak hour traffic volumes at the following freeway facilities. All mainline data will be obtained from the published Caltrans mainline volumes or through the Caltrans Performance Measurement System (PeMS). Ramp volumes will be estimated from adjacent local intersections.

- Mainline
 - I-680 south of SR 242
 - I-680 north of SR 4
 - SR 4 west of I-680
 - SR 4 east of SR 242
 - I-680 north of Concord Avenue
 - SR 242 north of Concord Avenue
 - I-680 north of SR 24
 - SR 4 between I-680 and SR 4

- Ramps
 - Concord Avenue on-ramp to SR 242 northbound
 - Concord Avenue off-ramp from SR 242 southbound
 - Burnett Avenue on-ramp to I-680 northbound
 - Burnett Avenue off-ramp from I-680 northbound
 - Willow Pass Road on-ramp to I-680 southbound
 - Willow Pass Road off-ramp from I-680 northbound
 - Contra Costa Boulevard off-ramp from I-680 southbound
 - Clayton Road on-ramp to SR-242 southbound
 - Clayton Road off-ramp from SR-242 northbound

TASK 3: DOCUMENT EXISTING CONDITIONS

Using the collected data, KAI will document existing traffic, transit, pedestrian, and bicycle conditions in the vicinity of the project site. This will include:

- Map and text for the study area describing the street designations, street names, number of lanes, and traffic flow directions
- Figure illustrating existing peak hour traffic volumes and configurations
- Intersection level of service (LOS) conditions for analysis intersections during the three time periods (weekday AM and PM peak hours, and Saturday midday peak hour). LOS calculations will be based on the 2010 Highway Capacity Manual methodologies as implemented by Vistro.
- Freeway mainline and ramp LOS conditions for the study locations during the midweek AM and PM peak hours using the HCM 2010 methodologies.
- Map and discussion of transit services within the study area including BART & County Connection. Stop locations and average headways will be included in the discussion. Ridership information will also be included where available.
- Discussion of pedestrian and bicycle circulation conditions in the area, including a map of the nearby bicycle routes. Discussion will focus on the availability of sidewalks, access, and other pedestrian and bicycle facilities in the project vicinity.

TASK 4: DEVELOPMENT OF FUTURE CONDITIONS

- KAI will run the latest CCTA Travel Demand Model to determine the growth in background traffic between existing and cumulative (2040) conditions.
- It should be noted that the Model does not include weekend conditions. KAI will make a reasonable estimate of background growth for the Saturday midday analysis based on a review of the AM and PM weekday model and collected count data.

- The future conditions analysis will assume the construction of the preferred alternative for the Clayton Road interchange ramps with SR 242. This project is in both the Regional Transportation Plan (RTP) and the Countywide Transportation Plan (CTP) and is currently having its Project Approval and Environmental Document reviewed by Caltrans (PA&ED)

TASK 5: TRANSPORTATION IMPACT ANALYSIS

KAI will identify the transportation impacts associated with the Project, including impacts to intersection, freeway mainline, and freeway ramp LOS conditions. The following scenarios will be analyzed in addition to existing conditions as noted in Task 3:

- Baseline (Existing + Approved Projects)
 - Compilation of approved projects will be led by the City of Concord in coordination with adjacent jurisdictions. The City of Concord will provide project descriptions for the proposed projects and any available information they may have on trip generation, distribution, and assignment as soon as possible to speed up the analysis process. For approved projects without trip generation and assignment, KAI will estimate it for the study intersections listed in Task 2.
- Baseline Plus Project
- Cumulative (2040)²
- Cumulative Plus Project

Additionally, transit, pedestrian, and bicycle conditions will be assessed on a qualitative basis.

Intersections

KAI will analyze intersection impacts based on the procedures described in CCTA's *Technical Procedures* dated January 16, 2013. The level of service results will be presented in a table and impact locations identified.

KAI will also review queue lengths at the analysis intersections to determine if the project causes a queue hazard. The queue analysis will be based on the 95th percentile queue. This queue review will look at whether the Project:

- Causes a left or right turn lane queue to overflow the available turn storage;
- Causes a through movement queue to extend into an upstream signalized intersection; and

² Cumulative Conditions will include the Clayton Road SR 242 ramps project as described in Task 4.

- Causes a queue already exceeding available storage to increase by one (25 feet) or more vehicles.

Finally, KAI will review intersections for the potential safety benefit of converting permitted left turns into protected left turns.

Freeway Mainline and Ramps

KAI will use the standard Caltrans analysis approach to analyze impacts to freeway mainline and ramp merge/diverge sections. We propose using the following significance criteria when evaluating freeway operations:

- The operations of a freeway segment or ramp to deteriorate from LOS D or better to LOS E or F;
or
- An increase in the amount of vehicle traffic on a freeway segment already operating at LOS E or F by more than one percent of the freeway segment's design capacity.

These criteria have been used on other EIR projects completed by KAI in the Bay Area

Transit

Since the site currently has a transit stop for County Connection Route 91X, KAI will review the proposed site plan and identify potential significant impacts to bus operations or delays in transit service.

Pedestrian/Bicycle

KAI will assess the Project and identify significant impacts to existing or proposed bicycle routes and pedestrian facilities. Potential pedestrian and bicycle impacts include:

- Impact of Project traffic on pedestrian facilities such as the entry driveways;
- Whether the Project provides safe access from Diamond Boulevard for both pedestrians and bicyclists; and
- Whether project traffic would significantly impact pedestrians and bicyclists at nearby intersections due to the increase in traffic.
- Impacts to pedestrians and bicyclists accessing the Project from the Iron Horse Trail via Willow Way.

Parking

KAI will review the proposed parking plan to assess the following and identify parking shortfalls:

- Estimated parking demand based on ITE's Parking Generation Manual, modified as necessary to account for the Project's lane use mix
- Determine the parking required according to the City's municipal code
- Compare proposed supply with the code requirements and estimated parking demand

Internal Site Circulation

KAI will review the proposed site plan to assess internal circulation in regards to:

- Pedestrian and bicycle access to and within the site
- Potential conflict points for vehicles
- Truck loading and access
- Emergency services access
- Parking lot configuration and vehicle circulation/safety

Site access operations will be analyzed as part of the intersection analysis which includes three access points off of Diamond Boulevard.

Air, Noise, and Greenhouse Gas

Upon compilation of collected data, KAI will supply the following to LSA to assist with the air, noise, and greenhouse gas analysis:

- Peak hour intersection volumes for the weekday AM, PM, and Saturday peak hours.
- Estimated daily trip generation for weekdays and Saturdays
- Freeway volumes for the weekday AM and PM peak hours

TASK 6: DEVELOP MITIGATION/IMPROVEMENT MEASURES

KAI will identify project generated impacts to the transportation network under the Existing plus Project and 2040 Cumulative plus Project scenarios. Mitigation measures will be proposed to improve operations where significant project-related impacts have been identified.

TASK 7: MTSO ANALYSIS

A review of the TRANSPAC Multimodal Transportation Service Objectives (MTSOs) for Central County has revealed the following could potentially be impacted by the Project by adding 50 or more net new peak hour vehicle trips and will therefore need to be analyzed:

- MTSO Arterial Average Speed
 - Contra Costa Boulevard – from approximately 2nd Avenue to Chilpancingo Parkway

- Contra Costa Boulevard – from approximately Chilpancingo Parkway to Taylor Boulevard
- Contra Costa Boulevard – from approximately Taylor Boulevard to Gregory Lane
- Taylor Boulevard – from approximately Contra Costa Boulevard to Morello Avenue
- MTSO Freeway Delay Index
 - I-680 – Benicia-Martinez Bridge to SR 4
 - I-680 – SR 4 to SR 242
 - I-680 – SR 242 to SR 24
 - SR 242 – I-680 to SR 4
 - SR 4 – Alhambra Avenue to I-680
 - SR 4 – I-680 to SR 242
 - SR 4 – SR 242 to Willow Pass Road

These MTSO's will be analyzed for the weekday AM and PM peak hours in conformance with the methods outlined in the CCTA *Technical Procedures*. Additionally, KAI will conduct intersection V/C analysis at the MTSO intersection of Pacheco Boulevard and Center Avenue within Contra Costa County as noted above.

TASK 8: TECHNICAL REPORT

KAI will document the transportation analysis in a stand-alone technical report. KAI will address two rounds of comprehensive comments and submit a final technical report with supporting technical appendices.

TASK 9: ADMINISTRATIVE DRAFT EIR

This scope of work assumes the EIR consultant (LSA) will use the transportation technical report to produce the transportation section of the EIR. KAI will provide assistance and review to the LSA effort. For the purposes of budgeting, the following effort is assumed.

- KAI will review the transportation section of the administrative draft EIR (ADEIR) to verify the information presented is consistent with the technical report.
- KAI will submit a track changes version of the ADEIR that provides comments and makes requests for revisions.
- Once the comments are incorporated, KAI will review the draft ADEIR again. Should additional revisions or comments be needed, KAI will provide one additional round of comments to LSA.

TASK 10: RESPONSE TO COMMENTS AND FINAL EIR

KAI will coordinate with LSA to prepare response to public comments received on the transportation section.

- After the public review period closes, KAI will prepare responses to comments received on the transportation section of the DEIR.
- KAI will attend up to two public hearings during the approval process.
- Based on the DEIR comments, KAI will finalize the transportation section for the FEIR.

TASK 11: PROJECT MANAGEMENT & MEETINGS

The final task covers administrative tasks and potential meetings for project coordination.

- KAI will deliver monthly progress reports on the status of the transportation analysis to the City along with our invoices.
- KAI will attend up to two meeting in person with the entire development team including the developer, attorneys, City staff, and LSA. KAI assumes a meeting length of two hours for these two meetings.
- KAI will attend up to four meetings in person with technical staff with the City, Caltrans, or other relevant agency. These meetings may include meeting with staff from Contra Costa County, the City of Pleasant Hill, and/or Caltrans to finalize the analysis facilities. KAI assumes a meeting length of one hour for these four meetings.
- KAI will attend bi-monthly progress meetings via telephone with the City

TASK 12: CONTINGENCY

Given the size of this project and the tight timeframe, KAI has included a contingency budget to account for any unexpected analyses that may be needed to complete the traffic study on time.

PART B – PROPOSED BUDGET & SCHEDULE

In order to complete the scope of work described in Part A, KAI estimates the budget at \$167,743. A detailed review of estimated labor hours and cost by task is shown in Table 1. Table 2 provides the anticipated schedule for completing the Project.

It should be noted that this scope of work was conservatively estimated based on maximum development at the highest potential trip generation. Potential changes to reduce cost include:

1. A reduction in the total number of analysis intersections needed. KAI scoped for 40 intersections, but have only identified 36 intersections as the most likely to be impacted by project traffic. Any reduction in the number of study intersections can be considered after discussions with Caltrans and Contra Costa County.
2. LSA may decide to write the transportation section of the EIR themselves which would reduce the budget for Task 9. The reduction would depend upon coordination with LSA and could be limited to review of the draft transportation section produced by LSA.
3. If KAI produces the transportation section of the EIR, a standalone traffic study could be omitted and all technical non-CEQA issues like parking moved to the technical appendices of the EIR.

Table 1: Estimated Labor Hours and Budget by Task

Task		Project Principal	Project Manager	Modeling Support	Project Engineer	Total Hours	Estimated Budget		
#	Description						Labor	Expenses	Total
		\$235	\$160	\$160	\$140				
1	Finalize Trip Generation, Distribution, and Assignment	12	30	0	0	42	\$7,620	\$65	\$7,685
2	Collect Data	0	5	0	14	19	\$2,760	\$20,370	\$23,130
3	Document Existing Conditions	6	26	0	98	130	\$19,290	\$0	\$19,290
4	Develop Future Traffic Volumes	4	10	8	28	50	\$7,740	\$0	\$7,740
5	Analyze Transportation Impacts	0	28	0	176	204	\$29,120	\$0	\$29,120
6	Develop Appropriate Mitigation Measures	2	10	0	18	30	\$4,590	\$0	\$4,590
7	Perform the MTSO Analyses	0	8	14	14	36	\$5,480	\$0	\$5,480
8	Document Findings in a Technical Report	24	34	4	66	128	\$20,960	\$0	\$20,960
9	Produce the ADEIR and DEIR	12	20	0	20	52	\$8,820	\$0	\$8,820
10	Prepare Response to Comments and the FEIR	20	40	0	12	72	\$12,780	\$65	\$12,845
11	Project Management & Meetings	41	64	0	0	105	\$19,875	\$129	\$20,004
12	Contingency	16	20	0	8	44	\$8,080	\$0	\$8,080
Total:		137	295	26	454	912	\$147,115	\$20,628	\$167,743

Table 2: Anticipated Project Schedule

Task		Anticipated Completion
#	Description	
1	Finalize Trip Generation, Distribution, and Assignment	Tuesday, December 15, 2015
2	Collect Data	Friday, January 29, 2016
3	Document Existing Conditions	Friday, January 29, 2016
4	Develop Future Traffic Volumes	Wednesday, February 10, 2016
5	Analyze Transportation Impacts	Wednesday, February 17, 2016
6	Develop Appropriate Mitigation Measures	Wednesday, February 24, 2016
7	Perform the MTSO Analyses	Friday, January 29, 2016
8	Document Findings in a Technical Report	Monday, February 29, 2016
9	Assist and Review the ADEIR and DEIR	Friday, April 01, 2016
10	Prepare Response to Comments for the FEIR	Monday, May 02, 2016
Note: Project schedule assumes no weather delays will occur during traffic counts at the end of January		