



November 3, 2016

Tom Smith
Associate Planner
City of Menlo Park
Community Development Department
701 Laurel Street
Menlo Park, CA 94025

RE: 2131 Sand Hill Road – CEQA Budget Amendment Request

Dear Tom,

David J. Powers & Associates is submitting this scope amendment requested changes to the project trip assignment on the Traffic Impact Study (TIA) per request from the Department of Public Works. On October 18, 2016, the City Transportation staff requested changes to project trip assignment, which will affect project traffic volumes at 8 of the 10 study intersections and along the study roadway segments. In addition, City staff has requested that the Existing Plus Project scenario be removed from the body of the TIA report and included in the report appendices.

The following tasks will be required to revise the TIA:

- 1) Revise the project trip assignment to reflect City staff's preferred travel route between the project site and the Dumbarton Bridge (SR 84).
- 2) Revise the intersection level of service calculations.
- 3) Revise the roadway segment analysis.
- 4) Revise the intersection queuing analysis.
- 5) Revise all report tables, figures, text and appendices affected by these changes.
- 6) Move the Existing Plus Project scenario from the body of the traffic report to the appendices.

Since the discussion of project trip generation, distribution and assignment are included in the Existing Plus Project Conditions chapter, all of the project-related data will need to be moved to the Near-Term Conditions chapter. The traffic report will have to be reorganized to reflect this change, including reordering and renumbering the most of report tables and figures. Language included in other report chapters, including the Introduction, also will need to be removed or revised. A new report appendix for Existing Plus Project conditions will be added.

This budget amendment request also includes *DJP&A's* time for review and to incorporate the revised TIA into the Initial Study.

COST ESTIMATE

The cost to complete the additional services described above is \$6,900. Provided below is a cost breakdown for this budget amendment.

Hexagon Transportation Consultants	\$5,750
David J. Powers & Assoc., Inc.	<u>\$1,150</u>
	\$6,900

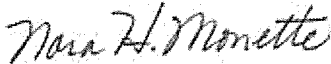
Our current agreement approved September 1, 2016, authorizes expenditures up to \$96,885. With the approval of the proposed scope amendment, the total authorized not-to-exceed cost will be **\$103,785**.

SCHEDULE

The revised TIA should be completed and ready for submittal within one week from notice to proceed.

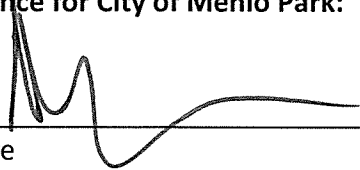
Please call me or Julie Wright if you have any questions regarding this request or if you require any additional information. We look forward to completing the Initial Study for this project. Please notify us in writing if this proposed revision to the scope of work and our agreement is acceptable and will serve as our notice to proceed.

Sincerely,



Nora Monette
Principal Project Manager

Acceptance for City of Menlo Park:



Signature

6/7/17

Date

ALEX D. MCINTYRE, CITY MANAGER
Name and title

