### SUPPLEMENTAL AGREEMENT FOR ASSIGNED PROJECT

Consultant:

Dated this

day of

MEAD & HUNT, INC.

**Project Name:** 

Land Release Documentation - Riverside Municipal Airport - Release of

**Property From Aeronautical Use - 2.5 ACRES** 

The Project Narrative for Land Release Documentation - Release of Property From Aeronautical Use – 2.5 Acres ("Project"), a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, and Consultant's proposal dated January 29, 2019, a copy of which is attached hereto as Exhibit "B" and incorporated herein by this reference, shall constitute a supplement to the Master Professional Consultant Services Agreement General Aviation Airport Design and Construction Management Consultant, by and between City and Consultant, dated February 13, 2017 ("Agreement"). Consultant agrees to perform the services described in the Project Narrative within the time set forth in the Notice to Proceed for an amount not to exceed Sixty-Four Thousand, Five Hundred Two Dollars (\$64,502). Performance of the services shall be subject to the terms and conditions contained in the Agreement.

CITY OF RIVERSIDE, a California charter city and a municipal corporation	MEAD & HUNT, INC. a Wisconsin corporation
By:	By: & blowy
City Manager	Title: VICE BESIDENT
Attest:	By: Debra agelstal
City Clerk	For mitchell Hooper Title: VICE president
	`
Certified as to Availability of Funds:	Approved as to form:
By: Chief Financial Officer	By: Ruthann M. Salera
2	Deputy City Attorney

2019.

Mead & Hunt, Inc. 16-1703.9 RMS 3/8/19

# **EXHIBIT "A"**

# PROJECT NARRATIVE

After receipt of notice of proceed (NTP), Mead & Hunt shall utilize the information provided by the AIRPORT to provide the necessary materials to request the release of approximately 2.5 acres of property from aeronautical use. It is understood that the Airport will retain ownership of the parcel at this time.

# EXHIBIT "B" CONSULTANT'S PROPOSAL

# RIVERSIDE MUNICIPAL AIRPORT Land Release Documentation

# Scope of Services January 29, 2019

### Project Understanding

Mead & Hunt, Inc. (Mead & Hunt) has based this scope of services (scope) on conversations with representatives from the City of Riverside (SPONSOR), owners and operators of the Riverside Municipal Airport (RAL) and one (1) phone call with staff from the Federal Aviation Administration (FAA) Los Angeles Airports District Office (LA ADO).

After receipt of notice to proceed (NTP), Mead & Hunt shall utilize the information provided by the AIRPORT to provide the necessary materials to request the release of approximately 2.5 acres of property from aeronautical use. It is understood that the Airport will retain ownership of the parcel at this time. The proposed site is illustrated in **Attachment 1**.

### **Guiding Documents**

Mead & Hunt will prepare a package for submittal to the FAA for consideration using Chapter 22 of FAA Order 5190.6B, *Airport Compliance Manual*, as a guide. Consideration will be given to FAA airfield design standards contained in Advisory Circular (AC) 150/5300-13A, *Airport Design* when evaluating sites for release from aeronautical obligation.

### Scope of Services

While Mead & Hunt will develop a package to address the items noted above using data provided by RAL and available industry resources, it must be acknowledged that the LA ADO will have the final approval authority on issuance of the request for the land release and Mead & Hunt makes no guarantees on what LA ADO's determination may be.

### Task 1 - Project Scoping

Coordination has been required to develop this scope of work, along with RAL staff and the LA ADO. This scoping effort has required Mead & Hunt staff to investigate industry resources to determine the level of effort necessary to accomplish this task.

The result of Task 1 is the project scope, fee, and schedule.

### Task 2 - Project Management

Project administration will take place throughout the course of this project and will include: communication of project progress with the AIRPORT, management of the team's activities, quality control and checking of documents and mapping, organizing project information and documenting and disseminating key issues. Other project management responsibilities will include project invoicing and accounting along with management of the project budget.

The project will be invoiced as lump sum with monthly invoices sent showing the percent of project complete.

This task includes Mead & Hunt staff attending up to three meetings with the AIRPORT to review the findings of the land release process over the course of the project. These meetings may occur in person, or over the phone, and are expected to last one (1) hour each.

### Task 3 - Airport Layout Plan (ALP) Sheet Update

The ALP will need to be updated to illustrate the subject area of non-aeronautical use. However, only the main ALP sheet (sheet 2 of 15) will be updated to reflect the requested areas as being for non-aeronautical uses and is included as part of **Task 3**. If the full ALP set needs to be updated, this will require an amendment to this agreement. After approval of the release, the main ALP sheet (sheet 2 of 15) and the Exhibit "A" Property Map sheet will be updated to document the release and is covered in **Task 7** of this scope of services. RAL will provide Mead & Hunt with an editable (AutoCAD) file for the ALP set and will include the "CTB" plot style file. If either of these items are not provided, then this scope will require an amendment to reflect the additional effort. RAL may need to request this information from the company that previously updated the ALP.

### Task 4 - Develop Land Release Package

Mead & Hunt, using data provided by RAL and publicly available resources will address the sixteen primary questions and data points required by the FAA for consideration in a land release process. It is understood that while RAL wishes to release the property in question from federal obligations, it does not wish to sell the property at this time. Therefore, some of the questions below are marked as "not applicable" because they relate to the sale of property. Questions to be considered include:

- 1. What agreement(s) with the United States are involved?
- 2. What specifically is being requested (long-term lease for non-aeronautical purpose, release, transfer sale, etc.)?
- 3. Why the release, modification, amendment or other action is requested?
- 4. What facts and circumstances justify the request?
- 5. What requirements of the state or local law should be provided for in the language of an FAA issued document if consented to or granted?
- 6. What property or facilities are involved?
- 7. How was the property acquired or obtained by the airport owner?
- 8. What are the present conditions and what present use is made of any property or facilities involved?

- 9. What use or disposition will be made of the property or facilities?
- 10. What is the Fair Market Value (FMV) of the property or facilities?
- 11. **NOT APPLICABLE** What proceeds are expected from the use or disposition of the property and what will be done with any net revenues derived?
- 12. **NOT APPLICABLE** Provide a comparison of the relative advantage or benefit to the airport from the sale or other disposition as opposed to retention for rental income.
- 13. Provide a plan identifying the intangible benefits (according to the February 1999 FAA Revenue Use Policy), if any, accruing to the AIRPORT. The plan should also include at a minimum:
  - i. a statement of the airport's source and application of funds for the preceding three (3) years
  - ii. a statement of future sources and application of funds needed for the continued operation and maintenance of the airport,
  - iii. a financial statement of financial capabilities and intent to accomplish the airport development included in the current NPIAS, and
  - iv. a depiction that shows accordance with the ALP.
- 14. Metes and bounds description of the property to be released (including a survey of the adjacent road centerline near the sites to prepare a legal description of the parcel). Title reports will be provided by RAL. A field survey of the parcel is not included.
- 15. Sketch or drawing of the property and its location.
- 16. Environmental review status and determination if applicable.

Mead & Hunt will prepare the land release package, using data provided by RAL and SPONSOR, and other documentation which addresses the sixteen primary land release considerations, as noted previously, the draft package will be provided to the AIRPORT for consideration upon completion.

### Task 5 - Revise Land Release Package

Upon receipt of comments on the draft land release packages provided in **Task 5**, Mead & Hunt will make edits, based upon comments received, and then forward the electronic version of the package to RAL for submission to the LA ADO for consideration.

It is anticipated that the LA ADO will likely provide comments and/or questions that will require Mead & Hunt and RAL to revise or modify the land release package. Time to address comments and submit a revised package is included as part of this task.

### Task 6 - Documented Categorical Exclusion (CATEX)

A Documented Categorical Exclusion (CATEX) is proposed to satisfy federal environmental clearance requirements for the proposed land release at RAL at the northern edge of the Airport. Mead & Hunt will use the FAA Standard Operating Procedure (SOP) for CATEX Determinations (SOP 5.1) as the format for the CATEX document.

The Proposed Action requires approval or change to the Airport Layout Plan (ALP) which constitutes a federal action. Federal actions must comply with National Environmental Policy Act (NEPA) environmental regulations.

The Proposed Action is eligible for a Documented CATEX per FAA Order 1050.1F Paragraph 5-6.1 Categorical Exclusion (CATEX) for Administrative/General Actions subparagraphs b. and c., which state:

"Release of an airport sponsor from Federal obligations incurred when the sponsor accepted: (1) an Airport Improvement Grant or (2) Federal surplus property for airport purposes. Note: FAA consent to long term leases converting airport-dedicated property to non-aeronautical, revenue-producing purposes has the same effect as a release and is part of this CATEX provided the proposed and reasonably foreseeable uses of the property do not trigger extraordinary circumstances..."

"An FAA action responding to a request for conveying federally owned land, including surplus Federal property and/or joint-use facilities, provided the proposed use of the conveyed land is either unchanged or for a use that is categorically excluded."

Qualifying projects for a Documented CATEX is the responsibility of the local FAA official; the FAA has the final determination as to whether the Proposed Action is within the scope of a CATEX level NEPA evaluation.

The CATEX that will result from this task is focused on the proposed project which is the release of land for non-aeronautical purposes by RAL. The construction activities that may result after the transfer of ownership are not addressed in this CATEX.

### Task 6A - Agency Coordination

The determination to consult with any regulatory agency will be based on the results of environmental investigations associated with the CATEX. The goal of the coordination process (if required) is to engage the agencies who will be evaluating the CATEX to give them an opportunity to provide guidance as it relates to their area of responsibility. The results of any coordination efforts will be incorporated (if applicable) and referenced in the CATEX document.

### Task 6B - Project Location, Description and Justification

Mead & Hunt will concisely describe, in both written and graphic format, the Proposed Action in sufficient detail, clarifying terms that are understandable to individuals unfamiliar with aviation activities.

- Project purpose
- Project need
- Project location
- Project area description

Assumptions (added by amendment if required or unavailable): It is assumed that information provided by RAL will be adequate to develop this section in enough detail to satisfy NEPA requirements. If additional justification is deemed necessary, an amendment to this scope to develop additional narrative will be needed or RAL and/or the FAA will be required to provide the information.

### Task 6C - National Historic Preservation Act (NHPA) Resources (CATEX Section 304a)

Section 106 of the National Historic Preservation Act (NHPA) requires federal agencies to consider the effects of their actions on historic properties as defined in 36 CFR Part 800. A cursory analysis for historical, architectural, and archaeological resources within the area of potential effect (APE), shown in **Attachment 1**, will be conducted for the Proposed Action.

Mead & Hunt will conduct a general desktop data analysis for any historical, architectural, archaeological, or cultural resources within the APE. The APE for architectural and archaeological resources will be determined in consultation with RAL and the FAA and may include areas off RAL property. The analysis will be based on a review of publicly available online data sources, including a review of the National Register of Historic Places (National Register).

Assumptions (added by amendment if required or unavailable):

- The preparation of a Section 106 report is not included in this scope.
- · No site visits to investigate cultural resources are included in this scope.
- This scope assumes no NHPA resources will be found for either above-ground or belowground resources. If resources are found that are potentially eligible for listing on the National Register or require development of mitigation plans or eligibility submissions, an amendment to this scope will be required.
- Any required tribal notification will be the responsibility of the FAA.
- No shovel probes or below-ground investigations are included in this scope.
- No artifact curation costs are included in this scope. Should artifact curations be needed, it will be added by amendment.

# Task 6D - Department of Transportation Act Section 4(f) and 6(f) Resources (CATEX Section 304b)

Mead & Hunt will identify and briefly describe Section 4(f) and 6(f) resources within the vicinity of the area proposed for release using publicly available information. This scope assumes the project is confined to RAL property with no anticipated Section 4(f) or 6(f) impacts.

### Task 6E - Natural, Ecological, or Scenic Resources (CATEX Section 304c)

The results of any agency coordination process will be incorporated into the tasks below. No fieldwork will occur as part of this Scope of Services.

<u>Coastal Resources</u>: Using publicly available information, Mead & Hunt will document whether the area proposed for release is included in the State's Coastal Zone Management Plan or the Coastal Barrier Resource System as defined by the U.S. Fish and Wildlife Service.

<u>Ecological Resources</u>: Existing vegetation types will be categorized and presented. Analysis will include a review of endangered and threatened federal and state species found in the project area (determined using online data sources) and will include an assessment of the presence of these species through desktop evaluations, professional experience, and agency coordination. Any collected data will be described in the CATEX to provide baseline information for the assessment of impacts resulting from the Proposed Action. Given the disturbed nature of the site, no ecological impacts are expected.

Assumptions (added by amendment if required or unavailable):

- Site visits are not proposed.
- No additional studies or surveys (such as Section 7 Consultation or the development of mitigation plans) are proposed.

<u>Farmland</u>: Farmland resources are identified based on soil types, regardless of active farming operations. To determine the extent of existing resources, prime and unique farmlands will be identified using data and information from the US Department of Agriculture Natural Resource Conservation Service (NRCS). The National Agricultural Land Evaluation and Site Assessment (LESA) methodology and Form AD-1006, Farmland Conversion Impact Rating, will be completed, if necessary, to determine impacts.

<u>Floodplains</u>: Federal Emergency Management Agency (FEMA) floodplain maps will be reviewed to determine if the project impacts a floodplain and whether the RAL is subject to any floodplain mitigation. Applicable floodplain maps will be included to document findings.

Assumptions (added by amendment if required or unavailable):

- This scope assumes no floodplain impacts.
- If it is determined that floodplain impacts are likely, and mitigation is required, mitigation
  plans will be added by amendment.

Wetlands and Other Waters of the U.S.: This task will determine the location of wetlands in the study area including a description of the wetland values, types, and functions, as well as any required mitigation.

According to National Wetlands Inventory data (NWI maps), there are no wetland complexes located in the project area. NWI data will be used to determine potential wetland impacts. No additional investigations are proposed.

Assumptions (added by amendment if required):

- No wetland delineations or field work is included in this scope.
- This scope assumes that no jurisdictional wetlands will be identified. If wetland impacts
  are identified and wetland permitting is required, then this scope will be reviewed in
  consultation with RAL and the LA ADO as wetland impacts generally require the
  completion of an Environmental Assessment.
- Since wetland impacts are not anticipated, no permitting, specific mitigation planning or field investigations associated with off-site wetland mitigation are included in this scope.

<u>Wild and Scenic Rivers</u>: Mead & Hunt will use available online resources to determine and document whether there are any rivers on the Nationwide Rivers Inventory, designated in the National system, or under State jurisdiction within or near the proposed project area. No impacts are expected.

# Task 6F - Disruption of an Established Community and Environmental Justice (CATEX Section 304d)

Based on coordination with the AIRPORT, it is Mead & Hunt's understanding that the proposed action is consistent with the plans and goals of the community. Because the proposed action is located on existing RAL property, disruptions to the surrounding community are not anticipated. The CATEX will verify this information.

<u>Environmental Justice (EJ):</u> EJ requires the fair treatment of people of all races, cultures, and income levels, and no group of people should shoulder a disproportionate share of any environmental impacts caused by the project. As the project area is contained entirely within existing RAL property, no EJ impacts are expected. A statement to this effect will be included in the CATEX document.

### Task 6G - Surface Transportation (CATEX Section 304e)

The proposed project is not expected to cause impacts to surface traffic or congestion nor are road relocations or closures planned to support future development on the released area. Language to this effect will be included in the CATEX document.

### Task 6H - Noise (CATEX Section 304f)

The proposed project is not expected to result in changes to aircraft operations or airfield configuration; therefore, noise impacts are not anticipated. The forecasted activity levels will be documented in the CATEX per FAA SOP guidance.

Assumptions added by amendment if required:

 A noise analysis is not included in this scope. If it is determined that a noise analysis is required, it will be added by amendment.

### Task 6I - Air Quality (CATEX Section 304g)

Mead & Hunt will use the US Environmental Protection Agency's *Green Book National Area and County-Level Multi-Pollutant Information* to assess air quality at the project site. Existing conditions will be documented in the CATEX.

Assumptions added by amendment if required:

An air analysis is not included in this scope. If it is determined that an air quality analysis
is required, it will be added by amendment.

### Task 6J - Water Quality (CATEX Section 304h)

Water resources within or near the proposed project area will be identified and described in the CATEX using online data and maps of the area. Water quality analysis in this section will be limited to a narrative discussion of existing water resources, potential impacts, and changes from the existing conditions. RAL's Storm Water Pollution Prevention Plan (SWPPP) will be referenced, if applicable. No additional studies or surveys are included in this scope. No impacts to water resources are expected.

### Task 6K - Highly Controversial on Environmental Grounds (CATEX Section 304i)

Based on historical and on-going efforts to designate and market the proposed project area for future development, it is anticipated that release of this property is not highly controversial. Mead & Hunt will coordinate with RAL to confirm and document this information.

### Task 6L - Inconsistent with Federal, State, Tribal or Local Law (CATEX Section 304j)

The larger land release scope of which this CATEX is one element, represents RAL's compliance with FAA land release procedures. The proposed release of this area is anticipated to be consistent with other federal, state, tribal, and local laws. A statement to this effect will be included in the CATEX.

# Task 6M - Lighting, Visual, Hazardous Materials, Construction Impacts, Etc. (CATEX Section 304k)

<u>Light Emissions and Visual Effects:</u> The project may cause a minor change to existing light emissions and visual effects. These expected changes will be evaluated and any impacts on surrounding land uses will be documented. No significant impacts are expected.

<u>Hazardous Materials</u>: Mead & Hunt will review publicly available online databases from the US Environmental Protection Agency (USEPA) to evaluate the site for potential environmental contamination. Mead & Hunt will also interview local RAL staff regarding any known past or existing contamination on or near the project area. If analysis identifies hazardous material concerns, a Phase I Environmental Site Assessment (ESA) will be required and added by amendment.

### Assumptions:

- A Phase I Environmental Site Assessment (ESA) study is not included in this Scope.
- If hazardous materials are identified and require the development of mitigation plans or more comprehensive technical studies, they will be achieved through an amendment to this Scope.

<u>Construction:</u> The Proposed Action does not include any construction activity. Future development of the property proposed for release may result in construction impacts; however, future development will use Best Management Practices (BMPs) such as erosion control, temporary detention basins, and construction material haul routes to mitigate construction impacts.

<u>Energy Supply and Natural Resources:</u> Future development on the property proposed for release is expected to add to the local energy supply needs. However, the increase is expected to be minor and easily accommodated by local energy providers. It is assumed that no studies will be required for this category and no impacts are expected.

### Task 6N - Public Involvement

As the proposed project is located entirely within existing RAL property and is consistent with prior efforts to designate and market this area for future development, no public information meeting or special outreach activities are included in this scope.

### Task 60 - Indirect/Secondary/Induced Impacts

Release of the subject property is anticipated to facilitate development of this area. The CATEX will document any reasonably foreseeable indirect/secondary/induced impacts that may result from such development. In addition, a review of past, present, and reasonably foreseeable future development projects, on or off RAL, will also be conducted.

For analysis purposes, three (3) years for past projects and five (5) years for future projects that may be related to the property will be used as the criteria to determine cumulative impacts. This scope assumes that the Proposed Action will not produce cumulative impacts.

### Task 6P - Permits

Applicable permits required for the implementation of the Proposed Action will be summarized and included in this section.

### Task 6Q - Environmental Commitments

As directed by FAA SOP guidance, this section will list the environmental commitments needed to avoid, minimize, mitigate, and compensate for impacts on the environment by the Proposed Action.

### Task 6R - Deliverables, and RAL and LA ADO Review

An electronic version of the draft CATEX will be provided to RAL and the LA ADO for review, comment and approval. Mead & Hunt will make revisions as necessary and provide a final document for inclusion with the land release package.

### Task 7 - Revisions to Airport Layout Plan (ALP) and Exhibit "A" Property Map

Assuming approval of the land release by the LA ADO, RAL will need to have their current ALP and the Exhibit "A" Property Map updated to illustrate the approval of the land release. It is expected that each of the following sheets of the ALP document will need to be updated:

- Title Sheet
- Existing ALP Sheet
- Airspace evaluation (using surfaces depicted on the ALP airspace sheet) and preparation of FAA
  Form 7460-1 for the SPONSOR to submit to the FAA. The SPONSOR will provide Mead & Hunt
  with a maximum building height for this task.

The Exhibit "A" Property Map will also be updated to reflect the release, once approval is received. The Future ALP sheet will be updated as part of **Task 3**. RAL will provide Mead & Hunt with an editable (AutoCAD) file for the ALP set and will include the "CTB" plot style file. If either of these items are not provided, then this scope will require an amendment to reflect the additional effort. The AIRPORT may need to request this information from the company that previously updated the ALP.

Mead & Hunt will update the ALP based on changes to the property boundary resulting from this scope of work only. Changes related to FAA standard operating procedure requirements that have come into effect since the previous ALP was prepared are not addressed by this scope. Mead & Hunt will not take ownership of work, inaccuracies, and omissions of the company that previously prepared the ALP.

Upon completion of the updates, the drawing set (ALP and Exhibit A) will be submitted to the LA ADO as pen-and-ink change. It is expected that three (3) hard copy ALP sets will be sent upon final approval.

## Responsibilities of RAL and the SPONSOR

Our Scope of Services and Compensation are based on RAL and SPONSOR performing or providing the following:

- A designated representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
- Access to the project site.
- Available data, drawings, and information related to the project. This includes the AutoCAD files for the ALP and Exhibit A, and the associated plot style "CTB" file.
- Title reports for the sites under consideration, and documentation on how these sites were acquired (if missing from Exhibit A).
- A fair market value assessment for comparable commercial lease rates.
- Protection of Mead & Hunt-supplied digital information or data, if any, from contamination, misuse, or changes.
- Provide access to any environmental studies that have previously been completed that will provide
  insight regarding any environmental issues with the subject property.
- Timely review of documents once Mead & Hunt provides them for consideration.

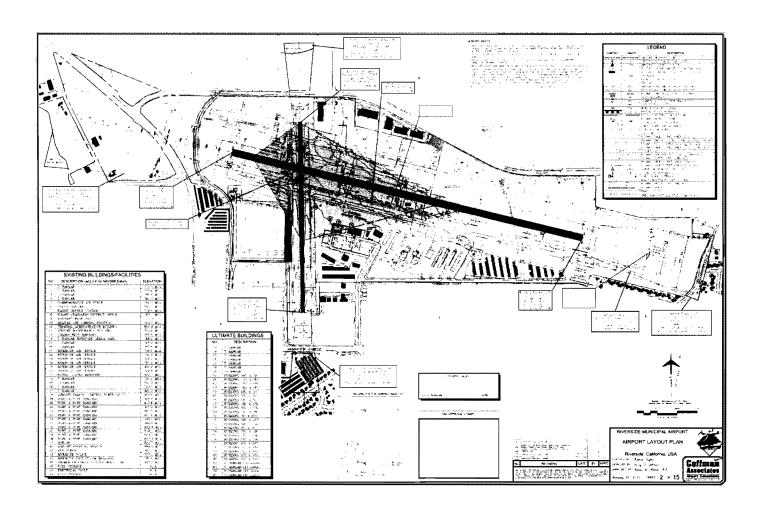
### **Project Fee and Schedule**

The project fee can be found in **Exhibit B**, attached to this proposal.

Mead & Hunt will begin work on the project within fifteen (15) days of receipt of a notice to proceed (NTP). Within ninety (90) days from commencement of work, Mead & Hunt will provide deliverables for review including the core land release document and documented Categorical Exclusion.

The time necessary for RAL and SPONSOR review is estimated at thirty (30) days. An additional two (2) weeks will be necessary to address these comments prior to submission of the land release package to LA ADO for consideration. The amount of time needed for LA ADO review is unknown. Assuming approval of the release, the final ALP update will require approximately thirty (30) days to complete and will begin once an official property transfer has been accomplished and a recorded deed is provided for use in the Exhibit A Property Map.

Attachment 1 Sketch of Project Area



According to the control of the cont	Mead & Hunt Labor Hours						
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Respond to ADD Comments & Finalize		2	7		8		3
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