

Fehr & Peers Approach and Scope of Work

Town of Portola Valley Safety Element: Emergency Evacuation (SB 99) Route Assessment

(July 30, 2021)

The Safety Element contains goals and policies to reduce the risk of death, personal injury, property damage, economic damage, displacement, and environmental damage associated with natural and man-made hazards such as wildfire and earthquakes in the Town of Portola Valley. The Safety Element, a new section of the General Plan, should also include climate adaptation and resiliency strategies. Fehr & Peers will focus on addressing new Safety Element requirements mandated in Senate Bill 99 (SB 99) and Assembly Bill 747 (AB 747) by developing policies recommended for incorporation into the Town of Portola Valley General Plan Safety Element.

For this effort, Fehr & Peers has partnered with Atlas Planning (certified Disabled Veteran Business Enterprise) to provide hazard mitigation expertise and support the SB 99 assessment. Atlas Planning is currently collaborating with Fehr & Peers on several emergency evacuation planning efforts and has prepared numerous General Plan Safety Elements and Local Hazard Mitigation Plans, bringing hazard policy and mitigation strategy expertise to the team.

As directed by Town staff, the evacuation route, scenario planning and capacity analysis mandated by AB 747 as well as community engagement around emergency evacuation planning will be conducted under a separate contract to provide Emergency Evacuation Planning Traffic Engineering Services. The work performed under the separate contract will include identification of transportation improvement measures and preparation of an emergency evacuation plan. Information gathered, analysis conducted, and deliverables prepared under this separate contract will be provided to Fehr & Peers for our work in developing related policies for the Safety Element.

Please note that we are not proposing to prepare a comprehensive evacuation plan as this would occur through the separate contract described above, but instead, we provide technical support to the Town in identifying residential developments in hazard areas that do not have at least two emergency evacuation routes. In addition, our scope of work does not provide guarantees as to the adequacy of the transportation system for an evacuation nor can it guarantee that the findings are applicable to any or all emergency situations.

Scope of Work

Task 1 – Project Initiation and Kick-Off Meeting (\$4,500)

Members from the project team, Town staff, and up to two Fehr & Peers staff will attend a conference call to launch this effort, review scope, project schedule, status of the Town's ongoing evacuation planning efforts, data needs, and study coordination and communication protocols and discuss the desired outcomes of this project.

Deliverable: Fehr & Peers will prepare a project schedule and revise the schedule based on direction from the kick-off meeting.

Task 2 – SB 99 Network Accessibility Analysis (\$24,900)

The Fehr & Peers Team will evaluate parcel accessibility to/from evacuation routes as required by SB 99. We will use GIS to map accessibility to parcels in the Town and identify which parcels are in hazard areas that only provide one emergency access route. This will assist in identifying which neighborhoods have less resiliency, and potentially more vulnerability, during an evacuation event.

Deliverable(s): Fehr & Peers will prepare a brief technical memorandum to document our methods and findings of the evacuation route and accessibility analysis to provide compliance with SB 99. The draft memo will be submitted to the Town for review and comment. Review comments will be incorporated into the final memo. Our fee estimate assumes 6 professional staff hours to respond to comments and prepare a final memo. Because it is speculative to know the nature and extent of comments, we have allocated a certain budget for this task. Responding to comments requiring additional technical analysis or requiring more than 6 staff hours will be conducted as an additional service.

Task 3 – Identify Policies for the Safety Element (\$8,600)

The Fehr & Peers team will review the information prepared by the Portola Valley Emergency Evacuation Planning Traffic Engineering Services consultant team and identify policies and implementation programs recommended for incorporation into the Town's Safety Element to provide compliance with SB 99 and AB 747. These recommendations may include additional roadways, emergency routes, and/or development limitations for areas where circulation constraints may affect future development.

Deliverable(s): Fehr & Peers will prepare a draft memorandum that includes evacuation planning policies for the Town's General Plan Safety Element to provide compliance with SB 99 and AB 747. The draft memorandum will be submitted to the Town for review and comment. Review comments will be incorporated into the final memorandum. Our fee estimate assumes 6 professional staff hours to respond to comments and prepare a final memorandum.

Task 4 – Attend Conference Calls (\$2,800)

Fehr & Peers will attend up to six (6) 1-hour web-enabled project team conference calls with two staff present. Additional conference calls or attendance at any public hears will be completed as an additional service.

Optional Tasks

- Optional Task 1: Data Collection
- Optional Task 2: Public Outreach
- Optional Task 3: Public Hearing Participation