

**Attachment A**  
**Bicycle and Pedestrian Master Plan and**  
**Parks and Recreation Master Plan**  
**Initial Study (IS)/Mitigated Negative Declaration (MND)**  
**Scope of Services**

Preparation of each of the Initial Studies will include the following:

**Task 1. Kick-off Meeting**

The consultant will meet with the City to discuss the Draft Master Plan, the environmental analysis, and the project schedule.

**Tasks 2. Administrative Draft Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program**

The consultant will prepare and submit an Administrative Draft IS in conformance with the California Environmental Quality Act (CEQA) and Guidelines, and if the analysis concludes that the project will result in no significant impact, shall prepare and submit an Administrative Draft MND and MMRP. The analysis shall address the potential impact issues as identified in Appendix G of the CEQA Guidelines and shall conform to the requirements of Half Moon Bay Municipal Code Chapter 18.38 Coastal Resource Conservation Standards. The level of specificity of the analysis shall be commensurate with the level of specificity of the proposed project and shall be sufficient to make a determination regarding significance of potential impacts.

**Task 3. Public Draft Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program**

The consultant will revise the Administrative Draft IS/MND and MMRP consistent with direction provided by the City and shall prepare and submit a screen-check Draft IS/MND for City review prior to finalizing the Draft IS/MND for public circulation. The City will prepare the Notice of Intent and circulate the IS/MND for public review.

**Task 4. Final Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program**

The consultant will prepare and submit responses to comments on the IS/MND and prepare and submit a reproducible electronic copy of the Final IS/MND and MMRP that address comments as necessary in compliance with CEQA.

**Task 5. Public Hearings**

The consultant will attend up to two public hearings on the IS/MND to respond to questions regarding the environmental analysis and its conformance with the requirements of CEQA. The City will prepare and file the Notice of Determination.