

SCOPE OF WORK

Project Information	
Grant Category	Sustainable Communities Competitive Technical
Grant Fiscal Year	FY 2022-23
Project Title	Development of VMT/GHG Model Mitigation Program
Organization (legal name)	C/CAG (City/County Association of Governments of San Mateo County)

Introduction

This exhibit describes the scope of services, including schedule, products, and meetings for the VMT/GHG Model Mitigation Program to be undertaken by the City/County Association of Governments of San Mateo County (C/CAG), using financial assistance requested in this proposal from the Caltrans Sustainable Communities Grant Program.

C/CAG Background:

California and the Bay Area region are experiencing the climate change crisis in unprecedented ways and it is affecting the health and safety of the communities we serve. Addressing climate change and California's long-term economic resilience requires bold action to reduce emissions from transportation, which is the largest source of emissions in the State. California and the region have embarked on the necessary legislative and programmatic shift to reduce GHG in the face of these challenges.

For decades, C/CAG has been engaged in forward-thinking transportation and land use planning and coordination efforts. C/CAG also engages in VMT/GHG reduction through investing in shuttles, bicycle and pedestrian projects and programs, supporting sustainable and compact growth in San Mateo County, the development of tools and resources for San Mateo County cities to develop and implement climate action plans, and through its Congestion Management and Congestion Relief Programs. C/CAG is also preparing a VMT model to assist member agencies with their implementation of SB 743, and updating the Transportation Demand Management policies in the Congestion Management Plan.

The Challenge:

However, the challenge remains: how can a project sponsor directly target mitigation project funds to communities at risk of emissions, noise, and economic disadvantage. To assist with the implementation of AB32, SB 375, and SB 743, C/CAG is proposing to create a VMT/GHG Model Mitigation Program for use by C/CAG for transportation projects and potentially for development projects. The C/CAG VMT/GHG Model Mitigation Program would be for large transportation projects and countywide VMT/GHG -reduction projects and programs. Cities are the lead agencies for VMT/GHG-reduction for private development within their boundaries. Other lead agencies could potentially utilize the C/CAG VMT/GHG mitigation reduction program, or use the templates prepared as part of this project to create an individual VMT/GHG mitigation program.

The work product will include a draft ordinance and other documents to implement a VMT/GHG Mitigation Program, and recommendations on the equitable application of the program.

This project is intended to be actionable for C/CAG member agencies (20 cities and the County of San Mateo) to design individual VMT/GHG Mitigation programs, at their discretion. In addition, the project could be useful to other lead agencies throughout the Bay Area that are designing VMT/GHG Mitigation programs.

Finally, C/CAG will track potential projects to which the Mitigation Program structure could be applied and begin engaging project sponsors, even before the Program is completed, so that as soon as the final Program documents are approved, there is potential to apply the structure immediately.

Project Stakeholders

C/CAG, with the assistance of a consulting firm, will perform this work, and that consultant is to be selected as part of this proposal. Proper procurement procedures will be used through a competitive RFP process and attention will be given to both community awareness, technical experience of the consulting team, and awareness of the grant objectives/proposal.

Proposed project stakeholders that might be part of the Technical Advisory Taskforce include:
SamTrans – major projects sponsor in San Mateo County
San Mateo County Office of Sustainability - develops GHG emission inventories and so adds the perspective of emission sources in San Mateo County
Peninsula Clean Energy – community choice aggregator for electricity in San Mateo County and undertaking many programs focused on electrification of both transportation and buildings/infrastructure
Caltrans – you will help to keep the focus on your agency objectives and provide valuable input
Several San Mateo County cities – provide input of smaller project sponsors to help ensure the eventual VMT/GHG Mitigation Program tools will be useful.

Almost more importantly, the effort will engage Community Based Organizations and, as identified as important, other public agencies and regulatory bodies, such as the Bay Area Air Quality Management District.

Overall Project Objectives

- 1) Provide an approach for mitigating VMT/GHG increases from transportation improvements and potentially development projects in San Mateo County; and
- 2) Develop a framework for a VMT/GHG Model Mitigation Program for use by C/CAG and potentially other San Mateo County jurisdictions and agencies; and
- 3) Position San Mateo County lead agencies to be fully compliant with changes to CEQA transportation-related impacts under SB 743; and
- 4) Engage stakeholder and the San Mateo County community in choices that will affect equity and opportunity for years to come; and
- 5) Continue momentum and leadership of C/CAG effort in the county and the region.

Summary of Project Tasks

Project Management activities must be identified within the task they are occur.

Task 01: Project Administration (no consultant charges)

Overall project and consultant management.

Kick-off Meeting with Caltrans

- C/CAG will convene a kick-off meeting with Caltrans to review the scope of work, discuss any needed modifications, identify key issues, and verify Caltrans contracting procedures.

Responsible Party: C/CAG

Quarterly Progress Reports, Project Invoices, and Project Management

- C/CAG will prepare quarterly invoices and progress reports in accordance with the Caltrans contract requirements. Consultant shall prepare administrative drafts of all major deliverables for review by C/CAG staff, and the results will be provided to Caltrans as attachments to quarterly reports.

Responsible Party: C/CAG and Consultant

Task #	Deliverable
01	Kickoff meeting summary
01	Quarterly Progress Reports and Project Invoices

Task 02: Consultant Procurement (no consultant charges)

[Provide a detailed narrative of activities to be completed in this Task]

Grantee will procure a consultant, consistent with state and federal requirements, the Local Assistance Procedures Manual for procuring non-Architectural and Engineering consultants, the Grant Application Guide, Regional Planning Handbook, and the executed grant contract between Caltrans and the grantee.

Request for Proposals

- C/CAG will prepare and release a Request for Proposal (RFP), circulate it, and follow all relevant and required agencies' procurement procedures to retain a consultant to support the project.

Responsible Party: C/CAG

Task #	Deliverable
02	RFP and executed consultant agreement

Task 1: Project Initiation and VMT/GHG Model Mitigation Program Statutory and Administrative Framework

Kick Off Meeting with the Consultant

- C/CAG and the consultant team will have a kickoff meeting.

Responsible Party: Consultant & C/CAG

Outreach Plan

- C/CAG and the consultant team will prepare an outreach plan consistent with the tasks in this Scope of Work, and will include meetings with the TATF, the C/CAG Congestion Management Program Technical Advisory Committee (TAC), the C/CAG Resource Management and Climate Protection (RMCP) and Congestion Management and Environmental Quality Committee (CMEQ), the C/CAG Board of Directors, and additional meetings with potential public agency and equity stakeholders.

Responsible Party: Consultant

Technical Advisory Task Force (TATF) Meeting #1

- C/CAG will form a Technical Advisory Task Force (TATF) to advise on technical and policy decisions for the VMT/GHG Mitigation Program. The TATF is proposed to be comprised of representatives from:
 - C/CAG
 - SMCTA/SamTrans
 - San Mateo County Office of Sustainability
 - Peninsula Clean Energy
 - Caltrans
 - Several Local Cities

The first TATF meeting will kick off the purpose, goals, and objectives of the study.

Responsible Party: Consultant & C/CAG

Develop Statutory and Administrative Context and Framework

- C/CAG and its selected consultant will define and analyze potential administrative options. At a minimum, this task will include the following.
 - Statutory Requirements:
 - California Environmental Quality Act requirements including establishment of an “essential nexus” between the mitigation fee and government interest.
 - California Mitigation Fee Act stipulations on establishing the “purpose and use” of the mitigation fee.
 - Congestion Management Plan and local General Plan requirements to improve traffic flow and mitigate reduced Levels of Service.
- Applicability Based on Type of Agency. There will be an analysis of the applicability and potential differentiation of the Statutory requirements for C/CAG and for other local agencies. The goal is to have VMT/GHG Mitigation Program for large transportation projects and countywide mitigations that C/CAG could adopt, and to have a framework that other Lead Agencies (within San Mateo County and throughout the region) could utilize at their discretion. Identification and analysis of administrative and governance models for the delivery of VMT/GHG Mitigations, including:

- A Countywide (C/CAG) VMT/GHG Mitigation Program whereby VMT/GHG generating projects would invest in project specific and/or Countywide VMT/GHG mitigations. This could be used by C/CAG for large transportation projects, or voluntarily by individual lead agencies.
 - Individual city or lead agency VMT/GHG mitigation program for projects within its boundaries. To be utilized at the discretion of the lead agency.
- This task would also include:
 - Analysis of the administration of the models, including appropriate levels of administrative fees, and identification of ongoing reporting and administrative responsibilities and costs.
 - Administrative, statutory, and legal mechanisms to ensure that the VMT/GHG Mitigation investments meet the principle of additionality, and are binding, confirmed, and verified. Also, a registration or reporting mechanism for tracking the GHG reduction investments countywide.
 - Recommendation for best model for a C/CAG VMT/GHG Mitigation Program.

Responsible Party: Consultant

TATF Meeting #2

- The TATF will meet to review **Statutory and Administrative Context and Framework**.

Responsible Party: Consultant

Task #	Deliverable
1.1	Kick Off Meeting with the Consultant
1.2	Outreach Plan
1.3	TATF Meeting #1 & Summary
1.4	Statutory and Administrative Context and Framework
1.5	TATF Meeting #2 & Summary

Task 2. Draft Equity/Environmental Justice Recommendations

- Preparation of Draft recommendations on the incorporation of equity and environmental justice into the program.

Draft Equity/Environmental Justice Recommendations

- C/CAG and the consultant team, with input from CBO stakeholders, will prepare draft equity and environmental justice recommendations that may include, but not be limited to:
 - Priority for investments in Communities of Concern, Cal Enviro Screen, Disadvantaged communities, C/CAG's Equity Focus Areas, or other existing equity based geographic delineation.
 - Priority or more significant levels of rebates for lower income households for electric bicycle or vehicle procurement.
 - Options to combine VMT/GHG mitigations with affordable housing projects.
 - Other equity options.
- Equity options will also identify potential eligibility requirements and administrative costs.
- C/CAG and consultant team will engage CBO stakeholders with draft Environmental Justice Recommendations.

Responsible Party: Consultant and C/CAG

Task #	Deliverable
2.1	Draft Equity/Environmental Justice Recommendations

Task 3. Develop VMT/GHG Model Mitigation Program Alternatives

- Develop VMT/GHG Mitigation Alternatives to be included in the Mitigation Program.

Develop, Evaluate and Select VMT/GHG Model Mitigation Program Alternatives

- C/CAG, the TATF and the consultant will develop draft VMT/GHG mitigations to be included in the pricing and nexus analysis. The emphasis shall be VMT/GHG mitigations that are focused on VMT/GHG reductions related to mode shift and the shift to clean energy vehicles. The options include, but are not limited to:
 - Capital Bicycle and pedestrian improvements.
 - Expansion of use of electric bicycles, including charging facilities.
 - Expansion of use of individual electric vehicles, including rebates for electric vehicles and or charging stations.
 - Fleet conversion to clean air vehicles, including municipal passenger and light truck fleet, transit shuttles, public transit, and capital charging/fueling infrastructure.
 - Urban greening through tree canopies.

- Others specific options based on input from staff, consultant, and TATF.
- A process for project by project analysis for projects that require individual analysis.

Responsible Party: Consultant

TATF Meeting #3 and Public Meetings

- C/CAG and the consultant team will present the Deliverables from Tasks 1, 2 & 3 first to the TATF for comment. In addition, the project team will conduct outreach by presenting deliverables 1,2, &3 to the CCAG CMEQ and TAC Committees, and the C/CAG Board of Directors as an informational item. Comments from the TATF will be incorporated in the version presented to the Draft for the C/CAG committees and Board of Directors.
- C/CAG and the consultant will ensure input from the public and CBOs

Responsible Party: Consultant and C/CAG

Task #	Deliverable
3.1	VMT/GHG Model Mitigation Alternatives Memorandum
3.2	TATF Meeting #3, Public Meetings, and summaries

Task 4. Develop VMT/GHG Mitigation Nexus and Cost Analysis

VMT/GHG Mitigation In-Depth Nexus and Cost Analysis

- The consultant will calculate the VMT/GHG reduction associated with 10-15 of the projects in Task 3 using standard and defensible VMT/GHG calculation methodologies.
- Consultant will prepare cost estimates of the VMT/GHG Model Mitigation Program Alternatives in Task 3. Cost estimate will be for capital or procurement cost. Analysis will identify which cost categories are appropriate to annual construction price indexing and which ones are appropriate to separate cost analysis for each proposal, such as vehicle procurement.
- Consultant will prepare nexus study between the costs and VMT and GHG reduction of the Alternatives identified in Task 3. This report will provide a formal and essential nexus analysis between the program and legitimate government purpose as required by CEQA and the Mitigation Fee Act. This analysis will evaluate the nexus of the proposed VMT/GHG Model Mitigation Program structure in order to address CEQA's required "essential nexus" clause. The VMT/GHG Model Mitigation Program nexus

components will be reviewed and evaluated to substantiate that all legal and technical criteria are met to inform the administrative structure. This task will include estimating VMT/GHG reduction benefits of the selected VMT/GHG Model Mitigation Program alternatives and provide substantiating evidence of mitigation of projected impacts as required by CEQA.

Consultant will engage legal review for all CEQA implications and develop transparent and defensible documentation to be leveraged in the future by any regional project sponsor leveraging this Project overall deliverable.

Responsible Party: Consultant

TATF Meeting #4

- The consultant team will present the VMT/GHG Mitigation Nexus and Cost Analysis to the TATF.

Task #	Deliverable
4.1	VMT/GHG Mitigation Nexus and Cost Analysis
4.2	TATF Meeting #4 and meeting summary.

Task 5: Administrative/Implementation Documents

Administrative/Implementation Documents

- The consultant shall prepare draft administrative and implementation documents necessary for C/CAG to implement the VMT/GHG Mitigation Program, including, but not limited to;
 - Draft Ordinance, including recommended equity priorities.
 - Draft Process for including VMT/GHG Mitigation projects that require individual cost verifications.
 - Draft documents/contracts for the offsite or multi-party mitigations that, once adopted, will be binding and include verification of implementation or investment.
 - A summary of other areas of GHG reduction that, as a future planning effort, should be analyzed for potential inclusion in a formal VMT/GHG Mitigation program, including, GHG Banking and exchange, local government's Climate Action Plans, and wildland restoration/carbon sequestration efforts.

Task #	Deliverable
5.1	Administrative/Implementation Documents

Task 6: Public Review Draft VMT/GHG Model Mitigation Program Documents and Adoption

Draft Public VMT/GHG Model Mitigation Program Report

- The consultant team will incorporate the feedback from tasks 1-5 into a Draft Public VMT/GHG Model Mitigation Program Report.

Responsible Party: Consultant

TAFT Meeting #5 and Stakeholder Review

- C/CAG and the consultant team will circulate the Public VMT/GHG Model Mitigation Program Report to the following meetings.
- TATF Meeting #5.
- C/CAG TAC and CMEQ Committees.
- Up to 4 other Public, Board, or Committee meetings.

Responsible Party: C/CAG and Consultant

C/CAG Adoption of VMT/GHG Model Mitigation Program

- Complete presentation at C/CAG Board of Director's meeting to discuss and potentially adopt a VMT/GHG Mitigation Program, if applicable. C/CAG staff and the consultant will present the Draft VMT/GHG Model Mitigation Program Report to the C/CAG Board for approval.

Responsible Party: C/CAG

Task #	Deliverable
6.1	Draft GHG/VMT Model Mitigation Program Report
6.2	TAFT Meeting #5, Stakeholder Meetings, and meeting summaries
6.3	C/CAG Adoption of VMT/GHG Mitigation Program

California Department of Transportation
Sustainable Transportation Planning Grant Program
COST AND SCHEDULE

Grant Category Sustainable Communities Competitive Technical
Grant Fiscal Year FY 2022-23
Project Title Development of VMT/GHG Model Mitigation Program
Organization City/County Association of Governments of San Mateo County (C/CAG)
(legal name)

Task #	Task Title	Grant Amount*	Estimated Local Cash Match*	Estimated Local In-Kind Match*	Estimated Total Project Cost*	FY 2022/23					FY 2023/24					FY 2024/25									
						J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F
01	Project Administration <small>(no more than 5% of total grant funds)</small>	\$26,559	\$3,441	\$0	\$30,000																				
02	Consultant Procurement	\$0	\$0	\$0	\$0																				
1	Project Initiation and VMT/GHG Model Mitigation Program Statutory and Administrative Framework	\$97,383	\$12,617	\$0	\$110,000																				
2	Draft Equity/Environmental Justice Recommendations	\$44,265	\$5,735	\$0	\$50,000																				
3	Develop VMT/GHG Model Mitigation Program Alternatives	\$57,545	\$7,456	\$0	\$65,000																				
4	Develop In-Depth VMT/GHG Mitigation Nexus and Cost Analysis	\$221,325	\$28,675	\$0	\$250,000																				
5	Administrative/Implementation Documents	\$44,265	\$5,735	\$0	\$50,000																				
6	Public Review Draft VMT/GHG Model Mitigation Program Documents and Adoption	\$39,839	\$5,162	\$0	\$45,000																				
Totals		\$531,181	\$68,821	\$0	\$600,000																				

* Use only whole dollars in the financial information fields. Dollar amounts must be rounded up/down and decimals should not be shown.
 Does your agency plan to request reimbursement for indirect costs? Yes No If yes, what is the estimated indirect cost rate? _____
 Does your agency plan to use the Tapered Match approach for invoicing purposes? Yes No