

March 27, 2019

Mr. Darin Grossi (dgrossi@co.tuolumne.ca.us)
Tuolumne County Transportation Council
2 South Green Street
Sonora, California 95370

RE: Proposal - Tuolumne County SB 743 VMT Study Phase 2

Dear Mr. Grossi,

As requested, this proposal contains the Scope of Work, proposed budget, and preliminary schedule from Wood Rodgers, Inc. (Wood Rodgers) for Phase 2 of the Tuolumne County SB 743 Vehicle Miles Traveled (VMT) Study (Project). The SB 743 VMT Study will provide an overview of the new California Environmental Quality Act (CEQA) transportation metric VMT and discuss the requirements set forth in the revised CEQA Guidelines. One of the main goals for this Project will be to determine the best VMT strategy for the rural Tuolumne County (County) region that utilizes existing technical resources, ensures a fair playing field for development, and helps support VMT reduction goals.

The original Scope of Work provided by Tuolumne County Transportation Council (TCTC) has been broken out into three main phases, as follows:

- **Phase 1** – VMT Data Collection, Regional Travel Demand Model (RTDM) Update, and VMT Threshold Best Practices Research (currently underway and to be completed by June 30, 2019)
- **Phase 2** – Develop County VMT Guidelines, Thresholds, and Tools
- **Phase 3** – VMT Impact Fee Program

This proposal is to complete Phase 2 of the Tuolumne County VMT Study only. Phase 1 is currently underway and Phase 3 would be completed separately. Wood Rodgers has provided an approach and cost for each of the Tasks identified as part of Phase 2 (see Tasks 1 through 6 below). The following Scope of Work will be accomplished through our existing On-Call Agreement with TCTC.

SCOPE OF WORK

TASK 1 – FACILITATE STEERING COMMITTEE, PROJECT MEETINGS AND COORDINATION

This Task encompasses agency meetings and coordination activities, including preparation of agendas and minutes, as well as management of the Project's Scope of Work, budget, and schedule. Task 1 also includes organizing and attending meetings with Project Stakeholders and the Steering Committee in order to gather input on the VMT process. Wood Rodgers anticipates conducting one (1) Project kick-off meeting with TCTC and Caltrans; two (2) meetings between Caltrans, TCTC, and the stakeholders; and (2) Steering Committee meetings.

The Project's Kick-Off meeting will also serve as an opportunity to finalize the Project schedule and Scope of Work proposed herein. This Task also includes overall management and administration of the Project, including invoicing, status reports, and coordination of Project staff.

Deliverables:

- Kick-Off Meeting (1)
- Coordination and/or Stakeholder Meetings (2)
- Steering Committee Meetings (2)
- Status Reports

TASK 1 Budget = \$22,011

TASK 2 – DEVELOP RECOMMENDED METHODOLOGIES

2.1 – Develop VMT Screening Criteria

Wood Rodgers will prepare a list of screening criteria for different types of land uses and transportation projects. If a project meets the County's screening criteria, it would not require a full VMT analysis. Examples of screening criteria are: a residential development containing less than a certain number of units or located in an area designated as low VMT by a screening map (e.g.: due to proximity to multi-modal facilities, diverse destinations, etc.)

2.1.1 – Prepare VMT Heat and Screening Maps

Wood Rodgers will prepare up to six (6) VMT heat and/or screening maps for different land use types. For example, a Residential VMT Screening Map would highlight areas of the County where a residential project would be expected to generate VMT below the County threshold.

2.1.2 – Develop a GIS-based Website Version of the VMT Screening Maps

Wood Rodgers will create a website version of the VMT Screening Maps. The end product would be a web page where a developer could input their project address in order to determine if the project is located in a screening area.

2.2 – Develop a VMT Evaluation Tool

Wood Rodgers will develop a spreadsheet-based VMT Evaluation Tool which can be used to easily estimate the VMT Impacts of a proposed development that does not meet the County's screening criteria. The tool will focus on estimating VMT for residential and employment land uses within the County, including the following: single-family residential, multi-family residential, office, retail (note that not all retail will be able to use the tool), and industrial. The tool would not be intended to estimate VMT generated by land uses where the majority of VMT is generated by visitors or customers (such as some retail, hotel, and resort) because these land uses would require a more detailed VMT analysis or study. For retail projects, the decision to use the VMT Evaluation Tool or perform a more detailed VMT study will likely have to be made on a case by case basis. Small, specialty retail projects or mixed-use projects including a small portion of retail may be able to use the tool to estimate VMT, while larger retail projects may require a more detailed study to account for the rerouting of existing trips that are made to other retail destinations. The VMT Evaluation Tool will produce the approximate VMT generated by a development and how it compares to the County's thresholds.

2.2.1 – Establish Method of Calculating VMT for Different Land Uses and Areas

Wood Rodgers will establish a standard methodology of calculating VMT for proposed land uses within different areas of Tuolumne County using the updated and validated Tuolumne County RTDM and trip length averages prepared as part of Phase 1 of the Tuolumne County SB 743 VMT Study, as well as standard published Institute of Transportation Engineers trip generation rates.

2.2.2 – Develop List of VMT Reduction Strategies and Associated Reductions

Wood Rodgers will develop a list of typical VMT reduction strategies that could be implemented for proposed developments in Tuolumne County to reduce their VMT. Wood Rodgers will relate implementation of the VMT reduction strategies to a percent decrease in VMT using existing research and/or the current version of the Tuolumne County RTDM. When appropriate, Wood Rodgers will establish an elasticity value which relates an independent variable (for example, distance from a development to the nearest bicycle facility) to a percent reduction in VMT.

2.3 – Prepare a VMT Evaluation Tool User Guide

Wood Rodgers will prepare a technical memorandum documenting the purpose and development of the VMT Evaluation Tool. This memorandum will include details on assumptions that went into creating the tool, definitions of key terms in the tool, and step-by-step instructions on how to use the tool.

2.4 – Develop Methods of Analyzing VMT for Other Types of Projects

Wood Rodgers will prepare a general set of guidelines on how to perform a VMT analysis for projects that cannot use the VMT Evaluation Tool, such as retail/hotel/resort developments, transportation improvements, and County/City area plans.

Deliverables:

- Draft VMT Screening Criteria
- Spreadsheet-based VMT Evaluation Tool
- VMT Evaluation Tool User Guide
- Draft VMT Analysis Methods for Other Types of Projects
- Website Version of the VMT Screening Maps

TASK 2 Budget = \$54,244

TASK 3 – DEVELOP THRESHOLDS FOR CITY AND COUNTY PROJECTS AND PLANS

Wood Rodgers will develop a list of VMT thresholds for different project types, including private developments, public developments, County/City plans, and transportation improvements. All VMT thresholds will be developed using the updated and validated Tuolumne County RTDM and trip length averages prepared as part of Phase 1 of the Tuolumne County SB 743 VMT Study, and the recommendations and guidelines contained in the *Technical Advisory on Evaluating Transportation Impacts in CEQA* (California Governor’s Office of Planning and Research, December 2018). VMT thresholds will be developed using the same methodologies which will be used to analyze project-specific VMT, consistent with California Governor’s Office of Planning and Research Guidelines.

Deliverables:

- Draft Tuolumne County VMT Thresholds

TASK 3 Budget = \$17,381

TASK 4 – DEVELOP MITIGATION MEASURES FOR CITY AND COUNTY PROJECTS AND PLANS

Wood Rodgers will develop a list of typical mitigation measures that could be applied to mitigate the VMT impacts of a project. Separate lists of mitigations will be developed for different types of projects, including public and private developments, County/City plans, and transportation improvement projects. VMT Reduction Strategies identified for the VMT Evaluation Tool in Task 2.2.2 may be used as mitigation measures for development projects. Wood Rodgers will provide basic guidance on how to quantify the benefits of a proposed mitigation measure.

Deliverables:

- Draft Mitigation Measures for developments, County/City plans, and transportation improvements.

TASK 4 Budget = \$20,987

TASK 5 – CEQA VMT TRANSPORTATION IMPACT GUIDELINES

Wood Rodgers will prepare a CEQA VMT Transportation Impact Guidelines Report outlining the recommended methodology and guidelines for implementing CEQA transportation analysis of a project's impacts on VMT in Tuolumne County. This CEQA VMT Transportation Impact Guidelines Report will summarize the findings and methodologies of Tasks 2 through 4 of this proposal. The CEQA VMT Transportation Impact Guidelines Report will:

- Recommend/define VMT significance criteria, screening criteria, and thresholds of significance for environmental clearance for development projects, transportation projects, and County/City plans in Tuolumne County.
- Provide a general work flow of how to evaluate a project's VMT impacts in Tuolumne County, including the recommended steps, methodologies, and tools to perform the analysis.
- Recommend potential mitigation measures that could be implemented to mitigate significant VMT impacts.

Deliverables:

- Draft CEQA VMT Transportation Impact Guidelines Report
- Final CEQA VMT Transportation Impact Guidelines Report

TASK 5 Budget = \$26,077

TASK 6 – VMT Training for Local Staff

Wood Rodgers will teach two days of VMT training courses to be hosted by TCTC. Wood Rodgers will provide class slides and handouts. The training will focus on the background information of SB 743 and on evaluating VMT for CEQA, as well as provide an overview of how to implement the Tuolumne County CEQA VMT Transportation Impact Guidelines completed in Task 5. The training will focus on assisting local government staff with becoming familiar with the VMT analysis process.

Deliverables:

- VMT Training Class Materials

TASK 6 Budget = \$19,195

TOTAL BUDGET = \$159,895 (Time & Materials)

Wood Rodgers will deliver the above Scope of Work for a Time & Materials amount of \$159,895. We anticipate a schedule of approximately ten months for completion of the work as outlined above. A detailed cost estimate (**Exhibit "A"**) is attached at the end of this proposal. It is understood that this will be consistent with all terms of our approved On-Call Agreement. Should you have any questions, please contact me at (916) 826-6420 or via email at mrayback@WoodRodgers.com.

Sincerely,

WOOD RODGERS, INC.



Mark Rayback, PE, QSD/QSP
Vice President

8341

Attachments:

Exhibit "A": SB 743 VMT Study Phase 2 Detailed Cost Proposal



EXHIBIT "A"
Tuolumne County
SB 743 VMT Study - Phase 2
COST PROPOSAL

Staff Type	Principal Engineer II	Associate Engineer I	Engineer II	Engineer I	Associate GIS II	Project Coordinator	Task Hours	Task Cost
Rate	\$ 217.40	\$ 137.87	\$ 127.26	\$ 116.65	\$ 159.07	\$ 74.24		
Task 1 Facilitate Steering Committee and Project Meetings and Coordination	35	40	64			10	149	\$ 22,010.84
Task 2 Develop Recommended Methodologies	6	24	120	240	40		430	\$ 54,243.28
Task 3 Develop Thresholds for City and County Projects and Plans	6	12	40	80			138	\$ 17,381.24
Task 4 Develop Mitigation Measures for City and County Projects and Plans	6	12	50	100			168	\$ 20,986.84
Task 5 CEQA VMT Transportation Impact Guidelines	6	12	60	120		20	218	\$ 26,077.24
Task 6 VMT Training for Local Staff	8	8	64	64		10	154	\$ 19,194.80
Subtotals	\$ 14,565.80	\$ 14,889.96	\$ 50,649.48	\$ 70,456.60	\$ 6,362.80	\$ 2,969.60	1,257	
Total								\$ 159,894.24