

Scope of Work

This scope of work describes how we will answer the specific questions posed by STA in the RFP. Our approach follows the RFP outline as detailed below.

1. Explore the form of possible mitigation options – this will include an impact fee program exchange and bank.
2. Educate and collect feedback from STA staff, partner agency staff, and the STA Governing board on the challenges and opportunities – this will include administrative, legal, and technical issues.
3. Provide recommendations to the STA Governing Board – this will include connecting the need for the program with STA’s desired outcomes to minimize VMT mitigation costs, increase VMT mitigation effectiveness, and provide equitable mitigation solutions between agencies.

Table 1 below provides the tracking of how each RFP question is addressed by the detailed tasks below.



Table 1. Traceability of Proposed Work to RFP Questions

| STA Question in "Scope of Work" | Question Addressed in Task... | | |
|---|--|---|--|
| | 1 | 2 | 3 |
| What are the current best practices for VMT mitigation programs? | EM (Task 1 deliverable) will list current best practices | | |
| What is the need for a regional VMT Mitigation Program? | Evaluate STA project list; discussions with STA staff. | Discussions with partner agency staff | Statement in Issue Report (Task 3 deliverable) |
| Should the program be limited to VMT mitigation for transportation projects? | EM will outline trade-offs; discussions with STA staff. | Discussions with partner agency staff | F&P analysis/options in Report. |
| What are the available program options? | Trade-offs on fee, bank, exchange in EM | Input/preferences from partner agency staff | F&P analysis/options in Report. |
| What types of VMT-reducing mitigation projects should be considered with a program? | List of other agencies projects in EM; add'l projects for Sacramento included. | Input/preferences from partner agency staff | F&P analysis/options in Report. |
| What are the political and financial challenges in implementing a program? | Challenges faced by other agencies listed in EM. | Input/preferences from partner agency staff | Risk summary in Report. |
| How can geographic equity and environmental justice concerns be addressed within the program? | Equity/EJ options listed in EM. | Input/preferences from partner agency staff | F&P analysis/options in Report. |
| Which type of program has the potential to best meet the needs of the Sacramento region? | | | F&P analysis/options in Report. |

*EM = Educational Materials

Task 1 – Assemble Educational Materials

The goal of this task is to provide STA staff with current, relevant information on VMT mitigation programs, and tailor the information to their specific interests and the opportunities for VMT mitigation in Sacramento County. Each of the questions in Table 1 will be addressed with the exception of the final question. The information will include leading/best practices, options for implementation and administration, legal concerns, and the types of VMT mitigations emerging around the state. As part of this task, Fehr & Peers has allocated 8 hours to review and interview agencies to hear their experiences with VMT mitigation implementation and administration.

As part of this task, to provide contextual information during the creation of educational materials, Fehr & Peers and STA staff will work to review recently completed, active, and immediately upcoming STA-funded projects and SACOG RTP/SCS capacity-increasing projects in Sacramento County to determine if the projects: a) are “grandfathered” in (i.e. no VMT analysis was required); b) required VMT analysis and completion of an EIR; and/or c) have suitable mitigations for any identified VMT impacts in relevant CEQA documents.

Educational materials will be used in Task 2 for engaging and soliciting input from STA agency partners.

Task 1 Deliverable:

- Draft Educational Materials (memorandum and presentation)
- Review of STA-funded projects (memorandum)

Task 2 – Partner Agency Engagement and Input

The goal of this task is to present educational materials developed in Task 1 to a range of external agency partners, providing a similar opportunity to understand best practices, implementation options, etc., and to **get input from agency staff** on the potential of STA to create and manage a county-wide VMT mitigation program. Input from agency partners should include any preferences, concerns, suggestions on new VMT-reducing projects. Information gathered in this task will be used to further tailor and revise the educational materials, the range and types of VMT reducing projects listed, and the potential to mitigate open a potential STA VMT mitigation program to non-STA transportation projects. Some of this input will be used to draft an issue paper with key choices that the STA Board should weigh in on as part of Task 3.

During Task 1, we will work with STA staff to identify participants in the Professional Advisory Group (PAG) to consult with regarding this project. The purpose of the consultations will be to: a) serve as a forum for education on basics of VMT mitigation, using the Task 1 draft deliverables; b) provide an opportunity for member and partner agencies to express any concerns, preferences, etc. regarding a VMT mitigation program created and managed by STA.

Two meetings with PAG are proposed:

1. Introduction to VMT, SB 743, CEQA Expectations, etc. Opportunities
2. Review of VMT mitigation program findings

Input from the PAG members will be used by F&P to finalize the educational materials, and write an issue report with the major choices and decisions regarding a potential VMT mitigation program created and managed by STA. The issue report will also include recommendations for streamlining CEQA transportation impact analyses, transparent processes for VMT mitigation and funding (including those for multi-modal transportation needs) that can be implemented by STA and its partner agencies, as well as considerations for the region's future toll network.

The issue report will be written and structured for use in a staff report and item for the STA Board.

Task 2 Deliverable:

- Final Educational Materials for the PAG (memorandum and two presentations)
- Choices & Decisions Issue Report

Task 3 – STA Board Engagement

The goal of this task is to package all the educational materials and content of the issue report into an executive summary document that can be included as part of a board-level discussion of VMT mitigation programs.

Fehr & Peers staff will present to the STA Board three times using the educational materials created in Tasks 1 and 2. General topics covered in each presentation will include the following and prompt STA Board Members to provide input:

1. Regulatory Background Information on CEQA SB 743 (Information item)
2. VMT Mitigation Program Options: Fee, Bank, Exchange (Information item)

3. VMT Mitigation Program Recommendations (Action item)

We will use a qualitative scoring system to evaluate each of the mitigation program concepts against STA’s stated objectives for creation of a program.

- Provide regionally identified VMT mitigation and cost that can streamline the CEQA transportation impact analyses.
- Provide VMT mitigation options that can be implemented by a variety of agencies.
- Provide a fair and transparent process related to VMT mitigation and funding.
- Provide VMT mitigation for the region’s future toll network.
- Provide a new funding source for multi-modal transportation needs within Sacramento County.

Task 3 Deliverable:

- Issue Report Executive Summary and presentation

Schedule

| | 2025 | | | | | | | | | | |
|---|------------|-----|------|-----|------------|------|------------|------|------------|-----|--|
| | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
| Task 1: Assemble Educational Materials | [Active] | | | | [Inactive] | | | | | | |
| Task 2: Partner Agency Engagement and Input | [Inactive] | | W #1 | | W #2 | | [Inactive] | | | | |
| Task 3: STA Board Engagement | [Inactive] | | | | P #1 | P #2 | | P #3 | [Inactive] | | |

W = workshop; P = presentation