

FIRST AMENDMENT
TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT

KIMLEY-HORN AND ASSOCIATES, INC.

Vehicle Miles Traveled (VMT) Mitigation Through Fees, Banks & Exchanges Program
(RFP No. Traffic 2198)

THIS FIRST AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT (“First Amendment”), is made and entered into this ____ day of _____, 20__ (“Effective Date”), by and between the CITY OF RIVERSIDE, a California charter city and municipal corporation (“City”), and KIMLEY-HORN AND ASSOCIATES, INC., a North Carolina corporation authorized to do business in California (“Consultant”), in accordance with the following facts:

RECITALS

WHEREAS, on February 14, 2023, the City and Consultant entered into a Professional Consultant Services Agreement for Vehicle Miles Traveled (VMT) Mitigation Through Fees, Banks & Exchanges Program (RFP No. Traffic 2198) (“Agreement”); and

WHEREAS, the Agreement is set to expire on January 23, 2026; and

WHEREAS, the City and Consultant desire to amend the Agreement by adding additional services to the Scope of Services; and

WHEREAS, the City and Consultant desire to amend the Agreement to extend the term of the Agreement for an additional two (2) years, to January 23, 2028, to remove certain tasks from the scope of services and add additional tasks to the scope of services, with no increase to compensation.

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein to the Agreement, the parties hereto mutually agree to the following amendment to the Agreement:

1. Section 1, “Scope of Services,” is hereby amended and replaced, in its entirety, with Exhibit “A-1,” attached hereto and incorporated herein by reference.

2. Section 2, “Term,” is hereby amended to extend the term of the Agreement for two (2) additional years, to January 23, 2028.

3. Section 3, “Compensation,” is hereby amended and replaced, in its entirety, with Exhibit “B-1,” attached hereto and incorporated herein by reference.


4. All other terms and conditions of the Agreement not inconsistent with the terms of this First Amendment shall remain in full force and effect as if fully set forth herein.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to Professional Consultant Services Agreement to be duly executed the day and year first above written.

CITY OF RIVERSIDE,
a California charter city and municipal
corporation

KIMLEY-HORN AND ASSOCIATES, INC.,
a North Carolina corporation authorized to do
business in California

By: _____
City Manager


By:  _____
Name: Frederik Venter PE 64621
Title: SVP
(Signature of Board Chair, President, or Vice
President)

Attest: _____
City Clerk

and

Certified as to Availability of Funds:

By:  _____
Chief Financial Officer

By:  _____
Name: Michael Schmitt
Title: Assistant Secretary
(Signature of Secretary, Assistant Secretary,
CFO, Treasurer, or Assistant Treasurer)

Approved as to Form:

By:  _____
Deputy City Attorney

EXHIBIT “A-1”

SCOPE OF SERVICES



Scope of Services

(Below is the revised scope with revisions highlighted in yellow)

Task 1: Project Initiation and Management

Task 1.1 Request for Proposal Released

The City of Riverside staff shall release and distribute the Request for Proposals (RFP) and Scope of Work.

Task 1.2 Project Team Meeting #1

The consultant shall begin the project by holding a kick-off meeting with the City of Riverside staff. The meeting will be attended by, at a minimum, the project manager. During the kick-off meeting, the consultant shall review the scope of work and proposed approach and provide clarification and offer recommendations as needed. The consultant shall prepare a meeting agenda that will be sent to the project team at least one full business day before each meeting. The consultant shall send the project team notes (handwritten or electronic format), action items, and a refined weekly project schedule no later than three business days following the meeting. The project team meetings will be anticipated to run for 1 to 3 hours maximum.

Task 1.3 Master Timeline Project Schedule

The consultant shall provide a Master Project Timeline Schedule including tasks, meetings, and milestones so that the project team is aware of the timeline and has a plan moving forward.

Task 1.4 Project Status Coordination Meetings

The consultant shall schedule in-person or virtual meetings every two weeks with the project team to communicate work conducted, expectations for upcoming tasks, and to ensure the project remains on time and within budget. The consultant shall prepare meeting agendas that is sent to the project team at least one full business day before each meeting. The consultant shall also send notes (handwritten or electronic format) with action items from the meetings no later than two business days following each meeting to the project team. The meetings are expected to be conducted via in-person or virtual that will typically last 1-2 hours.

Task 1.5 Project Administration Quarterly Project Reporting and Project Invoices

The consultant shall establish procedures for project consultant invoicing and City of Riverside quarterly project status reporting.

Task 1.6 Developing Outreach Plan

The project team and the consultant shall formulate an outreach plan to engage and seek feedback from potential stakeholders and interested community members. The outreach plan will identify several ways to reach all the demographics of the City of Riverside community and will involve a range of outreach strategies, such as Zoom and in-person meetings.



Kimley-Horn will identify disadvantaged communities in the City of Riverside as defined by SB 535 and CalEnviroscreen 4.0 as well as local City designations. The team will then determine where facility users are most likely to come from and what proportion of those users are from disadvantaged communities. The team will then compare the proportion of disadvantaged users to the countywide proportions to evaluate the equity of proposed investments. The team will develop maps showing the disadvantaged communities and proposed project locations along with a table of proportional project benefits.

The Outreach Plan will be organized, in particular, at a minimum of four different stakeholder groups:

- Local Community Based Organizations (CBO's) with an interest in VMT, including both environmental and sustainability-oriented groups such as UCR, RCTC, RTA, WRCOG, City of Jurupa, City of Eastvale, County of Riverside, March JPA, City of Moreno Valley, Riverside Chamber of Commerce.
- Potential beneficiaries of a VMT bank or exchange, including developers and large employers such as universities, medical institutions, and corporations.
- Caltrans, WRCOG, and other state or regional agencies



Task 1.7 Quality Control

The consulting firm should have a corporate Quality Control/Quality Assurance (QC/QA) Plan. The plan should be available for review upon request. The project team should be committed to active QC/QA procedures and should identify that senior-level principal staff members as the QC/QA officers on all its projects.

TASKS	DELIVERABLES
1.1	Project Team Meeting #1 Summary: Meeting minutes, agenda, project invoices, notes, action items, and refined project schedule and sign-in sheet listing all attendees. Also include a list of project team members and agency affiliations
1.2	RFP for Project Consultant and Consultant Agreement
1.3	Master Timeline Project Schedule
1.4	Quarterly Progress Reports and Project Invoices
1.5	Biweekly Meeting Minutes/Meeting Summaries
1.6	Outreach Plan
1.7	Quality Control/Quality Assurance Plan

Task 2: Identification, Evaluation, and Recommendations of Existing VMT Exchange, Mitigation/Bank Programs

Task 2.1 Project Team Meeting #2

The project team and the consultant shall meet to review and evaluate Task 1 before moving onto the next steps of the project.

Task 2.2 Research and Identification of Existing VMT Mitigation Programs

The consultant shall identify existing VMT Mitigation Exchange/Bank Programs within the state of California and provide any applicable findings, recommendations, or suggestions from the program that can be incorporated into the City of Riverside's project. At a minimum, the following VMT Mitigation Exchange/Bank programs shall be included in the research findings: Southern California Association of Governments (SCAG), Los Angeles Department of Transportation (LADOT), City of Fresno, Contra Costa Transportation Authority, San Bernardino County Transportation Authority (SBCTA), San Gabriel Valley Council of Governments (SGVCOG) and any other programs.



Kimley-Horn will build on existing work it has completed for other jurisdictions, including Fresno COG, the County of Santa Cruz, and the City of Pasadena, to prepare a literature review. This will include best practices of selected agencies (i.e., cities, counties, RTPAs/MPOs), white papers, implementation studies, case studies, new analysis methodologies from industry experts, and relevant organizations (e.g., ITE, ITS, APA, CAPCOA, OPR, CARB, etc.) involving VMT mitigation methods supporting the goals of SB 743. To date, we have already completed literature reviews of more than 25 different relevant documents.

Task 2.3 Evaluation of Existing VMT Exchange, Mitigation, and Bank Programs

The consultant shall provide a status update of existing VMT mitigation programs, coordinate with local jurisdictions implementing the programs and provide lessons learned.



Kimley-Horn will build on the prior outreach it has already completed on existing programs, including the development of programs that it has completed (described previously) as part of efforts with Fresno COG and the County of Santa Cruz.

Task 2.4 Develop Report with Recommendations of Best Practices

The consultant shall develop a VMT exchange/bank program report with comparisons and recommendations of best practices from the findings of the existing VMT programs.



TASKS	DELIVERABLES
2.1	Project Team Meeting #2 Summary
2.2	Existing VMT Mitigation Bank, Exchanges, & Fees Identification Memorandum
2.3	Memorandum of existing programs update, lessons learned, challenges with establishing program, feedback from local jurisdictions
2.4	Comparative Analysis Study Report comparing existing programs and providing recommendations for the proposed VMT Project at the City of Riverside

Task 3: Establish VMT Fees, Exchanges & Bank Programs Evaluation Criteria

Task 3.1 Project Team Meeting #3

The project team and the consultant shall meet to review and evaluate Task 2 before moving onto the next steps of the project. The meeting will discuss the completed outreach plan and the formation of the Technical Advisory Council in further detail.

Task 3.2 Developing Evaluation Criteria

The project team and the consultant shall develop a series of criteria to evaluate potential VMT mitigation options. At a minimum, the criteria will include:

3 Legal Requirements:

Mitigation Fee Act Requirements: *The consultant shall ensure that the proposed VMT exchange or bank program effects a “public facility” (as defined by §66000(d)) and demonstrates a reasonable relationship between the program and the need for a “public facility” to include “public improvements”. The consultant shall ensure the proposed VMT exchange or bank program identifies the purpose of any imposed fee and the usage to which the fee would be put. The consultant shall demonstrate the existence of reasonable relationship between the fee’s use and the type of development proposed.*

Evaluate Mitigation for CEQA Requirements: *The consultant shall ensure full cost is guaranteed and that there is no “additionality” (If funds had not been committed to the VMT exchange, reductions would not have occurred.). The consultant shall demonstrate an essential connection between the mitigation fee and legitimate government interest and demonstrate rough proportionality between the mitigation fee and adverse impact of project.*



Kimley-Horn will evaluate whether the program selection also needs to address the considerations of AB 602 (signed into law in 2021), which has further defined the requirements of impact fee programs in California.

- 3 **Likely Effectiveness** – Ensure the measures will actually result in a reduction in VMT associated with the additional VMT generated by participating projects.
- 3 **Cost Effectiveness and Affordability** – Mitigation cost compared to the additional VMT generated by participating projects. To create sufficient funds for needed mitigation projects, costs must be reasonable to attract developers and institutions to participate.
- 3 **Additionality** – The principle that reductions would not otherwise have happened if the funds were not committed.
- 3 **Geographic Scope and Fit** – In establishing the mitigation bank or exchange alternative, the consultant must establish a program area large enough to reduce VMT outcomes while meeting the needs of jurisdictions and stakeholders
- 3 **Equity** – The consultant shall provide an analysis of the benefits provided by the proposed program to disadvantaged communities within the program area.

Task 3.3 Identifying Program Cost and Funding Period Commitment

The consultant shall analyze the program cost and funding period commitment for the proposed VMT project.



TASKS	DELIVERABLES
3.1	Project Team Meeting #2 Summary
3.2	Evaluation criteria memorandum
3.3	Program cost and funding period commitment analysis
3.4	Summary of cost estimate of proposed VMT exchange or bank program and estimated time period for commitment

Task 4: Define and Recommend VMT Fees, Exchanges, or Program Alternatives

Task 4.1 Project Team Meeting #4

The project team and the consultant shall meet to review and evaluate Tasks 3 before moving onto the next steps of the project. The meeting will discuss more on the completed evaluation criteria, and both relevant summaries from Task 3.

Task 4.2 Summarizing Eligible Fees, VMT Exchanges & Bank Program Alternative Options

The consultant shall work with the SC to define eligible Fees, VMT Exchange/Bank Program alternative proposals that best satisfies the requirements of the VMT Exchange/Bank Program criteria. The consultant shall establish the potential VMT exchange/bank proposals that may include, but not limited to, the following alternatives:

- 3 Evaluate and establish the feasibility of various alternative VMT mitigation options, including VMT eligible fees, exchanges and banking programs at the City of Riverside
- 3 **Riverside P.A.C.T.** – Establish a CEQA Nexus Study to reduce VMT impacts through a VMT mitigation exchange or banking program alternative program. The Nexus Study shall include the evaluation of the VMT Fee-based programs shall be utilized to potentially fund multi-modal infrastructure improvements as documented in the PACT or other Area-wide Capital Improvement Projects (CIP) List
- 3 Establish a Nexus Study that determines a VMT Impact Fee per residential dwelling unit or other quantifiable unit of measurement. Provide recommended revisions to incorporate the VMT Impact Fees to the City of Riverside Schedule of Fees and Charges:
- 3 **Area-wide Transportation Demand Management (TDM) Marketing Campaigns** – The consultant shall include marketing campaigns to promote use of non-single occupancy vehicle (SOV) travel options and direct incentive programs, such as the provision of free or discounted transit passes or other travel incentives for major employers or at the district or neighborhood level.

Task 4.3 Feasibility Study for Potential New Bus Route (See Exhibit D)

In coordination with UCR and RTA, complete a feasibility analysis to establish a new bus route as a VMT mitigation bank option. The study shall include detailed capital and annual maintenance costs to create and maintain the new bus route. The analysis shall include, but is not limited to, bus stop locations, bus stop infrastructure, bus pad, size of bus fleet, bus services times (headways), etc. The result of the evaluation will determine the amount of VMT reduction, in a per unit quantity, when contributing funds to the new bus route program option.

Task 4.4 Feasibility Study for Riverside Clean Air Car Share Program Subsidy

In coordination with StratosShare as part of the Riverside Clean Air Car Share Program, complete a feasibility analysis to establish a VMT reduction program by providing subsidized car share vouchers or credits that has a quantifiable equivalent to reducing VMT impacts. The analysis shall include detailed funding program costs per unit measure and thresholds for maximum VMT reduction for the duration of the program.

Task 4.5 Develop VMT Impact Reduction Screening Tool

Once a project has been determined to have a VMT Impact above the allowable threshold, the consultant shall develop a VMT Impact reduction screening tool that applies all available and selectable menu of VMT Impact reducing programs and provide a finalized and reduced VMT Impact result. The VMT Impact reduction screening tool shall be available online to use for all practitioners, developers engaged in City of Riverside development projects.



VMT Tool and Evaluating Program Feasibility

» **TREDLite** *Kimley-Horn will provide a working version of TREDLite (which already includes the 2021 CAPCOA TDM updates) or update the existing spreadsheet-based VMT calculator to include the CAPCOA updates if that is the preference of the City and its partner jurisdictions. The TREDLite VMT calculator already has a fully functioning VMT banking analysis tool that Kimley-Horn will use to test various hypothetical or existing projects with VMT mitigation needs to understand the real-world implications of VMT “credit” pricing. These analyses will help evaluate the overall program feasibility and the impact that various candidate banking projects’ return on investment (ROI) may have on VMT mitigation costs. This tool will also be invaluable to discussions regarding the limitations of feasible mitigation depending on the outcome of the analysis.*

Task 4.7 Selection of Preferred VMT Exchange or Bank Program Alternatives

With the SC’s guidance, the consultant shall review and recommend the VMT Exchange or Bank Alternative Proposal that best meets all Program Criteria.

TASKS	DELIVERABLES
4.1	Project Team Meeting #4 Summary
4.2	Summary of alternative evaluation process, including a description of each alternative VMT exchange or bank program proposal
4.3	Feasibility study to establish proposed new bus route program details in coordination with UCR and RTA and line-item capital and annual maintenance costs. Study will result in a VMT reduction mitigation program option which developers can contribute funds to reduce VMT impacts
4.4	Feasibility study to establish proposed subsidy program using the Riverside Clean Air Car Share Program. Coordinate with StratosShare. Study will result in a VMT reduction mitigation program option which developers can contribute funds to reduce VMT impacts
4.5	Develop VMT Impact Reduction Screening Tool to identify available VMT reducing programs and calculate resulting VMT impacts
4.7	Memorandum recommending the preferred VMT exchange or bank alternative proposal based on the program criteria

Task 5: VMT Exchange or Bank Alternative Technical Justification

Task 5.1 Project Team Meeting #5

The project team and the consultant shall meet to review and evaluate Task 4 before moving onto the next steps of the project. The meeting will discuss more on the completed reports of the alternative VMT exchange/bank proposal and preferred options.

Task 5.2 Preparing the Technical Justification Report (Nexus Study)

Based on the Program Criteria and guidance from the SC, the consultant shall prepare the technical justification documentation required to initiate the recommended VMT exchange or bank program alternative.

Program Nexus Study: This analysis, undertaken in the Technical Justification Report, will evaluate the nexus of the proposed VMT exchange/bank program structure and purpose to address CEQA’s required “essential nexus” clause. During the review and evaluation process, the consultant team will ensure that all necessary legal and technical criteria are met to inform the administrative structure.

To establish the selected VMT exchange/bank alternative, the consultant must verify the criteria requirements listed in Task 5.2. Benefits of the VMT exchange/bank program alternatives will be estimated and substantiating evidence will be provided as required by CEQA to mitigate project impacts.

- Mobility Investment Interactive Tool:** Accordingly, if Area-wide Capital Plan Funding is chosen, the consultant team shall work with the project team to identify eligible mobility infrastructure investments that are expected to lead to a change in travel behavior, which in turn will lead to a reduction in vehicle miles traveled.

The list of eligible mobility infrastructure investments may include features that reduce travel stress from bicycle and walking (for example, physical separation, controlled crossings, speed and volume control measures), roadway improvements designed to increase transit speed/headways and improve on-time performance, transit station improvements, connecting new roads that reduce travel time,



providing exclusive right-of-way to transit, improved first/last mile connections, safer lane configurations for bicycles and pedestrians, expanding micro-mobility service areas, Mobility Hubs, and expanded on demand micro-transit services.

The consultant team shall prepare the final list of eligible mobility infrastructure investments in an interactive spreadsheet-based tool.



Kimley-Horn will integrate its “rapid screening” methodology previously developed for Fresno COG (a big data driven approach) into the development of the Mobility Investment Interactive Tool. This methodology allows for a rapid assessment of active transportation and transit projects to determine their VMT mitigation feasibility based on their anticipated Return on Investment (ROI).

- 3 **VMT Reduction Elasticities:** An interactive spreadsheet-based tool for measuring the reduction or mode-shift of VMT associated with the mobility investments shall be built by the consultant team through review and research of technical studies, white papers, and peer-reviewed research. Using the research findings, the consultant team will estimate the average reduction in vehicle miles traveled associated with Mobility Investments. General VMT reductions will be calculated, by investment type, for each of the City of Riverside transportation behavior zones (TBZ). The VMT reductions for each transportation behavior zone (TBZ) will be weighted and stratified to create a VMT elasticity value by infrastructure type.

As a point of clarification, these types of reductions are calculated on a project-by-project basis and details like location, accessibility of jobs, population, income level, and age demographic are taken into consideration for the analysis. Since the VMT reducing elasticity for each improvement type will be identified and analyzed at a programmatic level, numerous assumptions will be required in the calculation. Therefore, the assumptions, methodologies, and calculations used to develop the VMT reducing elasticity for each infrastructure type will be documented in a technical memorandum.

- 3 **VMT Reduction Unit Cost Memo:** Establish a VMT per mile unit cost assumption where VMT-inducing development would pay a fair-share contribution. This cost assumption will be based on the planning level costs identified for the various VMT Reducing Mobility Investments, outlined in the subtask above, and the VMT Reduction Elasticities subtask above. This sub-task is intended to establish a VMT-based Transportation Impact Fee Program. The nexus for the fee program would be a VMT reduction goal consistent with CEQA threshold established by a lead agency for SB 743 purposes. The program would establish a VMT reducing & percentage-based fee per household dwelling unit (Single-family or multi-family), per square footage of commercial/retail, per square footage of office/warehouse/light industrial, per gas station pump, per worker, per student, etc. The consultant shall consider a VMT fee that varies based on the project location, and develop any tools/methodologies needed to facilitate administration of the fee in compliance with the established nexus study.



Kimley-Horn will use the VMT Banking evaluation features within TREDlite to test multiple actual (historical or under consideration) or alternatively hypothetical development projects to determine the feasibility of different VMT mitigation costs (cost/VMT). This evaluation will be important input on determining the program, underlying projects, and the extent to which “feasible mitigation” may need to be addressed.

TASKS	DELIVERABLES
5.1	Project Team Meeting #5 Summary
5.2	<ul style="list-style-type: none">3 Technical Justification Report, including analysis of Program Nexus Study and associated analysis output files3 Data dictionary of analysis datasets:<ul style="list-style-type: none">Mobility Investment Interactive ToolVMT reducing elasticities methodology memo that includes calculations and assumptions to develop VMT elasticities and supporting literature reviewVMT Reduction Unit Cost Technical Memo



Task 6: Engage Program Beneficiaries/Stakeholders to Identify VMT Challenges and Opportunities

Task 6.1 Project Team Meeting #6

The project team and the consultant shall meet to review and evaluate Task 5 before moving onto the next steps of the project. The meeting will discuss more on the completed Technical Justification Report formed in Task 3, and touch on Task 4 plan and deliverables.

Task 6.2 Defining and Engaging Program Beneficiaries

The consultant shall define likely program beneficiaries based on the selected VMT Exchange/Bank Program Alternative.

Local and regional stakeholders that may be interested in contributing to a VMT Mitigation Exchange Program shall include:

- 3 **Developers:** Seeking to build in areas of the region predominantly accessible by car, with few alternative transportation options.
- 3 **Universities and Large Employers:** May benefit from services and programs that could be provided by the VMT Exchange or Bank to reduce VMT.
- 3 **Transportation Agencies:** Proposing new road capacity enhancement or new public transportation projects.
- 3 **Lead Agencies:** Proposing General Plan updates that may expand capacity and lead to an increase in population and jobs in specific areas, resulting in an increase in regional VMT.

Task 6.3 Identifying the VMT Exchange/Bank Program Challenges

The consultant shall identify major barriers and challenges encountered in reducing or mitigating VMT and shall seek opportunities and potential partnerships where the implementation of a VMT exchange or bank program may be impactful.



As part of this task, Kimley-Horn will assess the potential costs to development projects and develop a comparable total costs matrix (VMT mitigation costs plus TUMF costs) that includes neighboring jurisdictions. Kimley-Horn will also use data collected during earlier tasks to evaluate the potential impacts to identified transportation disadvantaged populations.

TASKS	DELIVERABLES
6.1	Project Team Meeting #6 Summary
6.2	Report containing the summary and description of potential beneficiaries of proposed VMT exchange/bank program
6.3	Summary of potential VMT exchange/bank program implementation challenges

Task 7: Final VMT Fees, Exchanges and Mitigation Banks Adoption and Preparation of a Categorical Exemption (CE)

Task 7.1 Project Team Meeting #7

The project team and the consultant shall meet to review and evaluate Task 6 before moving onto the final steps of the project. The meeting will discuss more on the completed pilot project reports, best practices, and outreach workshops.

Task 7.2 Additional Project Analysis

At the direction of City Staff, the project team will analyze additional VMT reducing projects not previously evaluated. The additional projects will include bicycle, transit, and pedestrian projects that were not originally screened as projects to be included in the City's program due to their cost or amount of VMT reduced.

Task 7.3 Preparation of a Categorical Exemption (CE)

In coordination with City Staff, the project team will prepare a draft Categorical Exemption (CE) document consistent with CEQA requirements. The CE will describe the reasons the City's VMT Mitigation Program is determined to not have a significant effect on the environment and therefore exempt from the provisions of CEQA to prepare an environmental document. Note that none of the underlying VMT mitigation projects will be environmentally reviewed as a part of this task. The project team will respond to one (1) set of non-conflicting comments from the City and provide the City with a final version of the CE document.



Task 7.4 Planning Commission Meeting, Transportation Board Meeting, Mobility and Infrastructure Committee Meeting

The project team and the consultant shall present the program feedback and the proposed final Mitigation Program to the Commissions and Committees for further revising.

Task 7.5 Presentations at City Council Meeting

The project team and the consultant shall make presentations at the City Council, to brief local decision makers on the proposed final VMT Mitigation Exchange/Bank Program for review and approval.

Task 7.6 Final Mitigation Program Implementation

After gaining official approval from the City Council, the consultant shall make any required changes to the Mitigation Program to reflect decisions during the adoption process. The Final Mitigation Program will include a full description of subsequent steps necessary for implementation in the City of Riverside.

TASKS	DELIVERABLES
7.1	Project Team Meeting #7 Summary
7.2	Preparation of a Categorical Exemption (CE)
7.3	Planning Commission meeting, Transportation Board meeting, and Mobility & Infrastructure Committee minutes and summary documents
7.4	City Council meeting agenda, staff report, presentation materials, and discussion summary
7.5	Final Mitigation Program Report

Task 8: Stakeholder Meetings

Task 8.1 Establishing Stakeholder Committee/SC Meeting #1

The project team and the consultant shall form a Stakeholder Committee (SC) to provide guidance on policy decisions for the development of the VMT Mitigation Exchange/Bank program. The Technical Advisory Committee is proposed to be comprised of representatives from:

- 3 Riverside City Hall
- 3 Stakeholders
- 3 Riverside Chamber of Commerce
- 3 City of Riverside Community

Task 8.2 SC Meeting #2

The project team and the consultant shall meet with the SC to review, revise, and approve the recommendations from the evaluation of existing VMT mitigation programs.

Task 8.3 SC Meeting #3

The project team and the consultant shall meet with the Stakeholder Committee to review, revise, and approve the VMT project evaluation criteria.

Task 8.4 SC Meeting #4

The project team and the consultant shall meet with the TAC to review, revise, and approve the alternative VMT project options.

Task 8.5 SC Meeting #5

The project team and the consultant shall meet with the SC to discuss more on the barriers and challenges in reducing or mitigating VMT.

Task 8.6 SC Meeting #6

The project team and the consultant shall meet with the SC to review the administrative draft of the VMT exchange or bank alternative technical justification report.



Task 8.7 SC Meeting #7

The project team and the consultant shall meet with the SC to prepare an administrative draft mitigation program.

<i>TASKS</i>	<i>DELIVERABLES</i>
8.1	SC Meeting #1 Summary
8.2	SC Meeting #2 Summary
8.3	SC Meeting #3 Summary
8.4	SC Meeting #4 Summary
8.5	SC Meeting #5 Summary
8.6	SC Meeting #6 Summary
8.7	SC Meeting #7 Summary

Task 9: Support of Preparation of the Environmental Impact Report (EIR) to amend the General Plan (Placeholder Until General Plan Scope Finalized)

Task 9.1 VMT Mitigation Program Environmental Technical Analysis

In coordination with City staff, the project team will provide technical analysis in support of the development of the Environmental Impact Report for an upcoming General Plan update for the purposes of establishing a maximum participation level for development projects that utilize the resultant VMT Mitigation Program. The project team will provide analysis support up to the budget allocated for this task.

Task 9.2 VMT Mitigation Program Implementation Support

In coordination with City staff, the project team will provide guidance on implementing the VMT Mitigation Program within the City of Riverside. This guidance will include support on setting up the program within the Department of Public Works, an estimation of annual cost to implement the program, and a prioritization list for constructing projections contained within the Program. The project team will provide analysis support up to the budget allocated for this task.

Task 9.3 VMT Mitigation Program General Plan EIR Documentation

The project team will prepare documentation to be included in the Environmental Impact Report for an upcoming General Plan update to incorporate the City's VMT Mitigation Program. The documentation will build on the Categorical Exemption developed as a part of Task 7 and environmentally clear the projects included in the City's VMT Mitigation Program. The project team will provide analysis support up to the budget allocated for this task.

EXHIBIT “B-1”
COMPENSATION

Proposed Budget Modifications

CITY OF RIVERSIDE VMT MITIGATION PROGRAM		Total Hours	Total Cost
Task 1	Project Initiation and Management	142	\$ 36,285.92
1.1	Request for Proposal Released (City)		
1.2	Project Team Meeting #1	10	\$ 2,726.21
1.3	Master Timeline Project Schedule	6	\$ 1,515.31
1.4	Project Status Coordination Meetings	54	\$ 13,637.79
1.5	Project Administration Quarterly Project Reporting and Project Invoices	24	\$ 5,849.23
1.6	Developing Outreach Plan	20	\$ 4,832.97
1.7	Quality Control	28	\$ 7,724.41
Task 2	Identification, Evaluation & Recommendations of existing VMT Exchange, Mitigation / Bank Programs	76	\$ 17,149.57
2.1	Project Team Meeting #2	6	\$ 1,515.31
2.2	Research & Identification of existing VMT Mitigation Programs	24	\$ 5,416.13
2.3	Evaluation of Existing VMT Exchange, Mitigation and Bank Programs	22	\$ 4,802.00
2.4	Develop Report with Recommendations of Best Practices	24	\$ 5,416.13
Task 3	Establish VMT Fees, Exchanges & Bank Programs Evaluation Criteria	60	\$ 14,831.06
3.1	Project Team Meeting #3	6	\$ 1,515.31
3.2	Developing Evaluation Criteria	28	\$ 7,071.79
3.3	Identifying Program Cost and Funding Period Commitment	26	\$ 6,243.96
Task 4	Define and Recommend VMT Fees, Exchanges or Program Alternatives	226	\$ 51,740.44
4.1	Project Team Meeting #4	6	\$ 1,515.31
4.2	Summarizing Eligible Fees, VMT Exchanges & Bank Program Alternative Options	20	\$ 4,832.97
4.3	Feasibility Study for Potential New Bus Route	72	\$ 16,109.22
4.4	Feasibility Study for Riverside Clean Air Car Share Program Subsidy	52	\$ 11,406.36
4.5	Develop VMT Impact Reduction Screening Tool	56	\$ 13,043.61
4.7	Selection of Preferred VMT Exchange or Bank Program Alternatives	20	\$ 4,832.97
Task 5	VMT Exchange or Bank Alternative Technical Justification	110	\$ 25,994.05
5.1	Project Team Meeting #5	6	\$ 1,515.31
5.2	Preparing the Technical Justification Report (Nexus Study)	104	\$ 24,478.74
Task 6	Engage Program Beneficiaries/Stakeholders to Identify VMT Challenges and Opportunities	94	\$ 24,188.06
6.1	Project Team Meeting #6	6	\$ 1,515.31
6.2	Defining and Engaging Program Beneficiaries	48	\$ 12,564.64
6.3	Identifying the VMT Exchange/Bank Program Challenges	40	\$ 10,108.11
Task 7	Final VMT Fees, Exchanges and Mitigation Banks Adoption and Preparation of a Categorical Exemption (CE)	579	\$ 51,865.11
7.1	Project Team Meeting #7	6	\$ 1,515.31
7.2	Additional Project Analysis	42	\$ 11,000.00
7.3	Preparation of a Categorical Exemption (CE)	32	\$ 8,500.00
7.4	Planning Commission Meeting, Transportation Board Meeting, Mobility and Infrastructure Committee Meeting	20	\$ 5,160.06
7.5	Presentations at City Council Meeting	12	\$ 3,030.62
7.6	Final Mitigation Program Implementation	87	\$ 22,659.12
Task 8	Stakeholder Meetings	56	\$ 14,906.08
8.1	Establishing Stakeholder Committee/SC Meeting #1	8	\$ 2,129.44
8.2	SC Meeting #2	8	\$ 2,129.44
8.3	SC Meeting #3	8	\$ 2,129.44
8.4	SC Meeting #4	8	\$ 2,129.44
8.5	SC Meeting #5	8	\$ 2,129.44
8.6	SC Meeting #6	8	\$ 2,129.44
8.7	SC Meeting #7	8	\$ 2,129.44
Task 9	Support of Preparation of the Environmental Impact Report (EIR) to amend the General Plan (Placeholder Until General Plan Scope Finalized)	325	\$ 70,475.72
9.1	VMT Mitigation Program Environmental Technical Analysis Support	194	\$ 42,000.00
9.2	VMT Mitigation Program Implementation Support	58	\$ 12,500.00
9.3	VMT Mitigation Program General Plan EIR Documentation	74	\$ 15,975.72
TOTAL HOURS		1668	
Subtotal Labor:			\$ 307,436.01
Other Direct Costs			\$ 27,500.00
Travel/Mileage			\$ 2,500.00
TREDLite License			\$ 25,000.00
TOTAL COST:			\$ 334,936.01