

Scope of Work Checklist

The Scope of Work is the official description of the work that is to be completed during the contract. **The Scope of Work must be consistent with the Project Timeline. Applications with missing components will be at a competitive disadvantage.** Please use this checklist to make sure your Scope of Work is complete.

The Scope of Work must:

- ☐ Use the Fiscal Year 2018-19 template provided and in Microsoft Word format
- ☐ List all tasks and sub-tasks using the same title as stated in the project timeline
- ☐ Include task and sub-task numbers in accurate and proper sequencing; consistent with the project timeline
- ☐ List the responsible party for each task and subtask and ensure that it is consistent with the project timeline (i.e. applicant, sub-applicant, or consultant)
- ☐ Include a thorough Introduction to describe the project and project area demographics, including a description of the disadvantaged community involved with the project, if applicable
- ☐ Include a thorough and accurate narrative description of each task and sub-task
- ☐ Include a task for a kick-off meeting with Caltrans at the start of the grant
- ☐ Include a task for procurement of consultants, if consultants are needed
- ☐ Include a task for invoicing
- ☐ Include a task for quarterly reporting to Caltrans
- ☐ Include detailed public participation and services to diverse communities
- ☐ Include project implementation/next steps
- ☐ List the project deliverable for each task in a table following each task and ensure that it is consistent with the project timeline
- ☐ EXCLUDE environmental, complex design, engineering work, and other ineligible activities

SCOPE OF WORK: City of Rialto Climate Adaptation Plan with Transportation Integration

INTRODUCTION:

The project will develop a Climate Adaptation Plan for the City of Rialto pursuant to SB379. Scheduled for FY 2019 - FY 2020, the project will build upon the City's existing Local Hazard Mitigation Plan (2012) to formulate goals, policies, and objectives for climate change adaptation and resilience. This project will benefit disadvantaged communities, which comprise up to 61% of the city's population (2016 American Community Survey). It will gather information on climate change vulnerabilities on the city's transportation system, assess adaptation strategies, provide recommendations on evaluation tools, and amend sections of the General Plan to ensure consideration of climate change impacts.

The City of Rialto intends to be one of the first cities to make use of the Regional Climate Adaptation Toolkit currently being developed by SBCTA and WRCOG. The Toolkit includes a Regional Climate Adaptation & Resiliency Template that is intended to guide San Bernardino and Riverside County cities in the writing of their Climate Adaptation Plans. This project will entail collaborating with SBCTA to review the maps and templates it has prepared with each agency giving mutual feedback as appropriate. The final format of the Climate Adaptation Plan will adopt the provided SBCTA/WRCOG framework into the City's General Plan, which is intended to fulfill the requirements of SB 379.

The geographic scope of this project will be the City of Rialto and its Sphere of Influence in San Bernardino County. The scope of work shown below reflects the anticipated process and deliverables for the Climate Adaptation Plan and the Transportation Integration tasks.

RESPONSIBLE PARTIES:

The tasks described in this scope of work will be performed by the City of Rialto and a qualified consultant (Consultant) procured through a competitive RFP process. The City of Rialto and the Consultant will coordinate with other agencies such as SBCTA, WRCOG, Caltrans, and municipalities surrounding Rialto to accomplish several tasks.

OVERALL PROJECT OBJECTIVES:

The City needs a comprehensive framework for adaptation strategies addressing climate impacts related to land use decisions, and integration of transportation elements and socio-economic factors to mitigate greenhouse gas emissions. This Plan will provide a clear blueprint for the City that will:

- Build on the existing Local Hazard Mitigation Plan (LHMP) updated in 2012
- Conduct a thorough asset vulnerability assessment, using the toolkit and template under synthesis by SBCTA and WRCOG;
- Develop climate adaptation/resiliency goals, policies, and objectives for the City based on the vulnerability assessment;
- Develop feasible implementation measures based on these goals, policies, and objectives including the conservation and implementation of infrastructure used in adaptation projects, to be included in the safety element of the General Plan revision;
- Establish a transportation data retention center for Rialto that will accumulate information

pertinent to transportation as applied to climate adaptation, public health, citywide economic vitality, land use, air quality, and the potential for greenhouse gas reductions. This data center will assist in the creation of the Climate Adaptation Plan as well as future exploration of transportation demand management strategies and serve as a monitoring tool for implementation. Gathering important information in a centralized form will improve understanding of potential solutions for citywide transportation, climate mitigation, and climate adaptation problems faced by Rialto.

The Consultant shall refer to California Government Code 65302(g)(4) for all the requirements for this Climate Adaptation Plan.

1. PROJECT MANAGEMENT

Task 1.1: Project Kick-Off Meeting

The City will organize a kick-off meeting with Caltrans staff to discuss grant procedures and project expectations including invoicing, quarterly reporting, and all other relevant project information. The City will prepare a meeting summary.

Responsible Parties: Caltrans, City of Rialto

Task 1.2: RFP for Consultant Services

As feasible, the City will begin the RFP process for selection of a qualified consultant that will bring industry experts to help Rialto meet its objective for the plan. This may begin immediately upon allocation of funds and notice to proceed by Caltrans. This will occur no sooner than October 2018. All procedures will be consistent with the Local Assistance Procedures Manual, Chapter 10. Throughout the project, the City will provide necessary data, information, and documents to the consultant.

Responsible Parties: City of Rialto

Task 1.3: Project Launch, Administration, Memorandum of Understanding

Upon authorization to proceed, the City of Rialto and the Consultant shall organize, attend, and lead a kick-off meeting with project partners to initiate the project. The meeting shall serve as step one of the Climate Adaptation Plan. The City will sign a memorandum of understanding (MOU) with SBCTA regarding the Climate Adaptation Plan contents, structure, and timeline solidifying the collaboration between the agencies. The MOU will establish how the City will implement the climate adaptation toolkit and templates created by the SBCTA/WRCOG partnership.

Responsible Parties: City of Rialto, Consultant, and SBCTA

Task 1.4: Quarterly Reporting

The City will submit quarterly reports to Caltrans district staff providing a summary of project progress and grant/local match expenditures.

Responsible Party: City of Rialto

Task 1.5: Invoicing

The City will submit complete invoice packages to Caltrans district staff based on task completion—at least quarterly, but no more frequently than monthly. The consultant will provide project information to the City as necessary.

Responsible Parties: City of Rialto, Consultant

Task	Deliverable
<i>1.1</i>	<i>Kick-Off Meeting, Meeting Summary</i>
<i>1.2</i>	<i>Consultant Selection</i>
<i>1.3</i>	<i>Memorandum of Understanding, Meeting Agenda, Meeting Minutes</i>
<i>1.4</i>	<i>Quarterly Reports</i>
<i>1.5</i>	<i>Monthly Invoice Packages</i>

2. PUBLIC OUTREACH

Task 2.1: Develop a Stakeholder Outreach Plan

The Consultant shall work with the City of Rialto to develop a Stakeholder Outreach Plan (SOP). The SOP shall outline strategies that will be geared towards creating strong community involvement from developers/owners, local employers and employees, residents, and other stakeholders.

The SOP shall be used as the guiding document for each of the outreach elements. This includes (1) meeting format, logistics, and locations; (2) vision, goals, objectives, and priority issues; (3) public announcements, fliers, social media, and public events; and (4) feedback tools, online commenting, and points of contact.

The Stakeholder Outreach Plan shall include recommendation of groups and organizations such as San Bernardino County Transportation Authority, Caltrans, Cal State San Bernardino Leonard Transportation Center, Healthy Rialto, Rialto Police Department, and Rialto Fire Department to participate in the Technical Advisory Committee (TAC) as well as stakeholder outreach meetings. The Consultant will also use demographic, economic, and other community characteristics to identify vulnerable populations or areas for targeted outreach as a special focus of the outreach effort. Efforts should also be made to include local community leaders, environmental nonprofit entities, the development and business community, academic institutions, non-profit and community-based organizations, and advocates for special needs populations. The Plan will also identify possible evaluators for effective methods of capturing feedback from the Community Outreach process.

Responsible Parties: City of Rialto, Consultant

Task 2.2: Technical Advisory Committee (TAC)

The Consultant, with oversight from the City of Rialto, shall coordinate outreach to assemble a 10-to-15 member Technical Advisory Committee (TAC), which will meet on a regular basis. The TAC shall be comprised of key stakeholders within the Study Area, and may include San Bernardino County Transportation Authority, Caltrans, Cal State San Bernardino Leonard Transportation Center, Healthy Rialto, Rialto Police Department, Rialto Fire Department, and USDA Forest Service. Industry experts in the field of climate change adaptation shall also be invited to participate in the TAC to provide perspectives on climate change projections.

The TAC shall provide guidance on the direction of the Plan, and offer suggestions for outreach activities such as community workshops, surveys, and report recommendations. The Consultant shall be responsible for all tasks related to organizing the meetings, including but not limited to: scheduling, assembling agendas, recording minutes, distributing meeting materials, and participating in the TAC Meetings.

Responsible Parties: City of Rialto, Consultant

Task 2.3: Communication and Outreach

The Climate Adaptation Plan would require a unique public engagement strategy in order to engage the community in the decision-making process. Unlike with other city plans where community members may inherently understand the value of their participation, the concept of climate change (much less adaptation to climate change) may be too abstract for community members to translate into impacts on their own livelihoods. As such, the Consultant shall develop a marketing strategy that frames the importance of the Plan in a way to which the average resident in the City can relate.

The Consultant shall design print materials, announcements, and/or broadcasts that can be disseminated through city websites, direct mailing, social media, public radio and public bulletins including parks, schools, churches, and other points of interest. Grassroots campaigns shall be necessary to engage with the broader audience. Consistent branding and messaging shall be developed to promote project awareness and continuity, while printed material shall be prepared and distributed at outreach events to gather public input. Collateral material will be multilingual and adapted to a multigenerational audience (a priority non-English language being Spanish).

The Consultant shall also incorporate innovative community engagement tools to capture a broader audience considering that the communities in the study area are very diverse. This may include the use of phone apps or development of a Plan-specific webpage. These forms of digital connectivity will be marketed on all print materials.

Responsible Party: City of Rialto, Consultant

Task 2.4: Community Workshops

Four community workshops shall be conducted to provide community members with opportunities to offer their input to the project. Two workshops shall be held at the beginning of the project to solicit information from community members. Upon completion of the draft Plan, the Consultant shall conduct the remaining two workshops to gather feedback. Comments received shall be incorporated into the Final Climate Adaptation Plan.

For the convenience of community members and to encourage the widest participation possible,

the Consultant shall hold Community Workshops in conjunction with existing meetings and forums such as events at schools, parks, and churches. Workshops shall be conducted at accessible times and meeting locations. Two workshops shall be held in the north part of Rialto, while the remaining two shall be conducted in the south part of the City. As discussed in Task 2.2 Technical Advisory Committee, the Consultant shall work with the TAC to identify strategies towards developing community workshops.

Presentations at workshops must be translated into laymen's terminology that is realistic, yet motivational, so not to overwhelm the audience. It is important to be sensitive when communicating the project to the general public in order to give a message of hope.

As noted earlier, the concept of climate change adaptation may be difficult for the audience to understand. At the workshops, the Consultants may present scenarios to the audience to gain a sense of their preferred adaptation strategy. Workshops may also require presentations about the ABC's of climate change so audiences begin each workshop with shared understanding of the topic.

Responsible Party: City of Rialto, Consultant

2.5: Interviews with Key Stakeholders

The Consultant shall conduct one-on-one interviews or focus groups with community leaders to understand their concerns on climate change. Climate change affects the different communities in the City of Rialto, but ultimately, the adaptation effort begins with community leaders through changes to policy and program. The Consultant, in collaboration with the City, shall develop a list of open-ended questions to ask every interviewee/ focus group participant. This would ensure that all participants would have equal opportunities to express their concerns. At a minimum, the Consultant should interview at least ten stakeholders. The Consultant shall have experience with qualitative data analyses, so they can capture major themes from interviews/ focus groups.

Responsible Parties: Consultant

Task 2.6: Surveys and Other Supporting Outreach Resources

The City of Rialto understands that residents and visitors may not be able to attend community meetings given their busy schedules. To overcome this obstacle, the Consultant shall work with the City of Rialto to develop a survey and at least one alternative method of capturing public input. At a minimum, the Consultant shall set up six events at parks, schools, churches, and other points of interest to gather surveys. The alternative method may include developing a mapping app or creating a website. The tool must be provided online for easy accessibility to the community-at-large. Results from the surveys and tool shall be tabulated to be included in the Plan.

Responsible Parties: Consultant

Task 2.7: Community Outreach Memo

The Consultant shall prepare a memo to document the Community Outreach process. In the memo, the Consultant shall include a discussion of outreach methodologies, description of groups of stakeholders reached out to, key findings identified through the process, and recommendations that were incorporated into the final Plan.

The Consultant shall also provide the City of Rialto with a comprehensive list of contact information from the Community Outreach process. This may include names, phone numbers, and email addresses. The City can utilize this information for future updates to the project. Both the City and Consultant will take diligent measures to ensure the privacy of this data.

Responsible Parties: Consultant

Task	Deliverable
2.1	<i>Stakeholder Outreach Plan</i>
2.2	<i>Formation of Technical Advisory Committee, Scheduling, Meeting Agendas, Meeting Materials, Meeting Minutes</i>
2.3	<i>Outreach Materials</i>
2.4	<i>Community Workshops (4)</i>
2.5	<i>Interviews/Focus Groups with Stakeholders (min. 10)</i>
2.6	<i>Events to Gather Surveys (min. 6), Supporting Outreach Resources</i>
2.7	<i>Community Outreach Memo, Stakeholder Outreach Contact Data</i>

3. DATA COLLECTION

The Consultant shall collect and aggregate all data necessary to complete the Climate Adaptation Plan. Data collected for this task shall be processed and available for the City to reuse for future climate adaptation efforts or future projects. At a minimum, this shall include the following data for the City of Rialto and Spheres of Influence:

Climate Change Factors

- Air quality
- Water quality
- Weather patterns
- Wildfires
- Floods
- Climate change risks
- Greenhouse gas reduction potential

Socio-Economic & Public Health Characteristics

- Population
- Disadvantaged communities
- Sensitive communities
- Income, poverty level, students participating in free/reduced programs
- Asthma rate, exposure to GHG & PM_{2.5} emissions

Transportation

- Existing and planned pedestrian and bicycle infrastructure
- Transit network
- Physical condition of roadway network

- Average daily traffic & speed for vehicles
- Bicyclists and pedestrians counts
- Truck classification counts along major truck routes
- Inventory of warehouses/businesses and truck patterns
- Inventory of private truck owners residing in Rialto

Built Environment

- Existing land use
- Planned infrastructure developments

Economic Vitality

- Economic sectors
- Goods movement

Responsible Party: Consultant

Task	Deliverable
3.1	<i>Data Collection</i>

4. VULNERABILITY ASSESSMENT

As part of the Climate Adaptation Plan, the consultant shall produce a vulnerability assessment, identifying anticipated posed by climate change to the area of the City and its Sphere of Influence. The Consultant shall work with SBCTA and WRCOG to retrieve the climate adaptation and resiliency template that those two agencies are developing as part of the Regional Climate Adaptation Toolkit for Transportation Infrastructure project. As the first City to utilize the Toolkit, the Consultant shall provide feedback to WRCOG/ SBCTA on ways to improve the Toolkit for future projects.

Task 4.1: Risk Identification

The assessment should identify existing and potential risks that may be exacerbated by projected climate change. According to the Local Hazard Mitigation Plan (LHMP), the City of Rialto is at risk of flooding and wildfire. The City is geographically proximal to two major flood basins and a large mountain forest. The Consultant shall expand upon the LHMP's findings, under the context of climate change. The assessment may include threats to the built environment, key infrastructure, local economies such as the warehousing and manufacturing, natural resources and habitat, and human health and welfare. It should focus on how these threats affect the City's transportation system and welfare of Rialto residents.

It is recommended that the assessment consider second-order impacts or positive-feedback loops from climate-related risks—for example, as demonstrated recently here in Southern California, areas downhill from recent burn areas are prone to mudslides during subsequent storms. When possible, the quantitative risk exposure for a typical year will be projected for pre-determined base year thresholds.

Responsible Party: Consultant

Task 4.2: Sensitive Populations

Equally significant, the assessment shall identify communities within the City of Rialto that are particularly sensitive to natural hazards resulting from projected climate change (such as floods, wildfires, and prolonged heat). From preliminary analysis, more than half of the City's population lives in areas classified as disadvantaged communities. Disadvantaged communities have fewer economic resources with which to cope during emergency scenarios. The Consultant shall examine all City populations that might disproportionately suffer from impacts of climate change. Responsible Party: Consultant

Responsible Party: Consultant

Task 4.3: Vulnerability Assessment

This vulnerability assessment should make use of data and information from the Cal-Adapt tool, and guidelines from the California Adaptation Planning Guide. SBCTA and WRCOG's Regional Climate Adaptation & Resiliency Template will be used for conformance with regional efforts. The assessment shall include maps illustrating:

- Historical instances of climate-related phenomena such as fires, floods, drought, extreme heat;
- Areas that will be vulnerable in the future given climate change projections;
- Areas that have been repeatedly damaged;
- Planned development in at-risk areas including transportation infrastructure;
- Location of vulnerable populations;
- Existing transportation infrastructure that is vulnerable.

Responsible Party: Consultant

Task	Deliverable
<i>4.1</i>	<i>Identification of Risks</i>
<i>4.2</i>	<i>Identification of Sensitive Populations</i>
<i>4.3</i>	<i>Write-Up for Vulnerability Assessment</i>

5. PLAN IMPLEMENTATION

Task 5.1: Climate Adaptation/Resiliency Goals, Policies, and Objectives

Based upon the data collected, feedback received from the community outreach process, and vulnerability assessment, the consultant will prepare a set of adaptation and resilience goals, policies, and objectives for the protection of the communities within the City of Rialto and its Sphere of Influence. These should include specific actions to remedy climate-related vulnerabilities identified in the assessment. Economic analysis will be performed of each adaptation goal based on the projected impact to all residents in the City and its Sphere of Influence. Based on the economic analysis, goals should be matched with objectives that link to quantitative and qualitative benchmarks. Established goals and objectives shall serve as a basis for specific strategies.

Responsible Party: Consultant

Task 5.2: Climate Adaptation/Resiliency Implementation Strategies

With guidance from City staff, the consultant shall develop feasible strategies that will implement the identified goals and objectives. The purpose of the task is to develop an action plan for the City to follow.

Climate adaptation strategies shall be comprised of three parts: programs that the City can implement, policy actions that the City can apply, and projects that the City can develop. These measures should include feasible methods to avoid or minimize climate change impacts associated with new uses of land; identification of public facilities outside of at-risk areas upon which the City should rely during climate-related crises; designation of adequate and feasible planned/proposed infrastructure located in at-risk areas; guidelines for cooperating with relevant local, regional, state, and federal agencies regarding these risks; and identification of any natural infrastructure that may be used in adaptation projects, where feasible. Strategies shall also include methods for stakeholder engagement.

Responsible Party: Consultant

Task 5.3: Climate Adaptation Monitoring Strategy

The climate will continue to change after the project concludes. The City needs to be ready to adapt to the new changes. Through Task 3 Data Collection, the City will accrue a substantial wealth of data. As part of the adaptation effort, the Consultant shall establish a framework that will utilize the data collected to monitor climate changes impacts on the City of Rialto and its Spheres of Influence. The City envisions a data center where the City can continue to procure and expand upon the data collected, analyze new data, and utilize the information to monitor climate change impact, reevaluate climate change adaptation strategies, and inform decisions on policy, programs, and projects.

► Regional agencies such as SBCTA, WRCOG, SCAG and other Inland Empire municipalities can work with the City of Rialto to utilize the resources contained in the Data Monitoring and Analytic Center for their own climate adaptation and mitigation efforts.

Responsible Party: City of Rialto and Consultant

Task 5.4: Cost Estimates, Project Priorities, and Funding Strategies

The Consultant shall provide cost estimates for the implementation strategies discussed in the Plan and prioritize strategies based on city needs. Cost estimates shall be indexed using different categories such as timeframe (immediate actions, short-term projects, and long-term projects), type of projects (programs, infrastructure improvement, policy implementation etc.), and project priorities.

As part of the Plan, the Consultant shall also develop a database of funding opportunities and transportation financing mechanisms for the City to pursue. Federal, state, regional, and local funding opportunities shall be explored along with external funding sources such as grant programs from private foundations and non-profit organizations. Innovative transportation

financing mechanisms such as congestion pricing on trucks and private-public-partnerships shall also be considered.

Responsible Party: Consultant

Task	Deliverable
5.1	<i>Goals, Policies, and Objectives</i>
5.2	<i>Implementation Strategies</i>
5.3	<i>Monitoring Strategy</i>
5.4	<i>Cost Estimates, Project Priorities, and Funding Strategies</i>

6. CLIMATE ADAPTATION PLAN PREPARATION

Task 6.1: Preparation of Draft Plan

The Consultant will assemble the draft document that contains all the deliverables from Tasks 2-4. The draft Plan shall be developed based on all the data and information gathered, including feedback obtained during the Community Workshops, meetings, surveys, interviews, and presentations. As much as possible, the content of the draft Report should fulfill the goals for the final Report as well as the requirements for local agency climate adaptation and resiliency strategies pursuant to California Government Code 65302(g)(4) (SB 379). This draft Plan will be distributed to SBCTA, WRCOG, and the County of San Bernardino for review and feedback. The Plan should contain or incorporate the following:

- All the deliverables and documentation for each task, including SOP, outreach results, maps, graphics, conceptual designs, renderings, visualization, visually realistic traffic modeling, traffic analysis etc.;
- Vulnerability assessments for the City of Rialto;
- Climate Adaptation/Resiliency Goals, Policies, and Objectives;
- Climate Adaptation/Resiliency Implementation Measures.

Responsible Party: Consultant

Task 6.2: Preparation of Final Plan

The consultant will complete the Climate Adaptation Plan with Transportation Integration by incorporating all comments received from agency staff and community workshops. With final approval from agency staff, the consultant will present the completed Plan to the City of Rialto City Council at one or more official meetings. The presentation will also give an overview of the Data Aggregation Center allowing integration of the conclusions of the Plan with future transportation demand management efforts. The consultant will address any critiques raised by City staff and its Council members.

Responsible Parties: City of Rialto and Consultant

Task 6.3: Final Plan Implementation into General Plan

As necessary, the consultant will advise the City on how to implement the Climate Adaptation Plan into the City General Plan, including all necessary amendments to bring consistency across all elements with regards to climate adaptation goals, policies, and objectives. The California General Plan Guidelines recommend including the Climate Adaptation Plan in the safety element of the General Plan as it concerns responses to natural disasters. Ultimately the Rialto City Council will vote to adopt the Plan and take necessary measures to integrate it with relevant General Plan elements in satisfaction of SB 379.

Responsible Parties: City of Rialto and Consultant

Task	Deliverable
<i>6.1</i>	<i>Draft Plan</i>
<i>6.2</i>	<i>Final Plan and Plan Adoption</i>
<i>6.3</i>	<i>Implementation Strategies for General Plan</i>