



**M E M O R A N D U M**  
**DEPARTMENT OF PUBLIC WORKS**  
**TRANSPORTATION DIVISION**  
County of Placer

To: Board of Supervisors DATE: May 19, 2020

From: Ken Grehm, Director of Public Works  
By: Stephanie Holloway, Senior Civil Engineer

Subject: Transportation / Approval of an Intergovernmental Agreement with the Tahoe Regional Planning Agency for Vehicle Miles Traveled Coordination and Amendment to Contract No. 101986

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**ACTION REQUESTED**

Approve an Intergovernmental Agreement with the Tahoe Regional Planning Agency and authorize the Director of Public Works, or designee, to execute the agreement.

Approve amendment of Supplier Contract No. 101986 with Fehr & Peers for transportation planning services to increase the not-to-exceed amount to \$180,200 and extend the current term of the Supplier Contract to December 31, 2020. Authorize the purchasing manager, or designee, to execute the amendment.

**BACKGROUND**

Placer County is currently working on a Countywide approach to Senate Bill 743 (SB 743), which established Vehicle Miles Traveled (VMT) as the required metric for transportation impacts under the California Environmental Quality Act (CEQA). Although the use of VMT as an environmental metric for project related impacts associated with transportation may be new to many areas of the State, the Tahoe Regional Planning Agency (TRPA) has for years required an analysis of total VMT as set forth in Article VII of the Tahoe Regional Planning Compact and corresponding Threshold Standard (AQ14) which established a 10 percent VMT reduction over 1981 base year value. A coordinated approach to VMT would benefit both agencies and future development projects by providing a clear basis for analysis of VMT at the project level within the TRPA jurisdictional boundaries. The initial goal of this work is to provide a technical foundation which will inform each agency's project evaluation process with the ultimate goal of creating a seamless, coordinated process for project applicants that addresses SB 743 and TRPA requirements.

Therefore, County and TRPA staff recommend expanding an existing County contract with Fehr & Peers to accomplish a series of tasks, outlined in the attached Scope of Services, to assist project applicants analyze environmental impacts under both the Placer County (SB 743) and TRPA (Article VII) requirements. This work includes data collection, tools assessment, analysis methodologies and metrics, project level screening criteria, and a project evaluation tool for the Lake Tahoe Basin.

In addition, the work under this contract will directly benefit other collaborative efforts between Placer County and TRPA in the Tahoe Basin, including the Placer County Resort Triangle Transportation Plan and TRPA's Regional Transportation Plan and Commute Tahoe Program.

Staff recommends utilizing an existing Supplier Contract (#101986) with Fehr & Peers to provide transportation planning support services on an as needed basis. This amendment would increase the not-to-exceed amount by \$135,200 and extend the term by three months, through December 31, 2020. The requested increase to the current contract exceeds the Purchasing Manager's authority and requires your Board's approval in accordance with the Procurement Policy.

Under the Intergovernmental Agreement, Placer County will be responsible for no more than 25% of the Fehr & Peers contract costs, not to exceed \$45,000. TRPA will be required to reimburse the County for its portion of costs on a monthly basis.

**ENVIRONMENTAL IMPACT**

The requested action is not a project as defined by CEQA Guidelines section 15378. In addition, the action requested is exempt pursuant to CEQA Guidelines section 15061(b)(3).

**FISCAL IMPACT**

The requested action would increase the not-to-exceed amount of Supplier Contract No. 101986 to \$180,200, however, pursuant to the Intergovernmental Agreement with TRPA, the County's total fiscal obligation is not to exceed \$45,000. Sufficient funding to cover the total contract amount is included in the Department of Public Works FY 2019/20 Budget: Transportation Planning, PJ00486. Reimbursement funds, in the amount equaling 75 percent of project expenditures, will be provided by TRPA.

**ATTACHMENTS**

Scope of Services – Tahoe Basin VMT & SB 743 Implementation  
Intergovernmental Agreement

April 9, 2020

Ms. Stephanie Holloway  
Placer County Public Works – Transportation Planning  
3091 County Center Drive, Suite 220  
Auburn, CA 95603

**Subject: Proposal for Tahoe Basin VMT & SB 743 Implementation**

Dear Ms. Holloway:

We appreciate the opportunity to submit this proposal for consulting services for SB 743 Implementation & VMT evaluation in the Tahoe Basin. Our detailed scope of services, which is contained in Exhibit A, is based on the Draft Scope Proposal shared by Placer County and Tahoe Regional Planning Agency (TRPA) staff. Per our phone call, the scope of services includes several optional tasks, which are not included in the not-to-exceed cost and may be authorized at a later date.

We will perform the base tasks outlined in Exhibit A on a time-and-materials basis for a not-to-exceed cost of \$34,300. Please refer to Exhibit B for the fee estimate calculation by task. We would complete the base tasks outlined in Exhibit A within eight weeks of receiving authorization to proceed.

This work will be conducted according to the terms and conditions in the Blanket Purchase Order agreement between Placer County and Fehr & Peers dated August 18, 2017 and subsequently renewed in August 2019.

We look forward to our continued efforts with you on this project. If you have any questions or comments, please contact Rob Hananouchi at (916) 773-1900.

Sincerely,

FEHR & PEERS

A handwritten signature in blue ink, appearing to read 'RTM', with a long horizontal line extending to the right.

Ronald T. Milam, AICP, PTP  
Principal

A handwritten signature in blue ink, appearing to read 'RH', with a long horizontal line extending to the right.

Rob Hananouchi, AICP  
Associate

P20-4185-RS

## Exhibit A

### Scope of Services – Tahoe Basin VMT & SB 743 Implementation

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Fehr & Peers will perform the following scope of services to assist Placer County and Tahoe Regional Planning Agency (TRPA) staff regarding SB 743 Implementation in the Tahoe Basin. The following scope of services includes base tasks (i.e., non-optional tasks) that are included in the not-to-exceed cost estimate presented in Exhibit B, as well as optional tasks which may be authorized at a later date.

#### Task 1: Existing VMT Generation Data

Fehr & Peers will review existing vehicle miles of travel (VMT) data for the Tahoe Basin to determine how this data could be used to support SB 743 related VMT analyses. We will request relevant documents and analysis files from TRPA, such as the TRPA Regional Transportation Plan (RTP) and the TRPA RTP Environmental Impact Report (EIR), that may have pertinent VMT data to include in this review.

We will utilize trip generation and trip length data collected by Placer County for the Resort Triangle Transportation Plan to calculate existing vehicle miles of travel (VMT) generation rates. These VMT generation rates will be specific to land uses that Placer County has data for, which includes single-family residential, multi-family residential, and lodging. We will also coordinate with TRPA staff to understand their access to Streetlight Data and determine how this data could be used to inform the existing level of VMT in the Tahoe Basin.

We will review the TRPA documents and analysis files along with the calculated VMT generation rates using Placer County data. We will identify potential opportunities and limitations of this available data for use in VMT analyses for CEQA purposes, in accordance with SB 743.

Fehr & Peers will host a teleconference call with Placer County and TRPA staff to review the findings of our review, including the opportunities and limitations of this data for use in SB 743 related analyses. This review will also include recommendations for additional data or data sources that Placer County and TRPA can consider to augment the existing VMT data in the Tahoe Basin. We will also prepare a memorandum documenting the results of our review and recommendations and submit this to Placer County and TRPA staff for review.

#### Task 2: VMT Forecasting Tools Qualitative Assessment

A few VMT forecasting tools or methods are available to produce VMT estimates for projects in the Tahoe Basin. The primary focus of this task is to qualitatively assess the recently updated TRPA travel forecasting model using available model development documentation. This assessment of the TRPA travel forecasting model will be considered alongside results of previously completed assessments of the California Statewide Travel Forecasting Model and VMT sketch planning tools, which were completed as part of other SB 743 implementation efforts.

Fehr & Peers will coordinate with TRPA staff to obtain the latest model documentation for the recently updated TRPA travel forecasting model. We will assess the TRPA travel forecasting model based on this available documentation using the following criteria:

- Demonstrated sensitivity to VMT effects across demographic, land use, and multimodal network changes
- Capable of producing both “project-generated VMT” and “project effect on VMT” estimates for households, home-based trips, and total trips.
- Capable of producing regional, jurisdictional, and project-scale VMT estimates.
- Capable of producing VMT estimates that do not truncate trip lengths at model or political boundaries.

We will document the results of this qualitative assessment in a draft technical memorandum and submit to Placer County and TRPA staff for review. We will also identify recommended improvements to the TRPA travel forecasting model to address possible limitations identified by the qualitative assessment, if applicable. These recommendations would be focused on the model’s potential limitations to produce project-level VMT estimates for CEQA purposes. Fehr & Peers will also prepare an initial cost estimate for updating the TRPA travel forecasting model to incorporate these recommended improvements.

## Optional Task 2a: Project-Level Model Assessment

The qualitative assessment in Task 2 utilizes information in the model documentation to assess how the TRPA travel model produces VMT estimates at a high-level. However, relying solely on the model documentation alone will not confirm how the TRPA model performs when specific land use changes are made. This is important to consider if the TRPA travel forecasting model will be used to evaluate VMT changes associated with specific land development projects. Therefore, we recommend conducting dynamic validation analysis of land use edits to the TRPA travel forecasting model to determine how sensitive the model is to changes generated by potential land development projects.

For this task, we would test up to 5 different land use modifications. We would collaborate with Placer County and TRPA staff to identify these 5 land use tests. We suggest that the land use modifications cover a range of land use types that are representative of the primary uses and project types seen in the Tahoe Basin. This may include, but is not limited to, workforce housing (i.e., primary homes), recreational housing (i.e., secondary homes), lodging, and recreational/resort uses.

We would document both the change in VMT generated by the TAZ caused by the land use change (i.e., “project-generated” VMT) as well as the change in VMT in the project vicinity (i.e., “project-effect” on VMT).

Each travel forecasting model has unique input structures and script files necessary to run the travel model. Therefore, we could undertake this optional task using one of two approaches. The first approach option would require Fehr & Peers to obtain the TRPA travel forecasting model and coordinate with TRPA staff and/or their

consultants to understand any unique aspects to the land use modification process. Since activity-based models, like TRPA's travel forecasting model, often have complex land use models and land use input processes, it is likely this effort to understand the unique model characteristics would take at least several weeks. If this approach is desired, Fehr & Peers would prepare a detailed approach for Placer County and TRPA staff to review, which would include a list of data needs, specified times to coordinate with TRPA staff, and a maximum amount of staff time dedicated to this effort to ensure an effective and timely process. Once this coordination has occurred, Fehr & Peers would conduct the necessary model runs to complete the dynamic testing.

The second approach option would have Fehr & Peers and the project team collectively identify the land use changes to test, but have TRPA modeling staff or their consultants conduct the model runs and provide Fehr & Peers with the model outputs. This approach would require less Fehr & Peers staff time upfront to coordinate with TRPA staff and familiarize ourselves with the TRPA travel forecasting model, including unique processes to prepare the land use input file; but potentially more Fehr & Peers staff time to review and coordinate with TRPA staff both with model setup and model outputs. For this approach, Fehr & Peers would coordinate with TRPA to verify that the land use changes as specified by the project team are appropriately reflected in the TRPA model.

Since each approach is unique and would require a differing involvement of Fehr & Peers staff, a detailed cost estimate for this optional task would be provided once initial consultation with the project team is completed and an approach agreed upon. For purposes of this proposal, it is anticipated that the first approach would require more Fehr & Peers staff time and have an approximate cost of \$60,000 (subject to change once a detailed scope and cost estimate are prepared).

Should the project-level model assessment identify potential limitations with the TRPA travel forecasting model, Fehr & Peers would identify recommended improvements to address these limitations. As with Task 2, Fehr & Peers will prepare an initial cost estimate for updating the TRPA travel forecasting model to incorporate these recommended improvements.

### **Task 3: VMT Method Recommendations**

Fehr & Peers will consider the available tools and methods to produce project-level VMT estimates in the Tahoe Basin that are assessed in Task 2. Based on the results of Task 2, we will identify which tool(s) is/are most appropriate to use for VMT calculation for CEQA purposes in the near-term and long-term future. Those tools or methods appropriate for use in the near-term include those that are available today or will likely be available on or before July 1, 2020. The recommendations for a long-term use method will be based on the results of the TRPA travel model assessment in Task 2. If recommended improvements to the TRPA travel model are identified, the TRPA travel forecasting model may be an appropriate long-term tool if those improvements are implemented.

We will prepare a memorandum documenting our near-term and long-term recommendations for calculating project-level VMT for CEQA purposes. This memorandum will build off the results presented in the assessment memorandum prepared in Task 2.

## Task 4: Potential VMT Metrics

Fehr & Peers previously prepared a memorandum documenting potential VMT calculation methodologies and metrics for the Placer County SB 743 Implementation Plan. With permission from Placer County, we will share this memorandum with TRPA staff and identify key takeaways that would apply for the Tahoe Basin.

We will meet with Placer County and TRPA staff to review key takeaways regarding the VMT metric options presented in the Placer County SB 743 Implementation Plan memorandum, and determine if other VMT metrics (e.g., recreational VMT, visitor VMT, work VMT, etc.) should be considered given the unique characteristics of the Tahoe region. For these other VMT metrics, we will identify data needs that would be necessary to quantify or measure this specific type of VMT, and potential data sources for such information.

We will prepare a memorandum documenting the potential VMT metrics that could be considered for the Tahoe Basin, including potential limitations and benefits of each as they apply to travel activity in the Tahoe area.

## Task 5: VMT Screening Criteria

Fehr & Peers has collaborated with Placer County staff on potential screening criteria as part of the Placer County SB 743 Implementation Plan. Generally, these screening considerations began with recommendations from the *Technical Advisory on Evaluating Transportation Impacts in CEQA* prepared by the Governor's Office of Planning and Research (OPR). However, screening criteria should also consider the legal defensibility of screening and the agency's goals and intent for screening.

Fehr & Peers will meet with Placer County and TRPA staff to determine what types of projects (if any) are desirable for screening. Depending on the desired project types, we will identify possible criteria or approaches that could be used to support screening. We will also identify potential limitations with specific screening criteria being considered so TRPA and Placer County can make an informed decision regarding the potential benefits and risks of applying the screening criteria.

We will work collaboratively with Placer County and TRPA to advise on which screening criteria can be considered given their overall goals and intent for screening. We will prepare a memorandum to document the agreed upon screening criteria that would apply to projects in the Tahoe Basin.

## Task 6: Project Coordination & Meetings

In addition to the topic-focused meetings specified in the tasks above, Fehr & Peers will participate in up to four team meetings with Placer County and TRPA staff. These meetings are anticipated to be teleconference call check-ins held on a monthly basis, with occasional in-person meetings on an as-needed basis. The meetings will include coordination with Placer County and TRPA staff to share key information and solicit feedback from the project team efficiently and effectively.

## Optional Task 7: Prepare Impact Analysis Guidelines

Fehr & Peers will prepare an Impact Analysis Guidelines document for the County and TRPA at the conclusion of the study. The Impact Analysis Guidelines will document the preferred VMT calculation methodologies and metrics determined through the course of the study. It will outline the process for analyzing projects and plans using the preferred methodologies and metrics.

Fehr & Peers will also consider recommendations from the latest OPR Technical Advisory plus additional suggested practices based on expectations established by the CEQA statute, guidelines, and case law. Fehr & Peers will also consider existing local impact analysis guidance, including the Placer County "Impact Analysis Methodology of Assessment" Memorandum (September 30, 2015) when creating these Guidelines.

Some content from memorandums prepared in Tasks 1 through 6 may be appropriate for this Guidelines document, while supporting data used less frequently may be best collected in appendices. Fehr & Peers will submit the Draft Transportation Impact Analysis Guidelines document to County and TRPA staff for review. We have budgeted up to 12 hours of staff time to address and incorporate one round of consolidated comments from County and TRPA staff on the Draft Guidelines to create the Final Impact Analysis Guidelines document.

## Optional Task 8: VMT Mitigation Strategies

Fehr & Peers would coordinate with Placer County and TRPA staff to obtain relevant planning documents that identify possible project-level VMT reduction strategies. This may include the TRPA Regional Transportation Plan/Sustainable Communities Strategy, Placer County Sustainability Plan, and local General Plan, Community Plan, and Specific Plan documents.

We would compile this comprehensive list of VMT reduction strategies and meet with Placer County and TRPA staff to identify VMT reduction strategies that could be added, prioritized, or removed based on their applicability to the Tahoe Basin. We will prepare a memorandum that documents these agreed upon VMT reduction strategies and how they should be applied to ensure consistency between VMT estimation methodology and appropriate VMT reductions.

## Optional Task 9: VMT Estimation Tool

Fehr & Peers would coordinate with Placer County and TRPA staff to identify the desired functions of a custom VMT estimation tool for the Tahoe Basin. Based on this discussion, Fehr & Peers will work with the County and TRPA to share the potential data sources that could be used to support a VMT screening tool or VMT forecasting tool.

We will develop a tailored VMT screening/forecasting tool for the Tahoe Basin, using localized data on travel behavior where appropriate and available. A VMT forecasting tool will produce project-generated VMT forecasts using available VMT generation data from travel forecasting models, household travel survey data, or available travel data provided through TRPA's StreetLight Data subscription.

Fehr & Peers will store and host the VMT web application on our existing system for a period of one year, and will provide maintenance support through our information technology (IT) group, which will include the following items:

- With the exception of Fehr & Peers' proprietary licensed VMT tool listed above, Placer County will continue to own the interactive web application. We will provide a service to host the VMT tool ("App") on Fehr & Peers' servers, but will have no claim to any ownership or other rights to the App. We are not responsible or liable for any changes or addition to, or derivation from the content we provide. Also, we cannot be responsible for the uses of the interactive Web App or its content by Placer County or any third party.
- Fehr & Peers is a design professional firm and not a web service, hardware, or software provider, and cannot be responsible for any failure or interruption in the Web App/service that is beyond Fehr & Peers reasonable control in the ordinary course of Fehr & Peers business. Also, we cannot be responsible for any defect or failure in the hardware or software, or any interruption in the internet service, although we will work to rectify such situations as best we can within our abilities.
- In the event of an unforeseen Web App/service failure, we will address the issue during our business hours, Monday through Friday between 8:00 a.m. and 5:00 p.m.
- Web App/service failure repairs will be limited to restoring the service with the current data layers.
- If the App/service fails or is interrupted, Fehr & Peers is not responsible for any financial loss, lost profits or revenues, or for any consequential or indirect damages.
- The Interactive Web App and access to it will be secured only at the same level of security in which Fehr & Peers maintains its own computers and data in the ordinary course of its business.
- The Interactive Web App will only contain information that Placer County and Fehr & Peers mutually agree it should contain. For example, we cannot agree to put on it any personal or private information such as license plate information or other information that could be used to identify or locate individuals. We cannot agree to receive, maintain, or store any such information.
- We cannot give any warranty, express or implied, in providing this Interactive Web Application hosting service.

At the conclusion of the one-year hosting period, Fehr & Peers can transfer data from Fehr & Peers system to the Placer County system. Alternatively, Fehr & Peers can continue to host the web-based VMT screening/forecasting tool for an annual hosting fee. As of July 2019, this annual hosting fee is \$5,000 per year after the one-year hosting period. This annual hosting fee is subject to change.

Once completed, Fehr & Peers will prepare a stand-alone Users Guide for the VMT screening/forecasting tool. This Users Guide will instruct users on how to apply the VMT screening/forecasting tool. The Guide is intended for use by County or TRPA staff who will use the VMT screening/forecasting tool on project applications.

We will submit a Draft Users Guide document to County and TRPA staff for review. We have budgeted up to 8 hours of staff time to address and incorporate one round of consolidated County and TRPA comments on the Draft Guide to create the Final Users Guide document.

## **Optional Task 9a: VMT Reduction Strategies in VMT Estimation Tool**

As an optional task, Fehr & Peers can incorporate VMT reduction strategies into the Sketch VMT Estimation Tool developed in Task 7. We would begin with the list of VMT reduction strategies identified in Task 6 and determine which strategies have research that quantifies their effectiveness in reducing VMT. This would begin with Fehr & Peers recently completed review and overhaul of the VMT reduction strategies contained in the widely used CAPCOA document entitled “Quantifying Greenhouse Gas Mitigation Measures.” The latest research from this overhaul is included in the ARB Zero Carbon Buildings project. Fehr & Peers reviewed the old and new strategies and identified key differences in strategy effectiveness. The SACOG SB 743 Implementation Tools for Local Agencies project is also conducting a review of VMT reduction strategies. TRPA also has a Trip Reduction Impact Analysis (TRIA) spreadsheet tool to evaluate trip and VMT reduction effects of various transportation policies and programs.

Fehr & Peers will review the data and assumptions from these variety of sources to determine which strategies have sufficient evidence to support a quantifiable reduction in VMT. These reduction strategies would then be incorporated into the VMT Estimation Tool for reference if a project would trigger a potentially significant impact.

## **Optional Task 10: Case Studies**

Fehr & Peers will evaluate up to two land development case studies using the preferred VMT calculation methodologies, metrics, and tools identified by the project team through the course of Tasks 2 through 5. The specifics regarding the scale and type of land development project would be determined through conversation with Placer County, TRPA, and Fehr & Peers.

We will meet with Placer County and TRPA staff to discuss the results of these case studies. Based on the outcomes of these case studies, it is possible that the initial preferred methodology, metric, and screening criteria identified in Tasks 2 through 5 may require revisiting.

## **Optional Task 11: Potential Thresholds of Significance**

After completing the Case Studies in Task 9 and potentially revisiting the initial preferred methodology, metric, and screening criteria identified in Tasks 2 through 5, Fehr & Peers would coordinate with Placer County and TRPA staff on potential thresholds of significance. We would first identify potential threshold options, which could include thresholds adopted by other local or regional agencies, recommendations identified in recent ARB studies, and those outlined in the OPR Technical Advisory. We would use the outcomes from the Case Studies in Task 9 and compare to these threshold options to determine how these Case Studies would have performed.

We would review these results with Placer County and TRPA staff along with the potential screening criteria identified in Task 5. We would recommend any threshold setting decisions include the CEQA legal counsel for Placer County and TRPA so they may provide input and confirm that the thresholds have the support of legal experts that could be in a position to defend them.

We would prepare a memorandum documenting these potential thresholds of significance and submit to County and TRPA staff for review and comment.

**Exhibit B**  
**Fee Estimate Calculation**

**Fee Estimate Calculation – Base Tasks**

Fehr & Peers is prepared to complete the base tasks contained in the scope of work in Exhibit A on a time-and-materials basis for a not-to-exceed cost of \$34,300. The table below provides the calculations for this not-to-exceed cost estimate. The hourly billing rates used in this table are used for calculating the fee estimate only. Please refer to the 2019-2020 Hourly Billing Rates contained in the Blanket Purchase Order between County of Placer and Fehr & Peers for actual billing rate categories.

**Fee Estimate Calculation – Base Tasks**

Task	Staff Person Labor (hours & billing rates)						Total	
	Principal-in-Charge	Project Manager	Lead Planner	Travel Modeler	GIS/Visual Comm.	Project Coordinator	Hours	Cost
	\$335/hr.	\$195/hr.	\$155/hr.	\$130/hr.	\$125/hr.	\$135/hr.		
1: Existing VMT Generation Data	2	8	32	12	0	2	56	\$9,020
2: VMT Tools - Qualitative Assessment	6	8	12	8	0	2	36	\$6,740
3: VMT Method Recommendations	2	4	4	0	0	2	12	\$2,340
4: Potential VMT Metrics	2	6	12	4	0	2	26	\$4,490
5: VMT Screening Criteria	2	6	12	8	0	2	30	\$5,010
6: Project Coordination & Meetings	2	16	4	4	0	2	28	\$5,200
<b>Total Labor</b>	<b>16</b>	<b>48</b>	<b>76</b>	<b>36</b>	<b>0</b>	<b>12</b>	<b>188</b>	<b>\$32,800</b>
Direct Costs (communications, travel, reproduction, etc.)								\$1,500
<b>Total Cost</b>								<b>\$34,300</b>

**Fee Estimate Calculation – Optional Tasks**

The table below provides the initial calculations for Optional Tasks 7-11. Please note that there is no cost estimate provided for Optional Task 2a as the cost for Optional Task 2a would depend on which approach is taken. See the description of Task 2a in the Scope of Services provided in Exhibit A for further details.

Please also note that the development of a custom VMT Estimation Tool as described in Task 9 includes a one-time, perpetual license fee of \$5,000 for Fehr & Peers’ intellectual property. This is included in the cost estimate calculated below.

### Fee Estimate Calculation – Optional Tasks

Task	Staff Person Labor (hours & billing rates)						Total	
	Principal-in-Charge	Project Manager	Lead Planner	Travel Modeler	GIS/Visual Comm.	Project Coordinator	Hours	Cost
	\$335/hr.	\$195/hr.	\$155/hr.	\$130/hr.	\$125/hr.	\$135/hr.		
7: Prepare Impact Analysis Guidelines	4	16	36	12	24	4	96	\$15,140
8: VMT Mitigation Strategies	2	6	12	8	0	2	30	\$5,010
9: VMT Estimation Tool	6	16	40	72	16	8	158	\$23,770
9a: VMT Reduction Strategies in VMT Estimation Tool	8	8	28	40	12	6	102	\$16,090
10: Case Studies	2	8	16	24	4	4	58	\$8,870
11: Thresholds of Significance	4	24	8	8	0	4	48	\$8,840
Total Labor	24	72	128	156	56	26	462	\$77,720
Direct Costs (communications, travel, reproduction, etc.)								\$3,180
One-Time Perpetual License Fee for VMT Estimation Tool								\$5,000
<b>Total Cost</b>								<b>\$85,900</b>

# Intergovernmental Agreement

## Purpose

The purpose of this Agreement is to establish the respective rights, duties, and obligations of the Tahoe Regional Planning Agency (“TRPA”) and Placer County (“County,” collectively, the “Parties”) with respect to a collaborative effort to coordinate environmental project requirements under Senate Bill 743 (SB 743) and Article VII of the Tahoe Regional Planning Compact, including the joint oversight and funding of a consulting contract.

This agreement is effective as of the date of execution by all parties and will continue for one year from the effective date, unless terminated earlier.

## Background

SB 743 established Vehicle Miles Traveled (VMT) as the required metric for transportation impact analysis for most projects under the California Environmental Quality Act (“CEQA”). Within the jurisdiction of TRPA (“Tahoe Basin”), Article VII of the Tahoe Regional Planning Compact, “Environmental Impact Statements,” establishes other required environmental analysis. Therefore, a portion of the County is subject to two overlapping environmental review standards for project development in the Tahoe Basin. The County and TRPA wish to work together to create a technical foundation which will inform each agency’s project evaluation process with the ultimate goal of creating a seamless, coordinated process for project applicants that addresses SB 743 and Article VII requirements.

## Consultant Contract

The Parties will jointly support and fund Fehr & Peers (“Consultant”) in completing tasks outlined in the attached “Scope of Services – Tahoe Basin VMT & SB 743 Implementation.” The Consultant will assist with data collection, tools assessment, analysis methodologies and metrics, project level screening criteria, and a project evaluation tool for the Lake Tahoe Basin, all of which will synthesize the requirements under SB 743 and Article VII of the Tahoe Regional Planning Compact.

## Funding

TRPA and the County will jointly fund the Consultant contract in an amount not to exceed \$180,200. The County will fund up to 25% of the total project costs associated with this effort, in an amount not to exceed \$45,000. TRPA will fund all remaining project costs.

The Consultant will submit invoices to the County on a monthly basis, and the County will provide TRPA with a copy for initial review. After TRPA and County approve an invoice, the County will issue payment to the Consultant and will issue an invoice to TRPA for reimbursement of 75% of the invoice. TRPA will reimburse the County within 30 days of receiving an invoice from the County. The County will begin issuing reimbursement invoices to TRPA after this Agreement is executed.

If the County expends funds prior to the execution of this Agreement, those funds will count towards the County’s total financial obligation. If this occurs, TRPA agrees to pay 100% of future invoiced Consultant costs until such time TRPA has paid 75% of the total invoiced Consultant costs to date. After

such time, County will pay Consultant invoices and issue invoices for 75% reimbursement to TRPA. If TRPA cannot reach the 75% share of costs by paying Consultant invoices, TRPA will reimburse County for any costs in excess of 25% at the end of the Agreement.

## Agency Roles

Collaboration between the County and TRPA will include coordinated meetings with the Consultant as outlined in the Scope of Services, interagency meetings between key technical staff, as well as participation on stakeholder workgroups. One project manager from TRPA and one project manager from the County will serve as the project lead on all tasks identified in the Scope of Services and will be responsible for submitting final comments to the consultant team. Other TRPA and County staff may participate in discussions and deliverable review as appropriate.

Both Parties will provide feedback on draft memos and other products before the project is finalized.

For collaboration on the Article VII guidance, the Parties will strive to align, to the greatest extent possible, project level policy guidance related to VMT from the County with Article VII of the Tahoe Regional Planning Compact.

## Project Management

The County and TRPA will identify a project manager to be responsible for finalizing and approving all work products. The Parties commits to reviewing and providing comments on work products per project schedule requirements.

## Stakeholder Group

The Parties agree to work together to identify appropriate stakeholder process and members. The Parties agree to convene stakeholder groups, where appropriate, to review project materials at key points identified during development of the project management plan and/or schedule. Obtaining stakeholder input on the County thresholds is not part of this MOU.

## Project Deliverables

The Consultant will provide deliverables as outlined in the Scope of Services, which has been reviewed and approved by both Parties. Contract materials will be the nonexclusive property of both the County and TRPA, who are free to use, replicate, and disseminate said materials as they wish.

The Parties may share work products associated with SB 743 specific tasks with peer California communities in the Tahoe Basin, including El Dorado County and the City of South Lake Tahoe.

## Anticipated Timeline

This work is anticipated to begin on April 28, 2020, and Consultant work on the base tasks is projected to be completed within eight weeks. A schedule for optional tasks outlined in the Scope of Services will be determined during development of the base tasks.

## Amendment and Termination

All subsequent amendments to this Agreement shall be in writing and signed by the Parties. Either party may terminate this agreement by providing 30 days' written notice to the other. Upon termination, the Consultant is entitled to payment for services rendered, and each Party must meet its funding obligations to the Consultant and each other, as described herein.

## Notice

Any notice, request, or other communication required or authorized under this Agreement shall be deemed properly given when either:

- A. Delivered personally to the person below, as of the date of delivery; or
- B. Emailed to the email address listed below, as of the date the email is sent; or
- C. Mailed to the physical address listed below by U.S. Mail or similar service, with postage prepaid and properly addressed, as of the date of postmark.

In the case of County, to:

Name, Title: Stephanie Holloway, Senior Civil Engineer  
Address: 3091 County Center Drive, Auburn, CA 95603  
Telephone: 530-745-7551  
Email: shollow@placer.ca.gov

In the case of TRPA, to:

Name, Title: Melanie Sloan, Senior Transportation Planner  
Address: P.O. 5310, Stateline, NV 89449  
Telephone: 775-589-5208  
Email: msloan@trpa.org

## Counterparts; Electronic Signature

This Agreement may be executed in duplicate counterparts. Each counterpart shall be an original and both together shall constitute but one and the same document. This Agreement shall not be deemed executed unless and until at least one counterpart bears the signatures of all parties' designated signatories.

In addition, this Agreement and future documents relating to this Agreement may be digitally signed in accordance with California law. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

TAHOE REGIONAL PLANNING AGENCY

Date: \_\_\_\_\_

\_\_\_\_\_

By: Joanne Marchetta  
Executive Director

PLACER COUNTY, CALIFORNIA

Date: \_\_\_\_\_

\_\_\_\_\_

By: Ken Grehm  
Director of Public Works

