

September 1, 2016

Wally Siembab
South Bay Cities Council of Governments
20285 S. Western Ave., #100
Torrance, CA 90501

Subject: Proposal for Peer Review of SBCOG VMT Reduction Strategies and Methods

Dear Mr. Siembab:

Thank you for contacting Fehr & Peers to assist you in the development of calculation tools and a strategy resource guide related to your work estimating climate outcomes for vehicle miles traveled (VMT) reduction strategies. The scope of this work is based on conversations and correspondence with you regarding your work in progress on development of a Trip Matrix. In addition to the advice already sought on legally and empirically defensible methods to estimate potential local VMT and GHG reductions associated with various transportation policy, programmatic, and project related actions, at this time assistance has been requested with the development of tools to assist that process. Our proposed scope of work, schedule, and fee estimate are described below.

SCOPE OF WORK

Task 1 – Review of Documents and Technical Approach

- Provide a technical review of the draft *Municipal and Sub-Regional Strategies for Reducing the Amount of Carbon Produced Annually by the Transportation Sector*
- Refine the draft document into an easy-to-reference resource guide for SBCOG staff, South Bay local cities staff, and others, incorporating South Bay Sustainable Strategies, applicable CAPCOA strategies, and any other strategies for which sufficient empirical data exists.

Deliverable: South Bay Sustainable Strategies Resource Guide

Task 2 – Calculate the Carbon Impact of VMT Reduction Strategies

- Develop a customized VMT calculation tool based on the MXD platform that will incorporate selected strategies from the *Resource Guide* that have sufficient empirical data for inclusion, and that will incorporate the effects based on fleet mix as demonstrated in the Trip Matrix. Calculations will be sensitive to existing land use patterns and other socio-economic factors pertinent to the South Bay area. The calculator will be able to account for specific combinations of applicable TDM actions, and will calculate the upper reduction limit.
- Utilize the VMT calculation tool to calculate the carbon impact of transportation-related carbon reduction strategies at the scale of the neighborhood.
- Modify the calculation tool for use by SBCOG staff.
- Tools will be optimized for technical objectivity, ease of use, and legal defensibility, and will be consistent with state and regional air quality oversight agencies on achievable credits.

Deliverables: Table calculating carbon impacts for selected strategies included in the deliverable in Task 1 AND a calculation tool capable of accounting for the reduction generated by any specific combination of selected strategies.

We expect to interact with staff via phone and or email weekly throughout the process to ensure that we fully understand methods and procedures in service of an objective and accurate assessment.

Task 3 – Meetings

Fehr & Peers will prepare for and participate in up to four telephone conferences and up to two in-person meetings in Torrance at the SBCOG offices in addition to those meetings included in the prior scope of work. No meetings with the general public or local agency stakeholders are included in this scope.

COST ESTIMATE AND SCHEDULE

Fehr & Peers will perform this work for a fixed fee of **\$65,000**. We will submit the draft South Bay Sustainable Strategies Resource Guide and calculation tools **within four months** following receipt of written authorization to proceed. Invoices will be submitted monthly for services rendered and are due and payable upon receipt.