

## ATTACHMENT B

### SCOPE OF WORK

**Project Title:** [INSERT PROJECT TITLE]

**Project Funding:** [INSERT PROJECT FUNDING]

LACMTA Grant Funds	\$XXX,XXX
Local Match – Cash	\$XXX,XXX
Local Match – In Kind	\$XXX,XXX
<u>Local Match – Other: [Insert Source]</u>	<u>\$XXX,XXX</u>
Total	\$XXX,XXX

**Project Location:** [DESCRIBE PROJECT LOCATION]

**Project Objective:** The [INSERT GRANTEE/SPONSOR NAME] will prepare to adopt regulatory changes that advance transit-supportive development patterns by:

- Creating a new Specific Plan;
- Amending the General Plan and as appropriate, the Zoning Code; and
- Advancing the relevant Environmental Clearance.

The following map(s) illustrate the Project Area’s boundaries and existing land use and zoning categories. Parcels within a 1/2-mile radius and/or adjacent transit corridors are highlighted (as this would be a focus area for most stations), as are potential boundaries that extend to parcels beyond the highlighted areas that will be evaluated as the planning process proceeds.

The tasks set forth in the following pages may be modified by the parties without the need to amend this Agreement. Any changes to the tasks which are approved in writing by LACMTA shall be automatically incorporated into this Agreement.

**Insert Maps**

## **TASK 1- GENERAL PROJECT ADMINISTRATION**

**Duration: 36 months**

### **TASK 1.1 – CONSULTANT PROCUREMENT**

City Planning Staff (Staff) will prepare a detailed statement of work and conduct a public bid process in order to secure a consultant that is qualified in transit-supportive development, vehicle miles traveled (VMT) reduction measures, urban design, pedestrian and bicycle safety, and land use integration with transit operations. The consultant will be responsible for coordinating with Metro staff, administering the planning and environmental work, public outreach, and providing support for City staff in the plan adoption process.

**Deliverables:** Draft/Final RFP and Draft/Final Executed Professional Services Agreement with Consultant Team.

### **TASK 1.2 – STATION AREA PLANNING KICK-OFF MEETING**

City Planning Staff (Staff) will organize an initial kick-off meeting with the selected consultants, LACMTA Staff and any additional appropriate City agencies. The purpose of the meeting will be to:

- Review work program objectives, tasks, products, and preliminary schedule
- Discuss recent or current studies, plans, or planning-related efforts by agencies and departments that may influence or support the work program and relevant Metro Plans and toolkits related to Transit –supportive development.
- Discuss the roles and responsibilities that relevant City agencies and departments will play in achieving the objectives of the work program, including type and frequency of required coordination
- Establish a calendar for quarterly briefings of agencies and departments
- Confirm appropriate contacts within each organization

**Deliverables:** Meeting minutes. A table summarizing relevant planning documents, current planning efforts, and specific opportunities for coordination with other agencies and departments.

### **TASK 1.3 – ONGOING INTER- AND INTRA-DEPARTMENTAL COORDINATION**

Staff will schedule quarterly briefings with a working group consisting of relevant City agencies and departments. At each quarterly meeting, Staff will update the working group on project progress and upcoming public outreach, as well as solicit feedback as appropriate.

Staff will also coordinate internally with staff assigned to other projects relevant to the station area planning effort, such as Public Works, Building and Safety, Transportation, Parks and

Recreation, and external County or regional agencies to ensure that parallel planning efforts are supportive of each other and that conflicts are avoided.

**Deliverables:** Meeting agendas. Summary of action steps with responsible parties and timeline resulting from each meeting and meeting schedule.

#### **TASK 1.4 – PROJECT MANAGEMENT**

Staff will be responsible for the coordination and development of a variety of regulatory changes throughout the analysis, public participation, plan development, environmental review, and public approval processes associated with each type of change. Staff will review consultant invoices and work with accounting staff to prepare quarterly invoices for submittal to Metro.

**Deliverables:** Quarterly Progress reports describing progress to date and highlighting expected completion date and anticipated delays. Quarterly Invoices for payment.

#### **TASK 2- STATION AREA ANALYSES**

**Duration:** \_\_\_\_

##### **Task 2.1 – EXISTING CONDITIONS ANALYSIS**

Using Metro’s Transit Supportive Planning Toolkit’s 10 Characteristics of Transit Supportive Places as the foundation, the consultant, along with staff, will evaluate the existing conditions of the project area and synthesizes the assessment into a comprehensive report. As part of the existing conditions analysis, the consultant will inventory and map existing land uses, circulation patterns, environmental features, and mobility amenities, and identify opportunities and constraints related to transit-oriented development. The consultant will review applicable policy documents such as the General Plan and Climate Action Plan, current zoning regulations, relevant specific plans, and other related studies of the area. The presence of each of the 10 Characteristics of Transit-Supportive Development shall be addressed in the analysis and report.

**Deliverables:** Draft and Final Comprehensive Existing Conditions report.

##### **TASK 2.2: Coordinate with Metro on Transit-Supportive Planning Toolkit Integration**

Staff and the consultant team will meet with Metro to review Metro’s Transit Supportive Planning “Toolkit” and other applicable policies and tools which may include the Countywide Sustainability Policy, First-Last Mile Strategic Plan, and the Green Places Toolkit, Metro will work in collaboration with Staff and the Consultant team to review these documents and identify strategies and practices that should be incorporated into the Specific Plan.

In addition, City staff and the consultants will meet with Metro on case by case basis (up to two meetings) for analysis of Task 2, 3 and 4 findings.

**Deliverables:** Meeting Minutes memorializing recommendations and next steps

### **TASK 2.3: Analysis of Opportunity Sites**

Consultant team and Staff will identify opportunity sites within the station area for transit-supportive development, first/last mile improvements, or urban greening strategies. Analysis will include a determination of whether the current zoning, development standards, and design guidelines can support transit-supportive development, and whether the current street classifications and design standards are consistent with complete streets that create a district that is safe for walking and cycling and to **consider green infrastructure (Green places toolkit)**. If a zone change, development standard, general plan land use, or street classification change is needed, the consultant and City shall prepare a legal and procedural analysis of the process required to enact such regulatory changes.

**Toolkit:** [Building standards and design guidelines, Street standards and design guidelines, Community design overlay district](#)

**Deliverables:** Opportunity Sites Analysis

### **TASK 2.4: Conduct Market and Development Feasibility Study**

Consultant team will conduct a market and development feasibility study and report, in order to identify the current and forecasted demand for various types of real estate development within and directly adjacent to the study area. The market study shall determine the potential for multi-family residential at various densities, retail, mixed use, office, institutional, and other land uses and land use mixes that support transit ridership and/or benefit from transit proximity.

**Toolkit:** [EIFD, CRIA, Special districts, New Markets Tax Credits](#)

**Deliverables:** Market Study and Development Feasibility Report

### **TASK 2.5: Conduct Parking Study and Parking Management Plan**

Building off of the existing conditions report, the consultant will conduct a parking study that analyzes existing and future parking supply and demand for **private vehicles, car share, ride-hailing services, bicycles, electric scooters, and other relevant forms of mobility that require dedicated parking**. The study will include a complete inventory of the location, type (public,

private, disabled, carpool) and hours of use of the parking available in the study area. The study will include a determination of both existing utilization and future demand. The study will identify locations with surplus or deficient supply of vehicular parking and identify strategies, such as parking districts, shared use parking, park once strategies, and parking maximums. An analysis of current supply and projected need for bicycle parking will also be provided. Based on the results of the study, adjustments to current parking standards, a parking management plan, or identification of potential locations for structured or subterranean parking, if applicable, will guide the implementation and policies of the plan.

**Toolkit:** [Innovative parking design, Parking benefit district, Parking management districts, Parking minimums and maximums, Shared parking](#)

**Deliverables:** Draft and Final Comprehensive parking study and Management Plan with corresponding maps.

### **TASK 3 - STAKEHOLDER OUTREACH**

**Duration:** \_\_\_\_

#### **TASK 3.1: Outreach Plan**

The Consultant, in collaboration with City staff, shall develop a robust and innovative Outreach Plan that will establish a comprehensive and meaningful strategy for engaging community stakeholders in developing a shared vision for the plan area.

The Outreach Plan shall identify stakeholders (community groups, residents, business owners, transit users, and active transportation (biking and walking) proponents, affordable housing developers, and other stakeholders as appropriate). The Outreach Plan will outline the methods by which stakeholders will be informed about and engaged in the project through multiple formats, as needed, including community meetings, charrettes, workshops, stakeholder interviews, focus groups, project website, and social media. The Outreach Plan shall identify the key project milestones that will require stakeholder input and develop innovative and complementary engagement activities, with the goal of building a broad spectrum of support for the plan.

The Plan should also inform the development of meeting materials and include strategies to reach disadvantaged and non-English speaking communities through organizing meetings at various times and accessible community locations to maximize ability for attendance, providing on-site translation as needed and materials in multiple languages.

**Toolkit:** [Best practice: Craft a clear outreach plan, Building partnerships with stakeholders](#)

**Deliverable:** Draft and Final Outreach Plan

### **TASK 3.2: Conduct Focus Groups with Key Community Stakeholders**

Staff will conduct up to three focus group meetings with stakeholders that may include a) transit, bicycling, and walking organizations, b) members of the development community to obtain local input on the market for transit-oriented retail, office, and mixed-use development, and c) environmental organizations focused on greenhouse gas mitigation and climate resilience.

The focus groups may be conducted prior to or concurrent with the workshops/charrettes described in Task 3.3.

**Toolkit: Best practice:** [Use multiple forms of communication](#)

**Deliverables:** Focus group agenda, questions, meeting schedule, key outcomes and meeting notes.

### **Task 3.3 Charrettes/Workshops**

Informed by Task 3.1, the Consultant and City staff will hold three public workshops or interactive planning charrettes or workshops to discuss the preliminary findings of the background analysis, market and development feasibility, and parking study; identify opportunities and challenges for transit-supportive and community beneficial development; develop a vision for the project area; and, discuss possible strategies that can be used to reach that vision.

**Toolkit: Best practice:** [Use visualizations, Visionering, Make it fun,](#)

**Deliverables:** Meeting agendas, presentation and meeting materials, and conceptual renderings of future development options, key outcomes and summary notes.

### **TASK 3.4: Briefings with Elected Officials**

The consultant will assist Staff in preparing for meetings with City or County elected officials, commissioners, or their staff members. These meetings will be conducted on an as-needed basis to keep the policy makers informed of the project progress and to solicit feedback as necessary throughout the project phases.

Consultant shall assist City staff in preparing materials for a Commission or Council study session, ideally during the process of preparing the draft plan, if there is scheduling availability on the part of the appointed and elected officials

**Toolkit:** [Making the Case to Elected Officials, Six benefits of Transit Supportive Planning, Best Practice Characteristics](#)

**Deliverables:** Meeting agendas, staff reports and summaries

**TASK 4 - PREPARE PLANNING DOCUMENTS**

**Duration:** \_\_

**TASK 4.1: Prepare Draft TOD Specific Plan**

Using Metro’s Transit Supportive Toolkit and the findings from Task 2 and 3, the consultant will develop a Draft TOD Specific Plan. The Specific Plan will include all required components of a specific plan including land use maps, zoning and development standards, parking requirements, street standards and cross sections, urban design standards, and sustainable design requirements. Consideration of LEED for Building Design and Construction and LEED for Neighborhood Development shall be used as reference documents along with the Metro sustainability plans and toolkits mentioned previously.

Staff, with strategic guidance from Metro, will assist in the development of the specific strategies, zone designations, and design standards, to ensure that best practices in transit-supportive development and sustainable urban planning are integrated into the draft specific plan. Metro will also provide a comprehensive review of the draft and provide feedback to the consultant. The consultant will revise the draft prior to public release.

**Toolkit:** [TOD specific plan, corridor plan, conventional zoning, overlay zone, form-based code, minimum densities](#)

**Deliverables:** Draft TOD Specific Plan.

**TASK 4.2: Prepare Draft General Plan Land Use Policy Map and Zoning**

The consultant will recommend any required amendments to the General Plan, including a Draft Land Use Policy Map and as appropriate, the Zoning Code.

**Toolkit:** [General plan land use designations and vision, General plan land use policies and actions](#)

**Deliverables:** Draft General Plan Land Use Policy Map and Zoning Code Amendments

**TASK 4.3: Release Draft TOD Specific Plan to the Public**

Staff will announce the release of the Draft TOD Specific Plan and related Draft General Plan Land Use Map to the public and provide the opportunity to comment.



**Deliverables:** Notices and summary of comments received.

#### **TASK 4.4: Finalize General Plan Land Use Policy Map and TOD Specific Plan**

Based on comments and feedback from staff, Metro, the community, and various stakeholders, the consultants will prepare a Final Draft Land Use Policy Map and TOD Specific Plan.

**Deliverables:** Final General Plan Land Use Policy Map and TOD Specific Plan.

### **TASK 5 - PREPARE CALIFORNIA ENVIRONMENTAL QUALITY ACT DOCUMENT**

**Duration:** \_\_\_\_\_

#### **TASK 5.1: Prepare Initial Study and Notice of Preparation (NOP)**

The consultant will prepare an Initial Study and NOP. Staff will circulate the NOP as part of the early scoping effort. Staff will submit the NOP to the State Clearinghouse and all trustee and responsible agencies, consistent with current CEQA guidelines.

**Deliverables:** Initial study. Notice of Preparation. Submission to the State Clearinghouse.

#### **TASK 5.2: Public Scoping Meeting**

The consultant will conduct one (1) public scoping meeting on issues addressed in the EIR.

**Deliverables:** Meeting agenda, presentation, notices and summary notes.

#### **TASK 5.3: Prepare Screencheck Draft Environmental Impact Report (EIR)**

The consultant will prepare a complete screencheck Draft EIR for review by staff prior to publication. The screencheck Draft EIR will include all text, tables, and figures.

**Deliverables:** Screencheck Draft EIR.

#### **TASK 5.4: Public Review of Draft EIR**

The consultant will prepare a Draft EIR that incorporates the comments received from staff. The Draft EIR will be distributed to the public for review and comment. The Draft EIR will be released x days for public comments.

**Deliverables:** None.

#### **TASK 5.5: Prepare Responses to Comments**

Following the completion of the public review comment period on the Draft EIR, the consultant will prepare responses to the comments in writing.

**Deliverables:** Draft responses to comments for Staff's review.

#### **TASK 5.6: Prepare Draft and Final Mitigation Monitoring Program (MMP)**

The consultant will prepare an MMP that will identify required mitigation measures, responsible implementing departments, and timeframe for implementation. The consultant will prepare a Draft MMP for Staff to review. The consultant will prepare a Final MMP that incorporates the staff's comments.

**Deliverables:** Draft and Final MMP.

#### **TASK 5.7: Prepare Final EIR**

Upon completion of the responses to the comments, the consultant will prepare the Final EIR for public hearings.

**Deliverables:** Final EIR for public hearings.

### **TASK 6 – PUBLIC NOTICE AND PUBLIC HEARINGS**

**Duration:** \_\_\_\_

#### **TASK 6.1: Planning Commission Public Hearing**

City Staff will prepare the necessary materials to facilitate the public hearing process before the Planning Commission, including but not limited to a public hearing notice and staff report. Comments from Planning Commission will be incorporated into the Specific Plan and EIR.

**Deliverables:** Public hearing package, staff report, signed resolutions, and meeting minutes and approvals

**TASK 6.2: City Council Public Hearing**

City Staff will prepare the necessary materials to facilitate the public hearing process before City Council. Comments from City Council will be incorporated into the Final Specific Plan and EIR.

**Deliverables:** Public hearing package. Signed resolutions and Adoption of Specific Plan and Certification of EIR,