



March 17, 2026

Amanda Fagan
 Director of Planning and Sustainability
 Ventura County Transportation Commission
 751 E. Daily Dr., Suite 420
 Camarillo, CA 93010

Santa Paula Branch Line Trail Master Plan Update and EIR/EIS Agreement Amendment 01, Submittal Version 2

Dear Amanda,

The purpose of this letter is to summarize the changes associated with Amendment 01 to the Santa Paula Branch Line Trail Master Plan Update and EIR/EIS Agreement between Ventura County Transportation Commission (VCTC) and WSP USA, Inc. (WSP). Based on the desire expressed by VCTC to perform increased engagement with agricultural communities in the Santa Clara River Valley and extend the contract term to June 30, 2027, WSP is proposing to increase outreach and technical activities associated with this contract. Below is a summary of the primary changes associated with Amendment 01:

Task	Proposed Change/Addition	Amount
1.1	Additional management meetings through June 2027	\$24,293
1.2	Additional support for invoicing and schedule updates through June 2027	\$6,023
3.1	Additional Technical Advisory Committee meeting in 2027	\$3,290
3.3	Additional stakeholder meetings to support agricultural engagement and schedule extension through June 2027	\$7,230
3.4	Addition of newspaper and radio advertisements to support project outreach	\$962
3.7	New task to create an Agricultural Working Group consisting of farmers and landowners near the project meeting approximately quarterly	\$69,038
3.8	New task to prepare the technical deliverables to incorporate outcomes of the Agricultural Working Group	\$45,699



Task	Proposed Change/Addition	Amount
4.2	Additional analysis to define a new alignment proposed by community members	\$17,252
4.3	Additional analysis to develop cost estimates for a new alignment proposed by community members	\$5,977
4.4	Additional analysis to evaluate the performance of a new alignment proposed by community members	\$12,515
9.1	Additional work to perform outreach and advertising to communicate with agricultural stakeholders regarding the Draft EIR public meetings	\$14,011
Total:		\$163,839*
* Note: This value is the sum total of all changes, inclusive of minor revisions not in this table		

The current contract value is \$1,676,461. The subtotal of proposed changes related to the amendment as summarized above is \$163,839. This would result in a new project budget of \$1,840,300.



We appreciate the opportunity to present you with this information. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Tara Lake". The signature is written in a cursive, flowing style.

Tara Lake
Senior Vice President
Southern California Planning Director

Attachments: Revised Contract Budget, Version 2
Revised Contract Schedule, Version 2

Attachment A

**Scope of Work
March 17, 2026**

VI. SANTA PAULA BRANCH LINE TRAIL MASTER PLAN UPDATE AND ENVIRONMENTAL IMPACT REPORT

SCOPE OF WORK

Background and Context

Ventura County Transportation Commission (VCTC) serves as the regional transportation planning agency for Ventura County. VCTC purchased the Santa Paula Branch Line (“SPBL”) railroad and associated right-of-way in 1995 for use as a multimodal transportation corridor. The SPBL consists of 32 miles of railroad right-of-way with 29 miles of serviceable track stretching from East Ventura/Montalvo within the City of Ventura to the unincorporated community of Piru within the Santa Clara River Valley (also known as Heritage Valley). In 2021, VCTC entered into a 35-year Railroad Lease and Operations Agreement with Sierra Northern Railway, which governs railroad operations and maintenance of the associated right-of-way. The railroad carries freight, tourist/excursion, railbikes, television and film production, and research and development rail services.

VCTC acquired the SPBL corridor with the intent to build a trail for active transportation and recreation. The 1996 SPBL Recreational Trail Master Plan documented preliminary design and environmental work. In 2000, VCTC adopted a Master Plan and Environmental Impact Report (EIR) for the SPBL Recreational Multi-Use Trail. The SPBL Trail project is identified within the Southern California Association of Governments (SCAG) Regional Transportation Plan/Sustainable Communities Strategy as RTP ID 5N011.

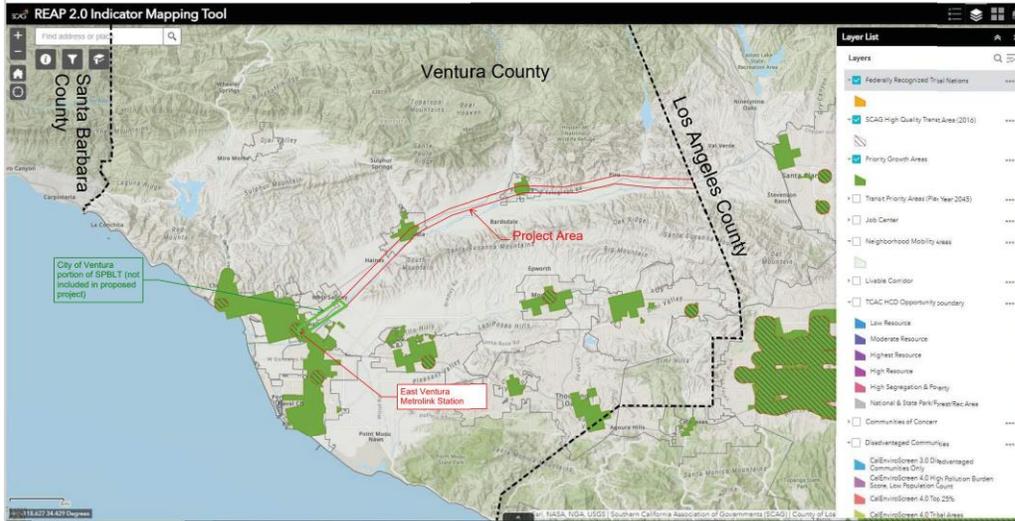
Sections of the SPBL Trail have been built out within the Cities of Santa Paula and Fillmore and within the Piru community.

In April 2022, VCTC adopted a goal to “reinvigorate the process to complete the SPBL trail,” and in April 2023, VCTC adopted a new Strategic Plan that includes Strategy A8: “Update the Santa Paula Branch Line trail master plan, validate trail alignment, connections, and amenities, and update existing conditions to facilitate trail completion, with stakeholder engagement.”

To accomplish these goals, VCTC applied for and received a grant from the SCAG Regional Early Action Planning (REAP) County Transportation Commissions Partnership Program in July 2023. With funding from this grant award, this Request for Proposals (RFP) will result in an updated Master Plan and a new Environmental Impact Report (EIR), hereinafter referred to as the “Project”. The Project will update existing conditions, phasing plans, and cost estimates, with a focus on equitable transportation investments in the Santa Clara River Valley, improving active transportation and connections to housing, transit, and job centers, and reducing Vehicle Miles Traveled (VMT) and Greenhouse Gas (GHG) emissions.

Study Area

While the original *SPBL Recreational Trail Master Plan* adopted in 2000 covers the full railroad corridor from the East Ventura/Montalvo Metrolink Station to the area east of the unincorporated community of Piru, the focus of this Project will be from Saticoy Station through Piru. Design and construction of the approximately 4-mile trail section from East Ventura/Montalvo to Saticoy is currently advancing through a separate and distinct project effort led by the City of Ventura. An additional approximately 1.5-mile of trail is also currently advancing through a separate project effort led by the City of Santa Paula.



1. Project Management

1.1. Meetings

The services outlined herein for the VCTC Santa Paula Branch Line Trail Master Plan Update and EIR/EIS project will occur over a twenty-seven (27) month period commencing in April 2025. WSP USA, Inc. (CONSULTANT) will schedule and host a kick-off meeting within 30 days after Notice to Proceed (NTP) that will include VCTC and key stakeholders including the corridor cities of Santa Paula and Fillmore, corridor communities of Saticoy and Piru, the County of Ventura, and Caltrans. This will constitute the first Project Development Team (PDT) meeting. Up to seventeen (17) additional PDT meetings would occur over the course of the project. Client and internal team coordination calls are included as part of this task.

CONSULTANT will report the status of the work effort, progress, and schedule on a monthly basis. Any modification to the frequency of project meetings (i.e. Project Development Team, or PDT) will be approved by both VCTC and the CONSULTANT. The CONSULTANT will use systems that are compatible with already established VCTC systems, policies, software, procedures, and practices. Reports will provide the necessary information to assure VCTC that the work is being accomplished as required and to facilitate invoice review and approval. The CONSULTANT's project management system will feature safeguards for the early identification of issues and their effective resolution.

ASSUMPTIONS:

1. The deliverables for this task are digital
2. Each PDT meeting will be up to one (1) hour in duration
3. CONSULTANT Project Manager, Deputy Project Manager, and up to one (1) Technical Lead will attend each PDT meeting.
4. Each bi-weekly client and internal call will be up to one half (0.5) hour in duration
5. CONSULTANT Project Manager and Deputy Project Manager will attend each bi-weekly client call.

6. CONSULTANT responsibilities are limited to materials preparation and meeting attendance.

DELIVERABLES:

1. Up to eighteen (18) virtual PDT meetings
2. Up to eighteen (18) PDT Meeting Agendas
3. Up to eighteen (18) PDT Meeting Minutes
4. Up to fifty-three (53) virtual bi-weekly client calls
5. Up to fifty-three (53) virtual bi-weekly internal team coordination meetings

1.2. Project Reporting

The CONSULTANT's Project Manager is responsible for monitoring project performance and, if necessary, adjusting project resources to accomplish activities in a manner consistent with the adopted scope, budget, and schedule. The CONSULTANT's Project Manager will notify VCTC Project Manager or designee of any modification requests to the project scope, budget, and/or schedule and will adhere to the project requirements that are mutually agreed upon between VCTC and the CONSULTANT.

Project Schedule

The schedule is a critical aspect of delivering this project successfully, given that all grant-funded deliverables are anticipated to be completed no later than May 31, 2027. An additional one (1) month will be allotted for completion of final approval, follow-ups, and administrative tasks. CONSULTANT will coordinate with VCTC to submit the initial baseline project schedule prior to the project kick-off meeting, which will be reviewed and finalized within seven (7) business days of the kick-off meeting. CONSULTANT will update the project schedule monthly.

The CONSULTANT will provide a minimum of fourteen (14) calendar days to VCTC staff to thoroughly review each deliverable. More complex deliverables may require up to three (3) to four (4) additional weeks for VCTC review. A deliverable is not accepted until formal written notice is provided by VCTC's Project Manager or designee. This process will ensure that quality is achieved through checking, reviewing, and the managing of work activities for both VCTC and the CONSULTANT.

Prior to acceptance and finalization, **ALL** deliverables will be submitted to VCTC at 90% completion for review. Work deliverables should be proofread before submission to VCTC and include minimal to no grammatical or spelling errors. Incomplete deliverables and/or deliverables submitted with excessive errors may be rejected until errors have been fixed.

Progress Reports

Progress reports will be prepared by CONSULTANT and submitted to VCTC every month with the project invoices documenting CONSULTANT's effort during the billing period, tasks to be accomplished over the next 30 days, as well as any forthcoming challenges and issues and potential methods for resolution.

The contract budget will be provided in a work breakdown structure consistent with the scope described herein. Monthly invoices will include costs broken down by the top tier activities. Physical percent complete on these activities will be determined for purposes of establishing earned value.

ASSUMPTIONS:

1. The deliverables for this task are digital

DELIVERABLES:

1. One (1) baseline project schedule
2. Up to twenty-seven (27) project schedule updates
3. Up to twenty-seven (27) project progress reports

2. Existing Conditions

2.1. Existing Conditions Analysis and Assessment

The purpose of this task is to gather existing conditions information that includes current mode share, description of land use and destinations, existing bicycle parking, existing wayfinding, and existing non-infrastructure programs.

The Existing Conditions Technical Memorandum will focus on the topics required to carry out the alternatives analysis and environmental review. Key topics will include current mode share, right-of-way boundaries, agricultural business operations, population and employment, topographical conditions in the corridor, current and planned land use and housing developments, existing bicycle parking and wayfinding, key destinations, and other topics to identify opportunities and constraints. CONSULTANT will also examine how current and planned land use along the corridor supports the housing goals of the SCAG STBG/REAP grants and identify potential opportunity sites. CONSULTANT will also review previous studies and current and proposed land use along the corridor. Subconsultants will support CONSULTANT by providing project background based on local knowledge and previous work performed in the corridor.

To support existing conditions analysis and geospatial efforts throughout the project, aerial mapping of the corridor will be conducted for best accuracy and level of detail. The aerial mapping will include a 28-mile x 500' swath along the railroad to produce Ultra-High Res Aerial Ortho Photos. These photos will offer 2D measurement accuracy to 3 cm without developing Digital Terrain Model (DTM) or planimetric linework initially. The primary deliverable is a geographically and ortho-corrected image to serve as a backdrop to support concept design and environmental delineations. While DTM or planimetric features are not included in the primary scope, the dataset will allow for these features to be developed later if needed, without requiring new aerial surveys.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital
3. Only one round of aerial mapping will be conducted for the corridor. If VCTC has additional mapping requirements or requests, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of mapping requirements.
4. CONSULTANT responsibilities are limited to desktop surveys. If VCTC requires CONSULTANT to perform in-person surveys or field visits, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of survey requirements.

DELIVERABLES:

1. One (1) Draft Existing Conditions Technical Memorandum
2. One (1) Final Existing Conditions Technical Memorandum

2.2. Existing Bicycle and Pedestrian Facilities Map

CONSULTANT will use readily available data to prepare an existing bicycle facilities map and an existing pedestrian facilities map for the corridor.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital

DELIVERABLES:

1. One (1) Draft Existing Bicycle Facilities Map
2. One (1) Draft Existing Pedestrian Facilities Map
3. One (1) Final Existing Bicycle Facilities Map
4. One (1) Final Existing Pedestrian Facilities Map

2.3. Equity Data and Analysis

The purpose of this task is to identify census tracts that are considered to be disadvantaged or low-income and identify the bicycle and pedestrian needs. CONSULTANT will analyze the potential for the SPBL Trail to address equity conditions in the corridor by using equity indicators and data, such as SB 535-defined disadvantaged communities and AB 1550-defined low-income communities as shown in CalEnviroScreen 4.0. Other related census or survey data will also be used to identify how the trail addresses mobility challenges and access to alternative forms of travel besides private automobiles. Underserved residents may include those who are low-income, in zero-car households, communities of color, or other characteristics. This methodology, analysis, and findings will be described in an Equity Analysis Technical Memorandum.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital

DELIVERABLES:

1. One (1) Draft Equity Analysis Technical Memorandum
2. One (1) Final Equity Analysis Technical Memorandum

3. Outreach and Engagement

Outreach and engagement will be key to ensure buy-in and collecting input. The CONSULTANT, in collaboration with VCTC staff, will develop a universally accessible outreach plan that will establish comprehensive and meaningful strategies for engaging stakeholders and soliciting input. This outreach plan will be adjusted as conditions permit.

Key to Outreach and Engagement will be establishing two committees to help guide the SPBL Trail Master Plan Update and EIR preparation.

3.1. Technical Advisory Committee

A Technical Advisory Committee (TAC) comprised of local agencies will be established. Schools involved in the project include Ventura Unified School District, Santa Paula Unified School District, and Fillmore Unified School District. The local area agencies and groups include the County of Ventura Public Works, Parks, Agricultural Policy Advisory Committee (APAC), Supervisor District 1, District 3, Farmworker Resource Program Advisory Committee (FRPAC), Saticoy MAC, Cities of Ventura, Santa Paula, and Fillmore Public Works, Parks & Recreation, Community Development, and Police Departments, Caltrans District 7, and Sierra Northern Railway, among others.

CONSULTANT will organize the TAC, which will meet up to eight (8) times, utilizing the outreach team's capabilities for messaging, collateral, meeting set up, and cadence. Of these eight (8) TAC meetings, CONSULTANT will conduct up to six (6) virtually and two (2) in-person. It is assumed that these two (2) in-person meetings will be replaced with design charrettes, as identified in Task 3.5. This will result in a total of six (6) virtual TAC meetings for the project. CONSULTANT will prepare and electronically distribute agendas prior to each meeting. CONSULTANT will lead these meetings and will prepare meeting minutes and electronically distribute them to the appropriate parties after the meetings.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital
3. The TAC will consist of up to eighteen (18) local agencies
4. Each TAC meeting will be up to one and a half (1.5) hours in duration
5. CONSULTANT Project Manager, Deputy Project Manager, and up to one (1) technical staff members will attend each TAC meeting
6. CONSULTANT responsibilities are limited to materials preparation and meeting attendance

DELIVERABLES:

1. One (1) Draft Outreach Plan
2. One (1) Final Outreach Plan
3. Up to six (6) virtual TAC Meetings
4. Up to six (6) Draft Meeting Agendas
5. Up to six (6) Final Meeting Agendas
6. Up to six (6) Draft Meeting Minutes
7. Up to six (6) Final Meeting Minutes

3.2. Citizens Advisory Committee

A Citizen's Advisory Committee will be formed consisting of identified stakeholders to meet quarterly to guide the plan development. Potential project champions will be identified. Potential stakeholders and partner organizations include but are not limited to: Agricultural-oriented organizations such as Fillmore High School Farm, 4H clubs, Ventura County Fair; Community organizations include the Fillmore Association

of Businesses, Santa Paula Rotary Club, The Mixteco/Indigena Community Organizing Project (MICOP), Santa Paula Latino Town Hall, and Ventura (County); Community Partners, such as Santa Paula Chamber of Commerce. Farm Bureau of Ventura County and CoLAB will also be invited to participate. Other stakeholders include cyclists such as Channel Islands Bike Club, Bike Ventura, CycleCalCoast, and Ventura County Recumbent Riders.

CONSULTANT will organize the CAC, which will meet up to eight (8) times, utilizing the outreach team's capabilities for messaging, collateral, meeting set up, and cadence. Of the eight (8) CAC meetings, CONSULTANT will conduct up to six (6) virtually and up to two (2) in-person. It is assumed that these two (2) in-person meetings will be replaced with design charrettes, as identified in Task 3.5. This will result in a total of six (6) virtual TAC meetings for the project. CONSULTANT will prepare and electronically distribute agendas prior to each meeting. CONSULTANT will lead these meetings and will prepare meeting minutes and electronically distribute them to the appropriate parties after the meetings.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital
3. The CAC will consist of up to seventeen (17) local organizations
4. Each CAC meeting will be up to one and a half (1.5) hours in duration
5. CONSULTANT Project Manager, Deputy Project Manager, and up to one (1) technical staff members will attend each CAC meeting
6. CONSULTANT responsibilities are limited to materials preparation and meeting attendance

DELIVERABLES:

1. Up to six (6) virtual CAC Meetings
2. Up to six (6) Draft Meeting Agendas
3. Up to six (6) Final Meeting Agendas
4. Up to six (6) Draft Meeting Minutes
5. Up to six (6) Final Meeting Minutes

3.3. Targeted Stakeholder Meetings

Meetings with other known agricultural stakeholders will also be conducted, including with the Ventura County Coalition of Labor, Agriculture, and Business (CoLAB), County Agricultural Commissioner, Ventura County Agriculture Association, California Avocado Commission Board, Ventura County Chapter of California Women for Agriculture, Ventura County Spray Safe Committee, and companies or major landowners. Meetings and corridor tours will be conducted with Sierra Northern Railway. These meetings will be to solicit feedback on a 1:1 basis.

CONSULTANT will conduct up to twenty-six (26) virtual one-on-one meetings with these stakeholders as needed to understand their key interests. A regular cadence of information flow and feedback will be developed. CONSULTANT will prepare and electronically distribute agendas prior to each meeting. CONSULTANT will lead these meetings and will prepare meeting minutes and electronically distribute them to the appropriate parties after the meetings.

CONSULTANT will be supported by Subconsultant Zephyr Rail when coordinating with the California Public Utilities Commission (CPUC). Subconsultant support in this coordination effort is essential due to the approximate 100 at-grade crossings initially considered, approximately 50 being under CPUC's jurisdiction.

ASSUMPTIONS:

1. No detailed exhibits will be developed as it relates to CPUC coordination
2. The deliverables for this task will be subject to one round of review
3. The deliverables for this task are digital
4. Each targeted stakeholder meeting will be up to one (1) hour in duration, with the exception of SPBL corridor tours
5. Up to three (3) CONSULTANT staff will attend each targeted stakeholder outreach meeting
6. CONSULTANT responsibilities are limited to materials preparation and meeting attendance. If VCTC requires CONSULTANT to schedule, organize, arrange for, or pay a venue for meeting

space or services, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of meeting requirements.

DELIVERABLES:

1. Up to twenty-six (26) virtual 1:1 Meetings
2. Up to twenty-six (26) Draft Meeting Agendas
3. Up to twenty-six (26) Draft Meeting Minutes
4. Up to twenty-six (26) Final Meeting Agendas.
5. Up to twenty-six (26) Final Meeting Minutes.

3.4. Website, Social Media Page, and Surveys

CONSULTANT will provide project website structure, graphic design, and content for VCTC to host that is suitable for announcements and document posting. CONSULTANT will also provide social media content for VCTC to post on their social media accounts. Subconsultant Mustang Marketing will support CONSULTANT with maintaining the website and social media platforms.

CONSULTANT will develop content for and publish newspaper advertisements, social media content, and radio advertisements for the project. CONSULTANT will also develop content for and publish hard-copy mailings to properties along the project. This work will be limited to six (6) rounds of advertising, with varying types and amounts of the different deliverables for each round of advertising.

CONSULTANT will utilize our subscription to an interactive survey tool called Social Pinpoint. This online engagement platform can educate stakeholders, gather input, and reach participants who wish to have input on future access. Social Pinpoint uses interactive activities to engage users. Respondents could be asked to pinpoint locations and comment on a virtual map; to move items into priority order; distribute virtual coins to indicate priorities; rate various scenario design solutions; react to visual representations; answer traditional survey questions; submit comments or participate in a variety of other public input activities. The surveys can be conducted in English and Spanish (additional languages available upon request and as needed).

ASSUMPTIONS:

1. The set-up and maintenance of Social Pinpoint is included at no additional cost
2. The deliverables for this task will be subject to one round of review
3. The deliverables for this task are digital
4. If VCTC requires additional advertising support, including technological tools like geofencing to reach targeted audiences, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of advertising requirements

DELIVERABLES:

1. One (1) project website, updated quarterly (up to seven [7] times), with draft content submitted to VCTC for review
2. One (1) social media website, updated quarterly (up to seven [7] times), with draft content submitted to VCTC for review
3. Up to four (4) newspaper advertisements
4. Up to six (6) social media boosted posts
5. Up to three (3) radio advertisements
6. One (1) Draft Social Pinpoint project survey
7. One (1) Final Social Pinpoint project survey

3.5. Community Workshop

CONSULTANT will host up to three (3) in-person community workshops with Subconsultant's support to develop workshop materials, organize meeting logistics, and staff the workshops. CONSULTANT will prepare notes based on the feedback received during the workshops. The first two of the three community workshops will be facilitated as design charrettes, as described in Task 3.1 and Task 3.2, which will replace two in-person TAC and CAC meetings. The third community workshop will be combined with the scoping meeting, as described in Task 6.2.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital, except for hard cop. In addition to digital copies, final versions of the maps and boards for the design charrettes will be provided in hard copy for use at the charrettes
3. Each community workshop will be up to two (2) hours in duration
4. CONSULTANT Project Manager and up to seven (7) technical staff members will attend each community workshop. Deputy Project Manager will attend one of the in-person community workshops.
5. CONSULTANT will provide Spanish language and indigenous language (Mixteco) interpretation at the community workshops.
6. CONSULTANT responsibilities are limited to materials preparation and meeting attendance. If VCTC requires CONSULTANT to schedule, organize, arrange for, or pay a venue for meeting space or services, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of meeting requirements.

DELIVERABLES:

1. Up to three (3) in-person community workshops, with up to two (2) facilitated as in-person design charrettes and up to one (1) hosted as an in-person scoping meeting
2. Up to three (3) draft PowerPoint presentations
3. Up to three (3) final PowerPoint presentations
4. Up to three (3) draft sets of digital maps per workshop
5. Up to three (3) final sets of digital and printed maps per workshop
6. Up to ten (10) draft sets of digital boards per workshop
7. Up to ten (10) final sets of digital and printed boards per workshop
8. Up to three (3) draft meeting minutes
9. Up to three (3) final meeting minutes

3.6. Attend Community Events

CONSULTANT will coordinate with VCTC to identify existing community events to join, such as "pop-ups" at stakeholder events, community events, cultural events, health fairs, demonstration projects, farmers markets/swap meets, libraries, and schools. CONSULTANT will attend and prepare project information for up to ten (10) community events. CONSULTANT will prepare notes based on the feedback received during the event.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital, with the exception of the final versions of the project handouts for the community events
3. Each community event will be up to six (6) hours in duration
4. Up to two (2) CONSULTANT technical staff members will attend each community event
5. CONSULTANT responsibilities are limited to materials preparation and meeting attendance. If VCTC requires CONSULTANT to schedule, organize, arrange for, or pay a venue for meeting space or services, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of meeting requirements.

DELIVERABLES:

1. Attendance at up to ten (10) in-person community events
2. Up to six (6) draft project handouts to be used at community events
3. Up to six (6) final project handouts to be used at community events
4. Up to ten (10) draft event notes
5. Up to ten (10) final event notes

3.7. Meetings

An Agricultural Working Group (AWG) comprised of local property owners, lessees, residents, and businesses will be established. CONSULTANT will organize the AWG and solicit membership through direct mailings and email communication, which will meet up to four (4) times virtually, utilizing the outreach team's

capabilities for messaging, collateral, meeting set up, and cadence. CONSULTANT will prepare and electronically distribute agendas prior to each meeting. CONSULTANT will lead these meetings and will prepare meeting minutes and electronically distribute them to the appropriate parties after the meetings.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital
3. Each AWG meeting will be up to one and a half (1.5) hours in duration
4. CONSULTANT Project Manager, Deputy Project Manager, and up to four (4) technical staff members will attend each AWG meeting
5. CONSULTANT responsibilities are limited to materials preparation and meeting attendance
6. CONSULTANT to support preparation of materials for one (1) hard copy mailer. VCTC to pay for direct costs associated with one (1) hard copy mailer.
7. All information presented in the AWG meetings will be sourced from previously developed project content. No new figures will be required specifically for AWG meetings.
8. No interpretation services will be needed for AWG meetings.

DELIVERABLES:

1. Up to one (1) Draft Direct Mailer
2. Up to one (1) Final Direct Mailer
3. Up to four (4) virtual AWG Meetings
4. Up to four (4) Draft PowerPoint presentations
5. Up to four (4) Final PowerPoint presentations
6. Up to four (4) Draft Meeting Agendas
7. Up to four (4) Final Meeting Agendas
8. Up to four (4) Draft Meeting Minutes
9. Up to four (4) Final Meeting Minutes

3.8. Agricultural Working Group Technical Incorporation

The information obtained from the AWG meetings will be incorporated into the Master Plan Update and Environmental Impact Report. This scope includes research, coordination, and analysis activities to incorporate feedback and findings from the AWG meetings into the project and EIR. This effort will ensure compliance with local ordinances and foster collaboration with agricultural stakeholders.

The Master Plan Update includes the following anticipated chapters that will need to be updated with AWG input:

- Chapter 3.0 - Public Engagement Process
- Chapter 6.1.4 - Agricultural Resources
- Chapter 7.2 - Agricultural Use and Compatibility
- Chapter 11.0 - Addressing Encroachments and Liability Issues
- Chapter 12.0 - Interface of Trail and Agricultural Operations
- Chapter 15.0 - Trail Management, Operations and Maintenance

The EIR includes the following anticipated chapters that will need to be updated with AWG input:

- Executive Summary
- Chapter 2 – Project Description
- Chapter 3 – Environmental Impact Analysis
- Chapter 4 – Other CEQA Topics
- Chapter 5 – Alternatives
- Chapter 6 – Public Outreach

ASSUMPTIONS:

1. Response to AWG feedback would occur at the corridor or segment level, not parcel-by-parcel level.
2. No substantial revisions to the alternatives definition are assumed to result from AWG feedback.
3. Assumes no more than five (5) additional mitigation measures would be incorporated into the Master Plan Update and Draft Environmental Impact Report as a direct outcome of AWG feedback.
4. The up to five additional mitigation measures developed in direct response to AWG feedback would be incorporated into the Draft Environmental Impact Report. No additional mitigation measures would be included in the Final Environmental Impact Report.
5. Any revisions to any mitigation measures as a direct result of AWG comments during the public review period would not result in significant impacts or substantial revisions to the analysis in the Environmental Impact Report. If any mitigation measures changed between Draft and Final result in new or greater significant impacts, the Draft Environmental Impact Report would have to be recirculated, which is not covered by this amendment.

4. Conceptual Planning

The purpose of this task is to identify constraints and opportunities, develop proposed alternatives, prepare concept-level cost estimates, evaluate alternatives, identify and evaluate risks, financial needs, and create an implementation strategy.

4.1. Identify Constraints and Opportunities

Drawing on the existing conditions analysis from Task 2 and the input gathered during the engagement process from Task 3, CONSULTANT will compile a list of corridor constraints and opportunities, which will guide the development of alternatives. CONSULTANT will also draw from our existing conditions analysis of equity populations from Task 2 to identify opportunities to serve disadvantaged communities. Corridor constraints and opportunities will be described in a Technical Memorandum.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital
3. CONSULTANT responsibilities are limited to desktop surveys. If VCTC requires CONSULTANT to perform in-person surveys or field visits, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of survey requirements.

DELIVERABLES:

1. One (1) Draft Corridor Constraints and Opportunities Technical Memorandum
2. One (1) Final Corridor Constraints and Opportunities Technical Memorandum

4.2. Proposed Alternatives Development

CONSULTANT will craft corridor typologies that can be combined into multiple concepts or themes to achieve the project goals. During concept development, CONSULTANT will explore the themes to understand the pros and cons of different approaches. Mode shift to walking and biking will be measured as part of the evaluation framework discussed in Task 4.4. The proposed pedestrian and bicycle facilities will be provided to VCTC for review as Alternative Conceptual Layouts.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital

DELIVERABLES:

1. Up to four (4) Draft Alternative Conceptual Layouts
2. Up to four (4) Final Alternative Conceptual Layouts

4.3. Develop Concept-Level Programmatic Cost Estimates

Based on key pinch points and segment typologies identified in Task 4.2, CONSULTANT will create concept-level rough order-of-magnitude cost estimates. Creating a typology for representative segments will allow us to develop program-level cost estimates. Cost estimates will include PS&E, right-of-way acquisition, tenant eviction costs, design and engineering, major utility relocation, construction, and closeout.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital

DELIVERABLES:

1. Up to four (4) draft concept-level programmatic cost estimates
2. Up to four (4) final concept-level programmatic cost estimates

4.4. Alternative Evaluation

CONSULTANT will apply the interests of VCTC, key stakeholders, and the public in the form of a robust goals-based evaluation framework that will ensure CONSULTANT delivers defensible concepts which satisfy the needs of the region. CONSULTANT will establish an evaluation methodology matrix based on these goals and apply that methodology to the alternatives developed in Task 4.2. CONSULTANT will deliver an Alternatives Evaluation Report that includes the methodology and analysis.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital

DELIVERABLES:

1. One (1) Draft Evaluation Methodology Matrix
2. One (1) Final Evaluation Methodology Matrix
3. One (1) Draft Alternatives Evaluation Report
4. One (1) Final Alternatives Evaluation Report

4.5. Risk Register

CONSULTANT will identify risks for each task, in coordination with VCTC, in the form of a risk register. The risk register will be used to enumerate risks and assign probability and to develop potential contingency plans to keep project on schedule.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital

DELIVERABLES:

3. One (1) Draft Master Project Risk Register
4. One (1) Final Master Project Risk Register

4.6. Identify Financial Needs

With cost estimates in hand from Task 4.3, CONSULTANT will identify the financial needs for the project by listing revenue sources and potential grant funding. CONSULTANT will provide funding strategy recommendations and information in a Funding Strategies Technical Memorandum.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital

DELIVERABLES:

3. One (1) Draft Funding Strategies Technical Memorandum
4. One (1) Final Funding Strategies Technical Memorandum

4.7. Create an Implementation Strategy

CONSULTANT will work with VCTC to identify the path forward to implement the elements of the SPBL

Trail, including phasing, funding, and related construction or permit issues as needed. The potential funding sources identified in Task 4.6 will be reviewed based on the proposed elements of the trail and their benefits. After coordination with VCTC on the path forward, CONSULTANT will describe the next steps in an Implementation Plan Technical Memorandum, which will identify the steps necessary to implement the plan and the reporting process that will be used to keep the adopting agency and community informed of the progress being made in implementing the plan. Maintenance considerations will be included. A proposed timeline for implementation will be included as an attachment to the Memorandum.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital

DELIVERABLES:

3. One (1) Draft Implementation Plan Technical Memorandum and Schedule
4. One (1) Final Implementation Plan Technical Memorandum and Schedule

5. Plan Production and Approval

5.1. Draft Plan.

CONSULTANT will compile the Draft Master Plan based on the work of Tasks 2, 3, and 4. CONSULTANT will submit it to VCTC for review.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital. If VCTC requires hard copy deliverables for this task, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of printing requirements.

DELIVERABLES:

1. One (1) Draft Master Plan

5.2. Final Plan.

Based on comments received from VCTC on the Draft Master Plan, CONSULTANT will compile the Final Master Plan. CONSULTANT will submit it to VCTC along with a comment resolution matrix.

ASSUMPTIONS:

1. The deliverables for this task are digital. If VCTC requires hard copy deliverables for this task, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of printing requirements.

DELIVERABLES:

1. One (1) Final Master Plan, with comment resolution matrix

5.3. Resolution.

CONSULTANT team will collaborate with VCTC to compile a PowerPoint presentation and resolution to present to the VCTC Board for approval.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital
3. CONSULTANT will not attend VCTC Board meeting in-person or virtually. If VCTC requires CONSULTANT participation in the VCTC Board meeting, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment.

DELIVERABLES:

4. One (1) Draft PowerPoint Presentation
5. One (1) Final PowerPoint Presentation
6. One (1) Draft Resolution

7. One (1) Final Resolution

6. Project Definition

6.1. Project Description

CONSULTANT, in coordination with VCTC, will develop the Project Description for inclusion in the Notice of Preparation (NOP). The Project Description will be crafted to ensure a sufficient level of detail to support environmental analyses.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital

DELIVERABLES:

1. One (1) Draft Project Description
2. One (1) Final Project Description, with comment resolution matrix

6.2. Scoping

CONSULTANT will provide a draft and final NOP for an EIR and Notice of Completion (NOC) for the NOP that will be filed with the State Clearinghouse. CONSULTANT will distribute the NOP to the public, stakeholders, and agencies, based on a distribution list provided by VCTC. CONSULTANT would also support project scoping, including preparation of draft and final workshop materials, attendance of a scoping meeting (to be combined with a public workshop from Task 3.5) to facilitate receipt of public comments on the scope of the EIR. The public engagement process will be detailed in the EIR, and scoping comments received on the project will be reviewed to ensure that they are addressed in the EIR.

ASSUMPTIONS:

1. The public scoping distribution list will be provided by VCTC.
2. Up to two (2) internal virtual meetings will be held to prepare for the Public Scoping meeting
3. One (1) in-person Public Scoping meeting will be held and will be combined with one of the community workshops identified in Task 3.5 (see Task 3.5 for materials assumptions)
4. The deliverables for this task will be subject to one round of review
5. Although certain technical deliverable assumptions are made in this scope, we reserve the right to reevaluate the effort level and request a scope amendment upon confirmation of the environmental topics to be included in the environmental process based on the results of scoping.
6. The deliverables for this task are digital. If VCTC requires hard copy deliverables for this task, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of printing requirements.

DELIVERABLES:

1. One (1) Draft Notice of Preparation
2. One (1) Final Notice of Preparation
3. One (1) Draft Notice of Completion
4. One (1) Final Notice of Completion

7. Technical Studies

7.1. Human Environment Technical Studies

Transportation Impact Analysis

Pursuant to CEQA Guidelines, CONSULTANT will conduct a Transportation Impact Analysis (TIA) in which VMT will be the metric of analysis for transportation impacts. The TIA also will include an analysis of impacts to transit, roadway, bicycle and pedestrian facilities. Per CEQA Guidelines in accordance with SB 743, level of service (LOS) analyses are no longer required. To evaluate localized traffic impacts and address general plan consistency, the TIA will analyze vehicular congestion and queuing for selected intersections, estimate trail head parking demand, and qualitatively evaluate grade separated trail crossings. Working

with our modeling team, who are intimately familiar with building off the results of travel demand forecasting, CONSULTANT will generate key metrics like traffic volumes, VMT, GHG emissions, and mode share to help determine the intersections that will be analyzed. Following these analyses, CONSULTANT will prepare the TIA document and supporting appendices per CEQA Guidelines.

ASSUMPTIONS:

1. Up to four (4) design alternatives occurring in two scenarios (base year and future year)
2. Level of service and queuing analyses at up to twenty-five (25) locations
3. Signal warrant analyses (up to three (3) locations, as required)
4. Estimate parking demand at up to four (4) trail head locations
5. The deliverables for this task will be subject to one round of review
6. Evaluation of freight and rail impacts and estimates of trail usage are not included in the scope of work
7. The deliverables for this task are digital
8. CONSULTANT responsibilities are limited to traffic counts and desktop surveys. If VCTC requires CONSULTANT to perform additional in-person surveys or field visits, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of survey requirements.

Cultural Resources Study

CONSULTANT will prepare a Cultural Resources Study, which will provide the necessary information to support programmatic CEQA review and preparation of an EIR. Area of Potential Effects (APE) will be identified as the project's cultural resources study area.

CONSULTANT will conduct background and archival research as necessary to identify historic properties with the potential to be affected by the project. This effort will include a search of the California Historical Resources Information System (CHRIS) using a 0.5-mile radius from the project alignment. CONSULTANT will additionally review the following inventories of known cultural resources, to determine the presence of resources in the project site or its vicinity: Archaeological Determinations of Eligibility, the National Register of Historic Places (NRHP), California Register of Historical Resources, State Historical Landmarks and California Points of Historical Interest lists, and local cultural resource inventories for the communities traversed by the alignment. CONSULTANT will also contact the Native American Heritage Commission (NAHC) to request a Sacred Lands File search and a list of Native American contacts culturally associated with the vicinity of the project site. In addition to the searches described above, a desktop review of the project site and properties immediately adjacent will be conducted to inform the delineation of a project-specific APE. The desktop review will include a review of historical documentation such as maps and photographs, to identify properties that are over 45-years of age and have the potential to be affected by the project. A site visit will be conducted to confirm the existing conditions of these properties. An inventory identifying properties that may require inclusion in the APE will be prepared.

Upon completion of the tasks outlined above, CONSULTANT will prepare a Cultural Resources Study that will describe the methods and results of the tasks described above. If necessary, based on background research, CONSULTANT will record and evaluate the existing rail line in accordance with California Office of Historic Preservation Guidance California Department of Parks and Recreation Series Forms (DPR forms) which will be attached to the Cultural Resources Study. In addition to the rail line, the Cultural Resources Study will include a description of the Saticoy Depot, a known National Register of Historic Properties-listed property. Additionally, the Cultural Resources Study will identify areas of archaeological sensitivity and include management recommendations for cultural resources as appropriate.

ASSUMPTIONS:

1. Compliance with Section 106 will be conducted at a future date and is not included in this scope of work.
2. Preparation of one (1) California Department of Parks and Recreation's (DPR) Series Forms to record and evaluate the existing rail line in accordance with California Office of Historic Preservation Guidance.
3. AB 52 Consultation will be conducted by VCTC
4. The deliverables for this task will be subject to one round of review
5. The deliverables for this task are digital
6. CONSULTANT responsibilities are limited to desktop surveys. If VCTC requires CONSULTANT to perform in-person surveys or field visits, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of survey requirements.
7. VCTC will provide sufficient digital project data to support the CHRIS records search and field survey request upon notice to proceed.
8. The desktop review will focus on properties only immediately adjacent to the rail right-of-way.
9. The site visit will be performed by one cultural resources specialist in one day and access will not be an issue; if additional survey is necessary, a scope amendment will be required.
10. A flagger and a Right of Entry agreement are required by Sierra Northern Railway for any work occurring within the railroad right-of-way. CONSULTANT will coordinate with Sierra Northern prior to field work to ensure a flagger and a Right of Entry agreement are secured. Up to two staff hours are allocated for this coordination. CONSULTANT assumes there are no fees associated with the flagger or agreement.
11. This scope and cost include the recordation and evaluation of a maximum of one resource (existing rail line) on DPR forms.

DELIVERABLES:

1. One (1) Draft Transportation Impact Analysis
2. One (1) Final Transportation Impact Analysis, with comment resolution matrix
3. One (1) Draft Cultural Resources Study
4. One (1) Final Cultural Resources Study, with comment resolution matrix

7.2. Physical Environment Technical Studies**Geology and Soils Study Report**

CONSULTANT will conduct a desktop review of the geology and geological hazards for the project area. The desktop review will be based on the review of publicly available maps, professional publications, and reports pertaining to the geology, soils, and seismicity of the project area as well as site specific reports that may be provided by VCTC. The findings will be summarized in a report and signed and stamped by a State licensed professional geologist. The following geologic hazards will be considered in this evaluation:

- Faults, including Alquist-Priolo Earthquake Fault Zones
- Seismically-induced ground shaking
- Ground surface fault rupture
- Liquefaction
- Slope stability and landslides
- Erosion and scour
- Geological special study zones

ASSUMPTIONS:

1. Information and data contained in the Geology and Soils Study Report will be used as preliminary information for future development of project specific studies.
2. Site specific geology, soils, seismicity reports will be considered in the Geology and Soils Study Report if provided by VCTC.

3. The deliverables for this task will be subject to one round of review
4. The deliverables for this task are digital
5. CONSULTANT responsibilities are limited to desktop surveys. If VCTC requires CONSULTANT to perform in-person surveys or field visits, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of survey requirements.

Hazardous Materials Technical Study

CONSULTANT will conduct a Hazardous Materials Technical Study to identify potential risks associated with hazardous materials and wastes in proximity to the project. The study will include an examination of potential hazards associated with recognized environmental concerns (RECs) that may affect the proposed project. The study will include an environmental database search, limited regulatory records review, and regulatory agencies, and historical records review to identify areas of past industrial or hazardous material land uses onsite or in the vicinity. In addition, specific information regarding Cortese sites, landfills, hazardous material pipelines, and California Geologic Energy Management Division (CalGEM) oil and gas well records will be included.

ASSUMPTIONS:

1. Data reconnaissance will only focus on verification of RECs identified from the database search.
2. CONSULTANT responsibilities are limited to desktop surveys. If VCTC requires CONSULTANT to perform in-person surveys, interviews with property owners, or field visits, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of survey requirements.
3. The deliverables for this task will be subject to one round of review
4. The deliverables for this task are digital

Hydrology/Floodplain/Water Quality Study

CONSULTANT will conduct a desktop survey of the existing hydrologic, floodplain, and water resource conditions of the project area. The desktop survey will be used to assess the project's potential to impact floodplains, water quality, and drainage systems, including the relocation or realignment of adjacent channels, storm drains, and retention/detention/retarding basins. The assessment will identify potential drainage improvements for on- and off-site drainage facilities in coordination with Water Quality Best Management Practices and other applicable water quality regulations.

ASSUMPTIONS:

1. Detailed assessment of floodplain values, hydraulic performance, and water quality impairment will not be required.
2. CONSULTANT responsibilities are limited to desktop surveys. If VCTC requires CONSULTANT to perform in-person surveys or field visits, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of survey requirements.
3. The deliverables for this task will be subject to one round of review
4. The deliverables for this task are digital

DELIVERABLES:

1. One (1) Draft Geology and Soils Study Report
2. One (1) Final Geology and Soils Study Report, with comment resolution matrix
3. One (1) Draft Environmental Site Assessment
4. One (1) Final Environmental Site Assessment, with comment resolution matrix
5. One (1) Draft Hydrology/Floodplain/Water Quality Study
6. One (1) Final Hydrology/Floodplain/Water Quality Study, with comment resolution matrix

7.3. Biological Resources Assessment Study

CONSULTANT will conduct a Biological Resources Assessment (BRA) study and will prepare and BRA technical report to identify existing biological conditions along the project corridor, assess the potential for regulated biological resources to be present within the project corridor, evaluate the potential impacts to regulated biological resources from the project, and recommend measures to avoid, minimize, or mitigate impacts per CEQA thresholds. The BRA report will include a review of existing literature sources and results

from a field reconnaissance survey, documenting existing biological conditions and characterizing and mapping vegetation communities and land uses along the project corridor. The BRA report will be prepared to include sufficient information and analysis to address all CEQA biological resources thresholds.

CONSULTANT will review and evaluate background information to identify biological resources that occur or potentially occur along the project corridor, including primary literature, resource agency databases, previous resource studies for the site and vicinity, and other technical reports. Literature and database reviews will include: species lists from the U.S. Fish and Wildlife Service's (USFWS) Information for Planning and Consultation online database identifying federally listed, proposed, or candidate species and critical habitat that have the potential to occur and/or be affected by the project; the California Department of Fish and Wildlife's California Natural Diversity Database; the California Native Plant Society's Online Inventory of Rare and Endangered Plants of California for reported occurrences of special-status species that potentially occur within the project site; the USFWS National Wetlands Inventory and U.S. Geological Survey National Hydrography Dataset for previously identified aquatic resources along the project corridor; and policies protecting locally significant species and resources. CONSULTANT will review any readily available maps, aerial imagery, and other relevant materials to initially characterize baseline conditions, land use, and potential for special-status species suitable habitat at the project site and in the immediate vicinity.

Following the background review, CONSULTANT will perform a biological reconnaissance field survey along the project corridor, including a 100-foot-wide buffer centered on the project alignment, as access allows (hereinafter referred to as the biological study area [BSA]). Much of the project right-of-way traverses urban and agricultural land uses, and adjacent land access will likely be limited. For inaccessible areas where impacts may still be a factor (e.g., for nesting birds), CONSULTANT biologists will scan the adjacent habitat with binoculars to determine the potential for the presence of sensitive resources.

During the survey, CONSULTANT will assess the habitat suitability for special-status species; map existing vegetation communities and land cover types; document wildlife connectivity/movement features; and record observations of plants and wildlife species and/or signs of their presence. During the survey, biologists will document aquatic resources potentially under State or federal jurisdiction, sensitive vegetation communities, and the presence/absence of protected trees. CONSULTANT biologists will photograph the BSA and map any significant findings from the biological reconnaissance survey.

The identification and mapping of special-status wildlife species or potentially suitable habitat will be based on a suitability analysis level. This scope does not cover definitive protocol surveys for the presence or absence of species that may occur in the area, nor does this scope address a formal aquatic resources delineation or protected tree inventory survey. Upon completion of the biological reconnaissance survey, CONSULTANT biologists will identify additional studies that may be recommended (for example, species-focused protocol surveys) and that may be necessary for permit issuance, if needed.

The cost for the field survey includes time and expenses related to travel and equipment. The preparation of a Safety Plan for fieldwork is also factored into this scope.

CONSULTANT will prepare a BRA report presenting the findings of the literature review and biological reconnaissance field survey. The BRA report will include a discussion of the environmental setting of the BSA, including physical characteristics, existing vegetation communities, general and sensitive plant and wildlife species habitats, aquatic resources, and protected trees. The technical report will also include figures depicting the regional vicinity of the BSA, critical habitats known from the vicinity, terrestrial vegetation communities/habitat type mapping, and the general location of potentially jurisdictional aquatic resources identified during the reconnaissance survey. Potential project impacts to biological resources will be identified, and measures to avoid, minimize, and/or mitigate those impacts will be described as appropriate. Measures may include agency consultation(s), additional biological surveys, including, but not limited to, protocol-level surveys for special-status species, obtaining relevant permits and complying with permit conditions, and proposed mitigation replacement ratios for impacts to protected trees and/or sensitive biological/aquatic resources.

ASSUMPTIONS:

1. This scope does not cover definitive protocol surveys for the presence or absence of species that may occur in the area, nor does this scope address a formal aquatic resources delineation or

- protected tree inventory survey.
2. Surveys will not extend beyond the 28-mile-long project corridor.
 3. Site is accessible by existing roadways.
 4. Access will be provided to all areas for the survey.
 5. Protocol-level surveys for protected species and definitive presence, or absence of protected species will not be determined during the biological resources assessment.
 6. A formal jurisdictional delineation is not included in this scope of work.
 7. Should additional surveys be recommended based on the findings of the biological reconnaissance field survey, a separate scope and budget can be prepared for the completion of any additional tasks including Section 7 consultation, if needed.
 8. The cost for the field survey includes time and expenses related to travel and equipment. The preparation of a Safety Plan for fieldwork is also factored into this scope.
 9. CONSULTANT responsibilities are limited to the survey activities as described in this scope. If VCTC requires CONSULTANT to perform additional in-person surveys or field visits, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of survey requirements.
 10. Section 7 consultation is excluded from this scope. If VCTC requires CONSULTANT to perform Section 7 consultation, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of Section 7 requirements.
 11. The deliverables for this task will be subject to one round of review
 12. The deliverables for this task are digital
 13. This scope of work assumed one round of consolidated comments from VCTC staff

DELIVERABLES:

1. One (1) Draft Biological Site Assessment
2. One (1) Final Biological Site Assessment, with comment resolution matrix

7.4. Climate Change

CONSULTANT will conduct a Climate Change analysis to address potential greenhouse gas (GHG) impacts and benefits of the project, with the results incorporated into the EIR/EIS. As detailed project and construction information is not expected to be available, example alignment alternatives will be analyzed in the Transportation Impact Analysis (TIA) to determine their VMT impacts and benefits during construction and operations, and the resultant emissions will be compared to applicable thresholds. Relevant information from the TIA, land use, and air quality, analyses will be used to inform the GHG analysis. Additionally, the analysis will include discussion of consistency with regional plans, compliance with regulations adopted to reduce GHG emissions, and project's incremental contribution to GHG emissions. The GHG emissions associated with the regional impacts and benefits of the Master Plan update will be discussed.

ASSUMPTIONS:

1. A qualitative analysis in a memo format using a methodology appropriate to account for the project's contribution to climate change will be performed.
2. A quantitative analysis using EMFAC would not be needed (project is non-controversial and does not include features that could increase GHG emissions).
3. A quantitative health risk analysis will not be required as part of this analysis.
4. The deliverables for this task will be subject to one round of review
5. The deliverables for this task are digital
6. CONSULTANT responsibilities are limited to desktop surveys. If VCTC requires CONSULTANT to perform in-person surveys or field visits, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of survey requirements

DELIVERABLES:

1. One (1) Draft Climate Change Memorandum
2. One (1) Final Climate Change Memorandum, with comment resolution matrix

8. Draft EIR

8.1. Alternatives

CONSULTANT will work closely with VCTC to develop alternatives for inclusion into the Draft EIR based on the work in Task 4, keeping in mind the goal of selecting alternatives capable of reducing impacts associated with the Project. Alternatives will incorporate Impact Avoidance and Minimization Features. A no-build alternative will be included, an alternative that reduces proposed development intensity could potentially be included. Along with identifying an environmentally superior alternative, this section will include a comparative analysis table to facilitate the reader's understanding of the project alternatives and environmental issues evaluated. CONSULTANT will identify and explain the rationale for identifying the locally preferred alternative. The identification decision will be structured, analytical, and clearly address the specific evaluation criteria developed for the project. CONSULTANT will explain rationale for no further study of eliminated alternatives.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital

DELIVERABLES:

1. One (1) Draft Alternatives section
2. One (1) Final Alternatives section, with comment resolution matrix

8.2. Cumulative Impacts

CONSULTANT will conduct a cumulative impact analysis that will consider impacts associated with currently approved and reasonably anticipated projects within and surrounding the Project's corridor, along with a discussion of potential impacts and mitigation associated with cumulative projects. The list of projects and programmatic information to be included in the cumulative analysis along with the discussion of potential impacts will be developed by CONSULTANT, in coordination with VCTC.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital

DELIVERABLES:

1. One (1) Draft Cumulative Impacts section
2. One (1) Final Cumulative Impacts section, with comment resolution matrix

8.3. Determining Significance under CEQA

For a complete and defensible Program EIR, the documents will include an executive summary, introduction, project description, affected environment, environmental consequences, growth inducement, significant irreversible and unavoidable changes, effects found not to be significant, and a list of organizations and persons consulted. The analysis included in the Program EIR will make significant impact determinations and identify mitigation measures, as appropriate.

8.4. MMRP

CONSULTANT will prepare a Mitigation Monitoring and Reporting Program (MMRP), which contains a list of the mitigation measures and monitoring programs required for each identified significant environmental impact in the EIR. The MMRP will be tailored to address development within the Project corridor. This will facilitate a streamlined review of future projects consistent with the Master Plan and Final EIR.

ASSUMPTIONS:

1. The MMRP will be developed in support of the EIR and after the technical studies are completed.
2. The deliverables for this task will be subject to one round of review.
3. The deliverables for this task are digital. If VCTC requires hard copy deliverables for this task, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of printing requirements.

DELIVERABLES:

1. One (1) Draft Mitigation Monitoring and Reporting Program

2. One (1) Final Mitigation Monitoring and Reporting Program, with comment resolution matrix

8.5. Draft EIR

CONSULTANT will prepare the Administrative Draft Program EIR (ADEIR) in accordance with the most recent CEQA Guidelines. The ADEIR will address environmental topics and questions raised during the scoping period described under Task 6. CONSULTANT will use the environmental analyses completed under Task 7, Technical Studies, to inform the environmental analysis within the EIR.

The DEIR will be inclusive of the following content; however, a final outline for all necessary chapters required to be included in the EIR will be determined in coordination with VCTC as the lead agency, and in consideration of the public engagement during scoping and technical analyses:

- Project Description and Project Alternatives, as previously described under Tasks 6.1 and 8.1.
- Cumulative Impacts Discussion, as previously described under Task 8.2.
- Environmental Impacts and Mitigation Measures, as previously described under Tasks 8.3 and 8.4.

The ADEIR will identify the setting (affected environment), which describes the existing physical baseline conditions, applicable local, regional, state, and federal regulations, project impacts (environmental consequences), and mitigation measures (avoidance, minimization, and/or mitigation measures). The impact analyses will be presented at a level of detail sufficient for determining potential impacts (both project-specific and cumulative) and the significance based on established thresholds and criteria identified in a methodology discussion. The impact analyses will be based on substantial evidence, quantified wherever appropriate and feasible, and rely on existing information to the extent possible. The impact analyses will also discuss existing requirements and conditions that are in place to minimize potential project impacts. The impact conclusions and significance determinations, with any required mitigation measures, will be presented in a clear statement at the end of the discussion. Where necessary to reduce potentially significant impacts, the analysis will identify detailed and feasible mitigation measures, developed in coordination with VCTC. All measures will be presented in wording that can be directly applied to conditions of approval and will include enough detail so that implementation and monitoring requirements and responsibilities are clear.

Following receipt of VCTC comments on the ADEIR, CONSULTANT will revise the document accordingly and prepare a “street-ready” Public Review Draft EIR for final review by VCTC, including VCTC’s initial comments and our suggested revisions in tracked changes. The Public Review Draft EIR will provide VCTC with an opportunity for final review of the document as it will appear when circulated for public review. After VCTC has approved the Public Review Draft EIR, CONSULTANT will finalize the document for public distribution, including all referenced technical documents, in PDF format for uploading to VCTC’s website. The Public Review Draft EIR will be circulated for public comment for a minimum period of 45 days, as required by CEQA.

CONSULTANT will also prepare the Notice of Availability (NOA) and Notice of Completion (NOC) for VCTC to review and send to the State Clearinghouse to initiate public review.

ASSUMPTIONS:

1. The appropriate level of documentation will be an EIR in accordance with CEQA.
2. Two Build Alternatives and the No Build Alternative will be evaluated at an equal level of detail.
3. The deliverables for this task will be subject to one round of review
4. One round of consolidated comments on the ADEIR from VCTC clearly indicating requested changes.
5. Substantive revisions to the ADEIR or additional analysis will not be required.
6. If there are multiple reviewers, VCTC will be responsible for reconciling conflicting comments prior to sending to our team.
7. Revisions will be limited to editorial and formatting changes, if any.
8. The deliverables for this task are digital. If VCTC requires hard copy deliverables for this task, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of printing requirements.

DELIVERABLES:

1. One (1) Administrative Draft EIR

2. One (1) Draft EIR, with comment resolution matrix
3. One (1) Draft Notice of Completion
4. One (1) Final Notice of Completion
5. One (1) Draft Notice of Availability
6. One (1) Final Notice of Availability

9. Public Participation

The scope of this task is for the public engagement activities associated with the successful preparation and finalization of the Draft and Final EIR pursuant to CEQA. This task will be coordinated with the overall project outreach activities in Task 3 to streamline the schedule, while maximizing opportunities for public input. These efforts would satisfy the requirements of CEQA for noticing, circulation, public comment, and agency responses.

9.1. Public Outreach Meetings

CONSULTANT will participate in up to one (1) in-person and one (1) virtual public meeting to support publication of the Draft EIR. CONSULTANT will prepare materials, such as notifications and project website content to inform the public on project components, terminology, and environmental processes. All outreach activities will be coordinated with the outreach team so that opportunities for streamlining, messaging, and informing are optimized while also meeting the requirements for public participation under CEQA.

ASSUMPTIONS:

1. The deliverables for this task are digital
2. Each public meeting will be up to two (2) hours in duration
3. CONSULTANT Project Manager and up to five (5) technical staff members will attend each public meeting.
4. CONSULTANT will provide Spanish language and indigenous language (Mixteco) interpretation at the public meeting.
5. CONSULTANT responsibilities are limited to materials preparation and meeting attendance. If VCTC requires CONSULTANT to schedule, organize, arrange for, or pay a venue for meeting space or services, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of meeting requirements.

DELIVERABLES:

1. Up to three (3) Draft hard copy mailers
2. Up to three (3) Final hard copy mailers
3. Up to one (1) in-person and one (1) virtual public meetings
4. One (1) Draft PowerPoint presentation
5. One (1) Final PowerPoint presentation

9.2. Circulation to Reviewing Agencies

CONSULTANT will utilize the distribution list from Task 6.2, which will include responsible and trustee agencies, as well as cooperating agencies, for the circulation required by this task. Accordingly, CONSULTANT will circulate the Draft EIR to the following reviewing agencies, including California Department of Conservation (DOC), California Department of Fish and Wildlife, South Coast Region 5 (CDFW), California Department of Parks and Recreation, California Department of Transportation, District 7 (DOT), California Highway Patrol, California Native American Heritage Commission (NAHC), California Regional Water Quality Control Board, Los Angeles Region 4 (RWQCB), California State Lands Commission (SLC), Office of Historic Preservation, Resources Agency, and other agencies as determined appropriate. CONSULTANT will also prepare public noticing materials, such as the Notice of Completion (NOC) and Summary Form, and distribute the Draft EIR for circulation under CEQA.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital
3. WSP will file the NOC at the Ventura County Clerk.

4. VCTC will file the NOC and Summary Form with the State Clearinghouse.

DELIVERABLES:

1. One (1) Draft Notice of Completion
2. One (1) Final Notice of Completion
3. One (1) Draft Summary Form
4. One (1) Final Summary Form

9.3. Comments and Responding to Comments

CONSULTANT will prepare responses to comments received during the public review period for incorporation into the Final EIR. In addition, CONSULTANT can facilitate a workshop with VCTC to review comments on the Draft EIR from the public or agencies to discuss potential responses, if the comments warrant such a meeting. Responses will be incorporated directly into the Final EIR assuming none of the comments warrant legal review or new analyses.

This scope of work assumes that up to 130 comment letters would be provided on the Draft EIR. This assumption is based on CONSULTANT's prior experience with similar projects, knowledge of public involvement on adjacent projects, level of involvement expected from the agricultural community, and understanding of the litigious nature of CEQA review. The actual level of effort required to respond to public comments will depend on the length, detail, and sophistication of the comments, in addition to the number of letters received. However, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon close of the public comment period.

CONSULTANT will create, implement, and use a method to provide a centralized and organized means to manage public contact information and comments. Upon approval of the responses to comments by VCTC, CONSULTANT will revise the Draft EIR to incorporate comments and responses and document the circulation period, any coordination, if needed, and changes to the project or commitments that may have occurred.

ASSUMPTIONS:

1. Responses will be incorporated directly into the Final EIR assuming none of the comments warrant legal review or new analyses.
2. Up to 130 comment letters would be received on the Draft EIR
3. No comments require legal review or new analyses
4. The deliverables for this task will be subject to one round of review
5. The deliverables for this task are digital. If VCTC requires hard copy deliverables for this task, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of printing requirements.

DELIVERABLES:

1. Up to three (3) comment resolution meetings with VCTC
2. One (1) Draft Comment Response volume
3. One (1) Final Comment Response volume

10. Final EIR

The purpose of this task is to prepare a Final EIR document.

10.1. Final EIR/EIS.

The Administrative Final EIR will detail any changes, clarifications, or additions to the Draft EIR that may be necessary in response to the comments received during public review. If any revisions to the information or analysis included in the Draft EIR are necessary based upon the comments received and the associated responses to comments, those revisions will be shown in an Errata section, using underline and ~~strikeout~~ formatting to clearly portray all changes that occurred between the Draft and Final iterations of the EIR.

ASSUMPTIONS:

1. An Errata will suffice to reflect any changes to the Draft EIR
2. The deliverables for this task will be subject to one round of review
3. The deliverables for this task are digital. If VCTC requires hard copy deliverables for this task,

CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of printing requirements.

DELIVERABLES:

1. One (1) Draft Errata section
2. One (1) Final Errata section

10.2. Supplemental Technical Study Updates

CONSULTANT will revise up to three (3) technical studies as part of this task, if it is found that revisions are needed during the environmental review process. This scope of work assumes that the level of effort to revise these technical reports would not include substantial revisions that require new analysis. However, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon close of the public comment period.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital

DELIVERABLES:

1. Up to three (3) Draft Revised Technical Studies
2. Up to three (3) Final Revised Technical Studies

11. Regulatory Process

11.1. Findings and Statement of Overriding Considerations

CONSULTANT will prepare applicable CEQA findings and provide edits based on one round of VCTC's comments. Information needed to support the Findings and Statement of Overriding Considerations will be developed in coordination with VCTC.

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital. If VCTC requires hard copy deliverables for this task, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of printing requirements.

DELIVERABLES:

1. One (1) Draft Findings and Statement of Overriding Considerations
2. One (1) Final Findings and Statement of Overriding Considerations

11.2. Strategy Memorandums

CONSULTANT will prepare a memorandum identifying triggers that require NEPA compliance and the pathway(s) for obtaining federal approvals. The memorandum will outline the federal agency processes and requirements for obtaining environmental clearance under NEPA. Recommendations for appropriate timing to engage with federal partners will be provided in the memorandum, as well as a general timeline for obtaining approvals. Agencies considered as part of this evaluation may include the Federal Highway Administration, U.S. Department of the Interior, U.S. Department of Agriculture, and Caltrans. If assessment of more agencies is requested, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment.

CONSULTANT will prepare a memorandum outlining the permitting strategy and pathway for obtaining take authorization for species listed as threatened or endangered under the Federal Endangered Species Act or California Endangered Species Act, as well as for impacts to waters of the State or U.S. The memorandum will include a table that identifies the following:

- The requisite permits needed and the agencies responsible for issuing each permit
- The timeframe for preparing each permit application
- The typical cost associated with preparing each permit application

- The timeframe and general process for agency review and approval of each permit
- The information in the EIR that can be used in the permit applications

Agency permits considered as part of this evaluation will include the U.S. Army Corps of Engineers, Regional Water Quality Control Board, U.S. Fish and Wildlife Service, California Department of Fish and Wildlife, and Caltrans. If assessment of more agency permitting requirements is requested, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment.

ASSUMPTIONS:

1. Permit applications will not be prepared or processed.
2. The deliverables for this task will be subject to one round of review
3. The deliverables for this task are digital.

DELIVERABLES:

1. One (1) Draft NEPA Strategy Memorandum
2. One (1) Final NEPA Strategy Memorandum
3. One (1) Draft Permitting Strategy Memorandum
4. One (1) Final Permitting Strategy Memorandum

11.3. Notice of Determination

Once a decision is made on the Project, CONSULTANT will assist VCTC with preparation of the Notice of Determination (NOD).

ASSUMPTIONS:

1. The deliverables for this task will be subject to one round of review
2. The deliverables for this task are digital. If VCTC requires hard copy deliverables for this task, CONSULTANT reserves the right to reevaluate the effort level and request a scope amendment upon confirmation of printing requirements.
3. WSP will file the NOD at the Ventura County Clerk and pay the CDFW filing fee, reimbursable to VCTC.
4. VCTC will file the NOD with the State Clearinghouse.

DELIVERABLES:

1. One (1) Draft Notice of Determination
2. One (1) Final Notice of Determination

Consultant: WSP USA, Inc.

Project Name: Santa Paula Branch Line Trail Master Plan and EIR Update

Agency Name: Ventura County Transportation Commission

Task #	Task Title	WSP USA, Inc.	ALIT	MICOP	LIN Consulting	AimTD	Mustang Marketing	PCLD	Rincon	Zephyr Rail	Total Cost
1	Project Management	\$174,370	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$174,370
1.1	Meetings	\$133,917									\$133,917
1.2	Project Reporting	\$29,005									\$29,005
1.3	Other Direct Costs	\$11,448									\$11,448
2	Existing Analysis and Assessment	\$69,530	\$0	\$0	\$0	\$0	\$0	\$10,400	\$0	\$56,000	\$135,930
2.1	Existing Conditions Analysis	\$34,720						\$10,400		\$56,000	\$101,120
2.2	Existing Bicycle and Pedestrian Facilities Map	\$15,048									\$15,048
2.3	Equity Data and Analysis	\$19,762									\$19,762
3	Outreach and Engagement	\$222,856	\$3,000	\$3,000	\$0	\$0	\$90,925	\$43,665	\$23,774	\$43,662	\$430,882
3.1	Technical Advisory Committee	\$28,810					\$9,625	\$5,590	\$0	\$13,662	\$57,687
3.2	Citizens Advisory Committee	\$26,093					\$12,250	\$6,320	\$0		\$44,663
3.3	Targeted Stakeholder Meetings	\$42,573					\$15,050	\$6,320		\$30,000	\$93,943
3.4	Website, Social Media Page, and Surveys	\$6,629					\$29,100				\$35,729
3.5	Community Workshop (Quarterly)	\$26,862	\$3,000	\$3,000			\$7,525	\$10,820			\$51,207
3.6	Attend Community Events	\$10,916					\$11,375	\$10,625			\$32,916
3.7	Agricultural Working Group Meetings	\$36,474					\$6,000	\$3,990	\$22,574		\$69,038
3.8	Agricultural Working Group Technical	\$44,499							\$1,200		\$45,699
4	Conceptual Planning	\$209,499	\$0	\$0	\$31,200	\$0	\$0	\$9,840	\$0	\$0	\$250,539
4.1	Identify Constraints and Opportunities	\$61,521			\$8,500						\$70,021
4.2	Proposed Alternatives Development	\$62,710			\$13,800			\$9,840			\$86,350
4.3	Develop concept-level programmatic cost estimates	\$16,147			\$2,100						\$18,247
4.4	Alternative Evaluation	\$46,791			\$6,800						\$53,591
4.5	Risk Register	\$7,013									\$7,013
4.6	Identify Financial Needs	\$6,716									\$6,716
4.7	Create an Implementation Strategy	\$8,601									\$8,601

Consultant: WSP USA, Inc.

Project Name: Santa Paula Branch Line Trail Master Plan and EIR Update

Agency Name: Ventura County Transportation Commission

5	Plan Production and Approval	\$55,789	\$0	\$0	\$10,020	\$0	\$0	\$0	\$0	\$0	\$65,809
5.1	Draft Plan	\$21,861			\$5,300						\$27,161
5.2	Draft Final Plan	\$15,468			\$3,410						\$18,878
5.3	Final Plan	\$8,999			\$1,310						\$10,309
5.4	Resolution	\$9,461									\$9,461
6	Project Definition	\$39,809	\$0	\$0	\$0	\$0	\$0	\$0	\$5,688	\$0	\$45,497
6.1	Project Definition	\$18,770									\$18,770
6.2	Scoping	\$21,039							\$5,688		\$26,727
7	Technical Studies	\$66,125	\$0	\$0	\$70,400	\$10,000	\$0	\$0	\$131,868	\$0	\$278,393
7.1	Section 4(f) & 6(f)	\$0									
7.2	Human Environment Technical Studies	\$28,788			\$70,400	\$10,000			\$31,549		\$140,737
7.3	Physical Environment Technical Studies	\$19,744							\$54,136		\$73,880
7.4	Biological Environment Technical Studies	\$7,464							\$46,183		\$53,647
7.5	Climate Change	\$10,129									\$10,129
8	Draft EIR	\$152,372	\$0	\$0	\$0	\$0	\$0	\$0	\$107,559	\$0	\$259,931
8.1	Alternatives	\$31,832							\$6,626		\$38,458
8.2	Cumulative Impacts	\$17,376							\$12,248		\$29,624
8.3	CEQA/NEPA Significance	\$38,075							\$63,666		\$101,741
8.4	CEQA Checklist	\$16,868									
8.5	Section 4(f) & 6(f) Eval	\$0									\$0
8.6	Draft EIR/EIS	\$48,221							\$25,019		\$73,240
9	Public Participation	\$92,140	\$2,000	\$1,000	\$0	\$0	\$0	\$0	\$14,056	\$0	\$109,196
9.1	Public Outreach meetings	\$38,261	\$2,000	\$1,000					\$2,431		\$43,692
9.2	Circulation to Reviewing Agencies	\$10,102									\$10,102
9.3	Comments and Responding to Comments	\$43,777							\$11,625		\$55,402
10	Final EIR	\$30,782	\$0	\$0	\$0	\$0	\$0	\$0	\$21,316	\$0	\$52,098
10.1	Final EIR	\$20,193							\$17,670		\$37,863
10.2	Supplemental Technical Study Updates	\$10,589							\$3,646		\$14,235
11	Regulatory Process	\$33,562	\$0	\$0	\$0	\$0	\$0	\$0	\$4,094	\$0	\$37,656
11.1	Findings and Statement of Overriding Conditions	\$23,665									\$23,665
11.2	Strategy Memorandums	\$2,038							\$4,094		\$6,132
11.3	NOD	\$7,859									\$7,859
TOTAL		\$1,146,834	\$5,000	\$4,000	\$111,620	\$10,000	\$90,925	\$63,905	\$308,355	\$99,662	\$1,840,301

Consultant: WSP USA, Inc.

Project Name: Santa Paula Branch Line Trail Master Plan and EIR/EIS Update

Agency Name: Ventura County Transportation Commission

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jul	Aug	Sep	Oct	Nov	Dec						
		2024-25												2025-26												2026-27												2027-2028					
Task #	Task Title	Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4			Q1			Q2														
1	Project Management																																										
1.1	Project Development Team (PDT) Meetings																																										
1.2	Project Reporting																																										
1.3	Other Direct Costs																																										
2	Existing Analysis and Assessment																																										
2.1	Existing Conditions Analysis																																										
2.2	Existing Bicycle and Pedestrian Facilities Map																																										
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5.4	Resolution																																										
6	Project Definition																																										
6.1	Project Definition																																										
6.2	Initial Study and Scoping																																										

*Please note all projects must be completed by December 31, 2027.

