

**EXHIBIT A**

**SCOPE OF WORK**

1. Grantee agrees to expend grant funds provided by the Commission only for and in accordance with project activities as described under the Scope of Work attached hereto as EXHIBIT A.
2. The Project representatives during the term of this agreement, and the person authorized to sign grant amendments and RFFs on behalf of the grantee, will be:

<b>State Agency:</b> California Coastal Commission	<b>Grantee:</b> City of Capitola
Name: Kelsey Ducklow ("Grant Manager")	Name: Jamie Goldstein
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3. Primary project contact:

<b>State Agency:</b> California Coastal Commission	<b>Grantee</b>
Section/Unit: Statewide Planning	Section/Unit: City of Capitola
Name: Carey Batha ("Grant Coordinator")	Name: Katie Herlihy
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Email: <a href="mailto:Carey.Batha@coastal.ca.gov">Carey.Batha@coastal.ca.gov</a>	Email: <a href="mailto:kherlihy@ci.capitola.ca.us">kherlihy@ci.capitola.ca.us</a>

## EXHIBIT A

### SCOPE OF WORK

**Name of Local Government:** City of Capitola

**Name of Project:** Cliff Drive Resiliency Project – Alternatives Analysis

**Funding Source:** General Fund

**Specific Program:** Local Coastal Program Local Assistance Grant Program

**Federal Tax ID#:** 94-600-2834

**Budget Summary:**

CCC funding:	\$450,000
<u>Other funding:</u>	<u>\$48,000</u>
Total project cost:	\$498,000

**Term of Project:** 07/01/2023 (or grant agreement execution date) – 06/30/2025

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#### **A. PROJECT DESCRIPTION**

The City of Capitola seeks to protect public access, public recreation, and coastal dependent land uses currently established on and accessible by Cliff Drive by amending the City's LCP to address continuing episodic bluff erosion. The project will include an Alternatives Analysis, which will inform amendments to the Public Access and Natural Hazards components (and other LCP provisions as appropriate) of the City's Local Coastal Program and be integrated into a future anticipated project on Cliff Drive. The completed Alternatives Analysis will be leveraged in future funding requests to implement measures identified in the Alternatives Analysis.

Cliff Drive is a heavily used, arterial and a primary evacuation route for the low-lying Capitola Village mixed-use district. Cliff Drive is also a primary coastal access point with low-cost coastal public access parking and stairway to the beach. The City's LCP currently identifies Cliff Drive as a priority for coastal access improvements (Policy II-4) as the pedestrian and bicycle facilities currently consists of an unimproved road shoulder. Improvements for coastal access cannot be made at this time as episodic bluff erosion threatens the roadway. The purpose of this project is to identify a preferred alternative to improve the road structure and configuration, which will then be incorporated as an amendment to the LCP.

The Alternatives Analysis will be a culmination of:

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- **Community & Stakeholder Engagement** under a transparent, community-based planning process that allows Capitola community members to provide ideas and comments to inform the development of alternatives for the project.
- **Regulatory Engagement** between City staff and regulatory agencies (inclusive of the CCC), to ensure agencies' needs and concerns are considered in the project alternatives. Anticipated are two meetings with California Coastal Commission (CCC) staff, and one meeting including the following agencies: United States Army Corps of Engineers (USACE), San Francisco Region Water Quality Board (SFRWQB), CA Fish & Wildlife (CDFW), and California State Lands Commission (CSLC).
- **Technical and Environmental Studies** including Wave Runup, Sand Supply Study, Geotechnical, Topographic, Biological, and Cultural Resource studies and assessments

Beach and bluff access to the coastline is a crucial element of Capitola's coastal character and is valued by the community. The loss or disruption of these assets could have far-reaching impacts and affect everyone in Capitola, not just those living or doing business in the Coastal Zone. The Cliff Drive Resiliency Alternatives Analysis will allow the City to identify a preferred improvement alternative and create policies that will protect Cliff Drive utility and provide for coastal access enhancements.

### B. TASKS

#### **Task 1: Project Initiation**

City staff does not have the expertise to conduct an adequate analysis of resiliency options on Cliff Drive. In order to develop a report to adequately make revisions to the City's LCP and utilize it as a foundation for future potential improvements along the bluff side access along Capitola's shoreline, and outside consultant will need to be procured to perform the work.

Following the Execution of the Grant Agreement, the City will select and enter into contract with a qualified consultant to complete the scope of work through the normal bidding process. The City and consultant will then conduct a kickoff meeting discuss the project objectives, schedule and milestones, and identify issues for further discussion, cumulating in a project roadmap. This meeting will also serve to start the process for gathering existing background materials and information.

#### **Subtasks:**

1. In coordination with CCC staff, develop and release Request for Proposals (RFP) to procure qualified consultant
2. Select consultant and enter into agreement
3. Kick off meeting to discuss project objectives, schedule, milestones
4. Initial gathering of existing background materials/information

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### **Outcomes/Deliverables:**

- RFP seeking qualified firms for project scope
- Executed contract between City and Consultant
- Kick off meeting material and Project Roadmap

### **Task 2: Community & Stakeholder Engagement**

The consultant will design and conduct a transparent, community-based planning process that allows Capitola community members to provide ideas and comments to inform the development of improvement alternatives. This approach recognizes that local stakeholders are most familiar with the needs and issues of the surrounding community, and leverage their knowledge and interest as valuable assets. Throughout the process, stakeholders will have direct access to relevant project information and will have multiple opportunities to provide input on all project concepts.

The consultant will develop a Community & Stakeholder Engagement Strategy that will serve as the roadmap for meaningful, effective engagement throughout the planning process. The memo will identify desired public participation outcomes for the project, and it will detail the specific stakeholder communication and engagement activities that will be implemented to achieve those outcomes.

The City will convene at least three public workshops to educate stakeholders on the project and to actively engage them in the identification of needs, priorities, and ultimately the identification of improvement alternatives. The workshops will be held at strategic times in the process around key project milestones. This step will ensure there are opportunities for the public to engage on the project, including the Alternatives Analysis and the LCPA update.

The consultant will facilitate a series of at least three meetings between City staff and regulatory agencies during the alternative design process to ensure agencies' needs and concerns are considered in the improvement alternatives. Anticipated are two meetings with California Coastal Commission (CCC) staff, two meetings with the Santa Cruz County Regional Transportation Commission (SCCRTC), the Coastal Conservancy, Caltrans' Active Transportation Program, and one meeting including the following agencies: United States Army Corps of Engineers (USACE), Central Coast Regional Water Quality Control Board (CCRWQCB), CA Fish & Wildlife (CDFW), Monterey Bay National Marine Sanctuary, and California State Lands Commission (CSLC).

The consultant will facilitate at least two meetings between City staff and non-governmental organizations during the design process to ensure their input is solicited and concerns are considered in the improvement alternatives. Invitations will be sent

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to Surfrider Foundation and the Save the Waves Coalition to participate in the nongovernmental meetings.

### **Subtasks:**

1. Community & Stakeholder Engagement Strategy
2. Materials and agendas for three public meetings
3. Materials and agendas for three regulatory agency meetings

### **Outcomes/Deliverables:**

- Community & Stakeholder Engagement Strategy
- Coordination, materials, and agendas for three public workshops
- Coordination, materials, and agendas for regulatory agency meetings

### **Task 3: Technical Studies**

These studies are critical to providing a sound technical basis for describing the need for improvements and informing feasibility. Each study will rely on the current best available science on sea level rise.

Wave Runup Study and Sand Supply Study: This analysis would include wave activity and sand supply/transport processes for current storm and non-storm conditions, and storm and non-storm conditions expected over a 75-100-year time horizon considering the anticipated effects of sea level rise. The analysis of non-storm conditions will give a sense of expected beach/bluff conditions that would occur the majority of the time, and the storm conditions will allow impact evaluation with regards to permanent damage to beach, bluff, and infrastructure. An additional discussion of Tsunami Hazards will be provided as part of this work. This study would also address the “no action alternative” describing what could happen in the absence of bluff protection measures and adaptation strategies.

The purpose of the geotechnical study is to assess surface and subsurface conditions in the site area. This is accomplished by reviewing existing information, conducting a subsurface investigation, perform slope stability analysis and other site-specific analysis to provide the necessary geotechnical recommendations to inform the Alternatives Analysis in Task 5. It will also analyze expected erosion over 75-100 years considering the expected impacts of sea level rise.

The Topographic Survey is intended to document existing ground elevations prior to starting the design effort. In addition to topography, the survey effort will include location of existing utilities, other infrastructure in the vicinity, and property boundaries.

These studies, or the one that is most appropriate, will integrate an analysis of the existing shoreline protective devices along Cliff Drive and analyze the condition and expected future

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lifespan of those devices, considering current and projected future hazard conditions. Each study will be shared with CCC staff in draft form for a 6-week (max) comment period and revised to incorporate comments if determined to be appropriate by Capitola staff.

### **Subtasks:**

1. Analysis of wave activity and sand supply
2. Preliminary assessment of surface and subsurface conditions to provide geotechnical recommendations
3. Topographic survey of existing ground elevations to aid in design
4. Analysis of existing bluff protection

### **Outcomes/Deliverables:**

- Draft and final Wave Runup Study
- Draft and final Sand Supply Study
- Draft and final Geotechnical Report
- Draft and final Topographic and Utility Survey Data

### **Task 4: Environmental Documentation**

The following assessments will inform the criteria for the evaluations of alternatives under Task 5.

The consultant will complete a Biological Resources Assessment to document the biological baseline setting for the project area. The objective of the assessment will be to provide information on sensitive biological resources so that the project alternatives can be considered to avoid and/or minimize any potentially significant impacts. Potential impacts to sensitive terrestrial, intertidal, and marine habitats and/or species will be identified and a list of plant species recommended to revegetate areas disturbed by potential future activities to assist in reducing erosion.

The consultant will complete a Cultural Resources Assessment to document the cultural baseline setting for the project area. A reconnaissance-level investigation of pre-historic and historic archaeological resources for the proposed project will be performed, including a search of the California Historical Resources Information System and consultation with Native American tribes through the Native American Heritage Commission. The objective of the assessment will be to provide information on sensitive cultural resources so that the project alternatives can be considered to avoid and/or minimize any potentially significant impacts.

### **Subtasks:**

1. Draft analysis of biological and cultural resource assessments for 6-week CCC staff reviews

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2. Final analysis of biological and cultural resource assessments with CCC staff comments incorporated as appropriate

### **Outcomes/Deliverables:**

- Draft Biological Assessment
- Draft Cultural Resource Assessment
- Final Biological Assessment
- Final Cultural Resource Assessment

### **Task 5: Alternatives Analysis**

With a solid understanding of the existing conditions and the potential risks along this reach of shoreline, the consultant will develop practical, creative, and adaptive resiliency options that seek to enhance bicycle/pedestrian access, circulation, and connectivity, preserve vehicular access to/from the village, preserve and enhance vertical beach access opportunities. A wide range of alternatives will be considered, including traditional seawalls and other shoreline protective devices, as well as innovative, new engineering methodologies to protect coastal access beyond the traditional applications. Enhancements will be included in functional design feature alternatives, such as high value public space features like pedestrian improvements, coastal overlooks, and benches.

The consultant will develop project design alternatives, including, if appropriate, alternatives to be implemented in phases to address the changing impacts and conditions identified in Task 3 over a 75 to 100-year time horizon, as well as a no project alternative. A narrative comparison and a multi-criteria decision matrix will be prepared comparing the advantages and disadvantages of each considering topic areas such as environmental impacts (including sea level rise), visual impacts, flood reduction, habitat creation, recreational opportunities and initial and maintenance costs. Those alternatives that are found to be feasible will be further evaluated and refined, leading ultimately to the determination of the preferred alternative. The Draft Alternatives Analysis Report will be submitted to CCC staff for a 6-week review period, and comments will be incorporated as appropriate into the Final Alternatives Analysis Report.

### **Subtasks:**

1. Evaluation of technical merit, construction cost, maintenance needs, service life and environmental impact.
2. Identification of preferred alternative

### **Outcomes/Deliverables:**

- Draft Alternatives Analysis Report
- Final Alternatives Analysis Report

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**Task 6: LCP Amendment**

Develop amendments to the Local Coastal Plan in order to facilitate improvements proposed in the identified project alternative on Cliff Drive, with consultation with Coastal Commission staff. LCP amendments are anticipated to include changes to the Public Access and Natural Hazards components (and other LCP provisions as appropriate) and will include policies capturing the outcomes of Tasks 1-5 and that frame the goals for Cliff Drive over time. The intent of the LCPA is not to codify a project or projects identified in Task 5, but rather to broadly frame the goals and approach for adaptation on Cliff Drive, leaving the exact project details to be articulated a future CDP process. As such, this work may begin concurrently with Task 5 if needed.

The amendments will be informed by agency coordination, including the CCC, conducted under Task 2. The Administrative Draft LCP Amendments will be shared with CCC staff for a 6-week review period, and comments will be incorporated into the Public Draft LCP Amendments as appropriate.

**Subtasks:**

1. Develop, circulate, and revise Administrative Draft LCP Amendment based on outcomes of Task 5, based on early coordination with Coastal Commission staff.
2. Council adopts Final LCP Amendment for submission to the Coastal Commission
3. City submits locally adopted LCP Amendment to the Coastal Commission for adoption

**Outcomes/Deliverables:**

- Administrative Draft LCP Amendments for 6- week CCC staff review
- Public Draft LCP Amendments considering CCC staff and public comments
- Revised Draft LCP Amendments considering public comments
- Council resolution adopting LCP Amendments
- LCP Amendment submittal to the CCC

**C. SCHEDULE**

Project start/end dates: July 1, 2023 (or grant agreement execution date) – June 30, 2025

<b>Task 1. Project Initiation</b>	<b>8/1/2023 – 11/15/2023</b>
1.1 Develop and release Request for Proposals (RFP) to procure qualified consultant	8/1/23 – 8/30/23
1.2 Select consultant and enter into agreement	9/1/23-9/30/23



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1.3 Kick off meeting to discuss project objectives, schedule, milestones.	10/1/23
1.4 Initial gathering of existing background materials/information	9/15/23-10/15/23
Outcome/Deliverables: a. RFP seeking qualified firms for project scope b. Executed Contact between City and Consultant c. Project Roadmap	a. 8/1/2024 b. 10/1/23 c. 11/1/23
<b>Task 2. Community &amp; Stakeholder Engagement</b>	<b>12/1/2023 – 6/30/2025</b>
2.1 Develop a Community & Stakeholder Engagement Strategy	12/1/23-1/31/24
2.2 Convene three public workshops to educate stakeholders on the project and to actively engage them in the identification of needs, priorities, and ultimately the identification of project alternatives.	Tentatively January, March, and June 2024
2.3 Meetings regulatory agencies during the alternative design process to ensure agencies' needs and concerns are considered in the project alternatives. Meetings are anticipated with CCC,USACE,CCRWQCB, CDFW, and CSLC	Various
Outcome/Deliverables a. Community & Stakeholder Engagement Strategy memo b. Materials and agendas for three public meetings c. Materials and agendas for regulatory agency meetings	a. April 2024 b. Various c. Various
<b>Task 3. Technical Studies</b>	<b>10/1/2023 – 01/15/2024</b>
3.1 Analysis of wave activity and sand supply processes for normal and extreme conditions and impact of bluff protection	10/1/23-01/15/2024
3.2 Preliminary assessment of surface and subsurface conditions to provide geotechnical recommendations	10/1/23-01/15/2024

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3.3 Topographic survey of existing ground elevations to aid in design	10/1/23-01/15/2024
3.4 Analysis of existing bluff protection	10/1/23-01/15/2024
Outcome/Deliverables a. Draft wave runup study b. Final wave Runup Study c. Draft Sand Supply Study d. Final Sand Supply Study e. Draft Geotechnical Report f. Final Geotechnical Report g. Draft Topographic and Utility survey Data h. Final topographic and utility survey data	a. January 2024 b. March 2024 c. January 2024 d. March 2024 e. January 2024 f. March 2024 g. January 2024 h. March 2024
<b>Task 4. Environmental Documentation</b>	<b>10/1/2023 – 03/30/2024</b>
4.1 Draft biological and cultural assessments	10/1/23 - 1/31/24
4.2 Final biological and cultural assessments	2/1/24 – 3/31/24
Outcome/Deliverables a. Draft Biological Assessment b. Draft cultural Resources Assessment c. Final Biological Assessment d. Final Cultural Assessment	a. February 2024 b. February 2024 c. March 2024 d. March 2024
<b>Task 5. Alternatives Analysis</b>	<b>1/1/2024 – 9/30/2024</b>
5.1 Evaluation of technical merit, construction cost, maintenance needs, service life and environmental impact	1/1/24-4/30/24
5.2 Identification of preferred alternative	5/1/24-6/30/24
Outcome/Deliverables a. Draft Alternatives Analysis Report b. Final Alternatives Analysis Report	a. July 2024 b. September 2024
<b>Task 6. LCP Amendment</b>	<b>10/1/2024 – 6/30/2025</b>
6.1 Develop, circulate, and revise Administrative Draft LCP Amendment based on outcomes of Task 5, including 6-week CCC staff review period	10/1/24 - 2/28/25
6.2 Council adopts Final LCP Amendment for submission to the Coastal Commission	3/1/25-4/30/25

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6.3 City submits locally adopted LCP Amendment to the Coastal Commission for adoption	5/1/25-6/30/25
Outcome/Deliverables a. Administrative Draft LCP Amendments b. Public Draft LCP Amendments c. Revised Draft LCP Amendments d. Council resolution adopting LCP Amendments e. LCP Amendment submittal to the CCC	a. December 2024 b. January 2025 c. March 2025 d. April 2025 e. May 2025

**D. BENCHMARK SCHEDULE**

<b>ACTIVITY</b>	<b>COMPLETION DATE</b>
Kickoff meeting with selected consultant	October 2023
Alternatives Analysis Report	July 2024
Final LCP Amendment	March 2025
Locally adopted LCP and submittal to the CCC	May 2025

## **EXHIBIT A1**

### **DEFINITIONS**

1. The term “Agreement”; this Grant Agreement.
2. The term “Budget Act”; the annual enacted version of the Budget Bill which makes appropriations for the support of the government of the State of California.
3. The term “Chief Deputy Director”; the Chief Deputy Director of the Commission.
4. The terms “Commission” or “Coastal Commission” and the acronym “CCC” all refer to the California Coastal Commission.
5. The term “Executive Director”; the Executive Director of the Commission.
6. The term “Grant” or “Grant Funds”; in the case of LCP grants, the money provided by the California Climate Investments program or, in the case of Public Education grants, sales and renewals of the WHALE TAIL<sup>®</sup> Specialty License Plate, or California’s Voluntary Tax Check-Off Program, and administered by the Coastal Commission to the Grantee pursuant to this Agreement.
7. The term “Grant Manager”; the representative of the Commission with authorization per the Executive Director to administer and provide oversight of the Grant.
8. The term "Grantee"; an applicant who has a signed agreement for Grant Funds.
9. The term "Project"; the activity described under the Scope of Work, attached as EXHIBIT A, to be accomplished with Grant Funds.
10. The term “Project Budget”; the Commission approved cost estimate submitted to the Commission’s Grant Manager for the Project. The Project Budget shall describe all labor and material costs of completing each component of the Project. The Project Budget shall contain itemized amounts permissible for each item or task described in the Scope of Work. The Project Budget must include the set administrative and indirect costs agreed upon by the Parties if applicable.
11. The term “Public Agency”; any State of California department or agency, a county, city, public district or public agency formed under California law.
12. The term “Scope of Work” refers to EXHIBIT A, including the approved Project Description, Tasks, and Schedules.
13. The term “Termination Date”; the date by which all activity for the project must be concluded, as specified in the signature page of this Agreement. Work performed after this date cannot be reimbursed.

**EXHIBIT B**

**BUDGET**

<i>Jurisdiction Name</i>	<i>CCC Grant Total</i>	<i>Match/Other Funds</i>	<i>Total (LCP Grant Funds + Match/Other Funds)</i>
<b>LABOR COSTS<sup>1</sup></b>			
<b>City Staff Labor</b>			
<b>Task 1 – Project Initiation</b>	\$0	\$2,000	\$2,000
<b>Task 2 – Community &amp; Stakeholder Engagement</b>	\$0	\$6,000	\$6,000
<b>Task 3 – Technical Studies</b>	\$0	\$0	\$0
<b>Task 4 – Environmental Documentation</b>	\$0	\$0	\$0
<b>Task 5 – Alternatives Analysis</b>	\$0	\$10,000	\$10,000
<b>Task 6 – LCP Amendment</b>	\$0	\$30,000	\$30,000
<b>Total Labor Costs</b>	<b>\$0</b>	<b>\$48,000</b>	<b>\$48,000</b>
<b>DIRECT COSTS</b>			
<b>County/City Staff Project Supplies</b>			
Community Meeting Materials and Supplies	\$5,000	\$0	\$5,000
Printing and Noticing	\$5,000	\$0	\$5,000
<b>Total</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$10,000</b>
<b>County/City Staff Travel In State<sup>2</sup></b>			
Mileage	\$0	\$0	\$0
Hotel, etc.	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Consultants<sup>3</sup>/Partners</b>			
Consultant TBD			
<b>Task 1 – Project Initiation</b>	\$25,000	\$0	\$25,000
<b>Task 2 – Community &amp; Stakeholder Engagement</b>	\$70,000	\$0	\$70,000
<b>Task 3 – Technical Studies</b>	\$210,000	\$0	\$210,000
<b>Task 4 – Environmental Documentation</b>	\$30,000	\$0	\$30,000
<b>Task 5 – Alternatives Analysis</b>	\$85,000	\$0	\$85,000

<sup>1</sup> Amount requested should include total for salary and benefits.

<sup>2</sup> Travel reimbursement rates are the same as similarly situated state employees.

<sup>3</sup> All consultants must be selected pursuant to a bidding and procurement process that complies with all applicable laws.

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<b>Task 6 – LCP Amendment</b>	\$20,000		\$20,000
<b>Consultants Total</b>	<b>\$440,000</b>	<b>\$0</b>	<b>\$440,000</b>
<b>Total Direct Costs</b>	<b>\$450,000</b>	<b>\$0</b>	<b>\$450,000</b>
<b>OVERHEAD/INDIRECT COSTS<sup>4</sup></b>			
<b>Total County/City Staff Overhead/Indirect Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL PROJECT COST</b>	<b>\$450,000</b>	<b>\$48,000</b>	<b>\$498,000</b>

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<sup>4</sup> Indirect costs include, for example, a pro rata share of rent, utilities, and salaries for certain positions indirectly supporting the proposed project but not directly staffing it. Amount requested for indirect costs should be capped at 10% of amount requested for “Total Labor.”