

EXHIBIT A
SCOPE OF WORK

Name of Local Government: City of Huntington Beach

Name of Project: Huntington Beach Comprehensive Local Coastal Program Update

Funding Source: Greenhouse Gas Reduction Fund

Specific Program: Local Coastal Program Local Assistance Grant Program

Federal Tax ID#: 95-6000723

Budget Summary:

CCC funding: \$200,000

Other funding: \$124,340

Total project cost: \$324,340

Term of Project: February 15, 2020 or grant agreement execution date – March 31, 2022

PROJECT DESCRIPTION

The scope of the proposed project includes an update to the Sea Level Rise (SLR) Vulnerability Assessment that was completed in 2014 in preparation for the City of Huntington Beach's General Plan Update. This update will inform the development and adoption of a Coastal Resiliency Program (CRP) Update and a comprehensive update to the Coastal Element of the City's Local Coastal Program (LCP), which has not been comprehensively updated since 2001. The SLR Vulnerability Study will also inform development and adoption of an update to the City's existing Floodplain Ordinance which is a portion of the City's LCP IP.

TASKS

Task 1. Project Launch

1.1: Project Kick-off meeting – Following the award, a kick-off meeting with California Coastal Commission (CCC) staff will be held to discuss grant procedures and project expectations, including the project schedule, invoicing, quarterly reporting, and other relevant information. The City will produce notes summarizing the meeting. **Responsible Party: City of Huntington Beach**

1.2: Consultant Selection Process – Complete process for selection of a consultant using State-approved procurement procedures. The City will select a qualified consultant that can complete the proposed project in accordance with CCC Objectives. **Responsible Party: City of Huntington Beach**

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1.3: Staff Coordination with Selected Consultant to Track Project Progress – The City and consultant will conduct regular phone calls to facilitate effective communication regarding upcoming tasks and ensure the project is completed in a timely and fiscally responsible manner. *Responsible Party: City of Huntington Beach and Consultant*

1.4: Invoicing & Quarterly Reporting – As required by grant administration procedures, the City will submit complete invoice packages to CCC staff based on milestone completion on a quarterly basis. The City will also submit quarterly reports to CCC staff providing a summary of project progress and grant/local match expenditures. Consultant is responsible of drafting reports and the City is responsible of reviewing reports before sending to the CCC. *Responsible Party: City of Huntington Beach and Consultant*

Outcomes/Deliverables:

- Project kick-off meeting notes
- Executed consultant contract
- Invoice packages and quarterly reports

Task 2. Sea Level Rise Vulnerability Assessment Update

2.1: Background Data Collection Update to Incorporate New CCC Guidance and Best Available Science – In 2017, the City adopted a comprehensive update to the General Plan. As part of the General Plan update effort, in 2014, the City prepared a SLR Vulnerability Assessment that was consistent with the adopted CCC Guidance available at the time. This previously completed SLR Vulnerability Assessment does not include new guidance from the CCC that has been adopted in the years since, including the 2015 Original SLR Policy Guidance Document and the 2018 Science Update to the SLR Policy Guidance. It also does not include the best available science outlined in the 2018 OPC State SLR Guidance Document.

To update the existing SLR Vulnerability Assessment for consistency with new CCC guidance, the consultant will collect and analyze the best available data and projections provided in the 2018 OPC State SLR Guidance Document. *Responsible Party: Consultant*

2.2: Coastal Conditions Assessment – The consultant will complete an updated coastal conditions assessment that incorporates new CCC guidance. This data analysis will provide the range of beach profiles from multiple seasons, and from each profile will be extracted beach slopes (for wave runup), backshore toe elevation (for calculating erosion potential), and crest elevation (for calculating wave overtopping and flooding). A mean high-water shoreline location will be extracted for inclusion in the historical shoreline change analysis. This will result in a backshore classification showing locations

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of coastal armoring, inlets, and dunes that have the relevant geomorphic data necessary to run SLR models. **Responsible Party: Consultant**

2.3: Planning Area Inventory Update – As part of the 2014 SLR Vulnerability Assessment, the City completed a geo-referenced inventory of facilities potentially affected by SLR. The assessment found that by 2030 and 2050 major roadways, public facilities, and residential areas in the coastal zone are vulnerable during combined extreme high tide and coastal storm wave events. By 2100 there is potential for widespread inundation across large portions of northern Huntington Beach in the vicinity of Sunset Beach, Huntington Harbor, and Bolsa Chica. Critical facilities like the AES Southland (AES) power plant and the Orange County Sanitation District (OCSD) wastewater treatment facility in south Huntington Beach are vulnerable to tidal inundation, extreme wave events, and stormwater runoff. Beaches, stormwater and transportation infrastructure, public facilities, ecosystems, and commercial and residential buildings are also vulnerable.

As part of the proposed SLR update, the consultant will analyze this existing inventory of impacted facilities for consistency with updated SLR Vulnerability Assessment findings, with CCC SLR Adopted Policy Guidance, and with the 2018 OPC State SLR Guidance. This inventory will be updated and augmented if necessary. **Responsible Party: Consultant**

2.4: Outreach Prior to Modeling – The consultant will solicit input from the CCC and other resource agency staff regarding data and approach. **Responsible Party: Consultant**

2.5: Model SLR Scenarios – The City's 2014 SLR Vulnerability Assessment included a citywide assessment that divided the City into shoreline and inland waterway planning areas and evaluated six scenarios utilizing three different horizon years (2030, 2050, and 2100) with low and high SLR estimates.

The consultant will model new SLR scenarios in conjunction with other coastal factors as identified in the City's LCP and based on agency guidance, such as erosion, flooding and storm impacts, inundation, and saltwater intrusion into freshwater resources. In modeling a range of updated SLR scenarios based on the best available science, the consultant will follow the guidance provided in the 2018 OPC State SLR Guidance. **Responsible Party: Consultant**

2.6: Conduct Updated SLR Vulnerability Assessment – An updated SLR vulnerability assessment will be conducted for each of the infrastructure elements and other development categories identified such as public access, recreation facilities and environmentally sensitive habitat and will be performed in accordance with the 2018 OPC State SLR Guidance Document. Sensitivity assessments will consider how sensitive a planning area is to projected effects, as well as its capacity to adapt to those effects. A draft vulnerability assessment report will be prepared to allow for at least one month of

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review by Coastal Commission staff and other stakeholders. A final vulnerability assessment report will then be prepared that incorporates comments. **Responsible Party: Consultant**

2.7: Study Approach Summary – Consultant will prepare a summary of project approach and analysis methods to be incorporated into the vulnerability assessment report for reference use by other jurisdictions and resource agencies. **Responsible Party: Consultant**

Outcomes/Deliverables:

- Inventory of data gathered provided in electronic format
- Updated Baseline Conditions Assessment and Memo
- Draft and Final SLR Vulnerability Assessment and summary of study approach

Task 3. Coastal Resiliency Plan Update

3.1: Review Current Coastal Resiliency Program, Existing Studies, and Adaptation Policies – As part of the 2017 General Plan Update, the City prepared a Coastal Resiliency Program (CRP) and identified strategies and implementation measures to address and adapt to hazards associated with SLR. The CRP was intended to serve as a “bridge document” linking the General Plan to a future comprehensive LCP update in an advisory manner that allows both documents to incorporate SLR considerations, consistent with new CCC Guidance, into the planning process to achieve a common vision for a resilient community. As a result, some of the recommended strategies and implementation steps described in the current Coastal Resiliency Program were identified as more appropriate for addressing in a future LCP Update.

The consultant will review the City’s current CRP as well as existing studies and adaptation policies that have been implemented elsewhere in order to consider best practices for completing the proposed CRP Update. The consultant also will review updates to the CCC’s SLR policy guidance that have been adopted since the City completed this initial CRP document, including the 2015 Original SLR Policy Guidance Document, the 2018 Science Update to the SLR Policy Guidance, and the 2018 OPC State SLR Guidance Document. **Responsible Party: Consultant**

3.2: Conduct a Public Outreach Process – The City and the consultant will conduct a public outreach process that educates and engages the community and other stakeholders affected by SLR. In contrast to public outreach completed for the CRP as part of the General Plan update, this public outreach process will be specific to the impacts of SLR and will focus on educating and engaging stakeholders in the CRP update process. The City will also solicit input from CCC and other resource agency staff as well as the local community during Plan reparation. A potential obstacle associated with this aspect of the work plan is the possible time delay associated with soliciting input from a

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variety of agencies and individuals. **Responsible Party: City of Huntington Beach and Consultant**

3.3: Develop SLR-Related Options and Policies – The consultant will develop an updated menu of SLR-related options and policies that may be used by the City to address potential hazards and to incorporate these policies in the LCP update.

Responsible Party: Consultant

3.4: Prepare Coastal Resiliency Plan – The consultant will prepare an update to the Coastal Resiliency Plan as a result of the vulnerability assessment and an evaluation of the options and policies, which includes guiding principles, goals and preparedness actions. Reviewing data for both inside and outside the Coastal Zone may help assign varying levels of priority for facilities and resources. For example, facilities within the Coastal Zone could be assigned to short-term mitigation plans, and facilities located inland of the Coastal Zone could be designated for longer-term solutions. The second potential obstacle in the work plan is the challenge of developing consensus around policies and strategies that result in trade-offs.

A draft Coastal Resiliency Plan will be prepared to allow for at least one month of review by Coastal Commission staff and other stakeholders. A final Coastal Resiliency Plan will then be prepared that incorporates comments. **Responsible Party: Consultant**

3.5: Establish a Monitoring Program – With the assistance of the consultant, the City will establish a monitoring program based on public data sources. **Responsible Party: City of Huntington Beach and Consultant**

Outcomes/Deliverables

- Draft and Final Coastal Resiliency Program Update
- Public outreach presentation and summary
- Monitoring Program Summary

Task 4. Coastal Element Update

4.1: Draft Coastal Element Update – Based on the data collected (Sea Level Rise Vulnerability Assessment and Coastal Resiliency Plan) and policy framework, the consultant will identify components of the General Plan Coastal Element, which functions as the Land Use Plan component of the City's certified LCP, and LCP Implementing Ordinances that warrant modification. The consultant will also identify other plans, such as infrastructure master plans that may also require modification in light of new findings from the updated SLR Vulnerability Assessment. After identifying these elements and the feedback gathered in the public outreach meetings conducted as part of Task 3, the consultant will develop a Draft Coastal Element Update. The Draft will be posted on the City's website and distributed to interested parties for comment.

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The City will also work with CCC staff to revise the draft as necessary and will incorporate any input into the final draft of the Coastal Element for CCC certification. CCC staff will have at least one month to review draft changes. **Responsible Party: City of Huntington Beach and Consultant**

4.2: Prioritize Implementation Elements for Implementation Program and Identify Funding Sources – The consultant will conduct an analysis to prioritize the potential land use and other implementation improvements based on vulnerability, impact, timeframe, and cost. The consultant will also review and identify potential funding sources for future implementation of priority projects. This analysis will be summarized in a report (Priority and Potential Funding Sources Report). **Responsible Party: Consultant**

4.3: Final Coastal Element Update – Complete the final report that addresses the comments from Community Workshops, public feedback gathered during the community outreach for sea level rise vulnerability and risk assessment (Task 2), and input from CCC staff, City staff, officials, or other relevant parties on the Draft Coastal Element Update. The consultant will submit hard copies and electronic copies to the CCC. All plans will credit the financial contribution of the grant program on the cover of the report. **Responsible Party: Consultant**

4.4: City Council Adoption – Presentation by consultant on the final Coastal Element Update at a City Council meeting. Resolve any issues, if applicable. Adopt final City of Huntington Beach Coastal Element Update for the City's LCP and submit to the Coastal Commission for certification along with necessary/appropriate supporting documents and information. **Responsible Party: City of Huntington Beach and Consultant**

Outcomes/Deliverables:

- Draft Coastal Element Update
- Priority and Potential Funding Sources Report
- Final Coastal Element
- Submittal of locally-adopted Coastal Element Update

Task 5. Floodplain Ordinance Update

5.1: Draft Floodplain Ordinance Update – Based on the data collected and policy framework, the consultant will identify components of the City's Floodplain Ordinance that warrant modification. After identifying these elements and the feedback gathered in the public outreach meetings conducted as part of Task 3, the consultant will develop a Draft Floodplain Ordinance Update. The Draft will be posted on the City's website and distributed to interested parties for comment. **Responsible Party: Consultant**

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5.2: Public Outreach and Information Process – The City and the consultant will conduct a public outreach process that educates and engages the community and other stakeholders regarding the proposed updates to the Floodplain Ordinance. The City will also work with CCC staff to revise the draft as necessary and will incorporate any input into the final draft of the Floodplain Ordinance Update. CCC staff will have at least one month to review draft changes. **Responsible Party: City of Huntington Beach and Consultant**

5.3: Final Floodplain Ordinance Update – Complete the final report that addresses the public outreach process and input from CCC staff, City staff, officials, or other relevant parties on the Draft Floodplain Ordinance Update. The consultant will submit hard copies and electronic copies to the CCC. **Responsible Party: Consultant**

5.4: City Council Adoption – Presentation by consultant on the final Floodplain Ordinance Update at a City Council meeting. Resolve any issues, if applicable. Adopt final City of Huntington Beach Floodplain Ordinance Update and submit to CCC for certification along with necessary/appropriate supporting documents and information. **Responsible Party: City of Huntington Beach and Consultant**

Outcomes/Deliverables:

- Draft Floodplain Ordinance
- Public Outreach Slideshow Presentation and Meeting Notes
- Final Floodplain Ordinance Report
- Submittal of locally-adopted Floodplain Ordinance

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SCHEDULE

Project start/end dates: 2/15/2020 or grant agreement execution date – 3/31/2022
[Tentative schedule below is subject to further refinement once a consultant is hired]

Task 1 – Project Launch	2/15/2020 – 3/31/2022
1.1 Project Kick-off meeting	2/15/2020 – 2/15/2020
1.2 Consultant Selection Process	2/15/2020 – 5/4/2020
1.3 Staff Coordination	5/4/2020 – 3/31/2022
1.4 Invoicing and Quarterly Reporting	7/1/2020 – 3/31/2022
Outcomes/Deliverables:	
a. Project kick-off meeting notes	a. 2/31/2020
b. Executed consultant contract	b. 5/4/2020
c. Invoice packages and quarterly reports	c. 3/31/2022
Task 2 – Sea Level Rise Vulnerability Assessment Update	5/5/2020 – 11/15/2020
2.1 Background Data Collection Update	5/5/2020 – 5/29/2020
2.2 Coastal Conditions Assessment	5/5/2020 – 6/30/2020
2.3 Planning Area Inventory Update	5/5/2020 – 6/30/2020
2.4 Outreach Prior to Modeling	6/1/2020 – 7/15/2020
2.5 Model SLR Scenarios	7/15/2020 – 8/14/2020
2.6 Conduct Updated SLR Vulnerability Assessment	8/17/2020 – 11/15/2020
2.7 Study Approach Summary	9/1/2020 – 9/30/2020
Outcomes/Deliverables:	
a. Inventory of data gathered	a. 7/15/2020
b. Updated Baseline Conditions Assessment and Memo	b. 7/15/2020
c. Draft SLR Vulnerability Assessment	c. 9/30/2020
d. Final SLR Vulnerability Assessment	d. 11/15/2020
Task 3 – Coastal Resiliency Plan Update	10/1/2020 – 3/31/2021
3.1 Review Current Coastal Resiliency Program, Existing Studies, and Adaptation Policies	10/1/2020 – 10/30/2020
3.2 Conduct Public Outreach Process	11/2/2020 – 12/31/2020
3.3 Develop SLR-Related Options and Policies	11/2/2020 – 1/8/2021
3.4 Prepare Coastal Resiliency Plan	11/2/2020 – 3/31/2021
3.5 Establish a Monitoring Program	1/4/2021 – 2/15/2021
Outcomes/Deliverables:	
a. Public Outreach Presentation and Summary	a. 1/15/2021
b. Monitoring Program Summary	b. 2/15/2021
c. Draft Coastal Resiliency Plan Update	c. 2/15/2021
d. Final Coastal Resiliency Plan Update	d. 3/31/2021
Task 4 – Coastal Element Update	2/1/2021 – 2/7/2022

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4.1 Draft Coastal Element Update	2/1/2021 – 7/30/2021
4.2 Prioritize Implementation Elements for Implementation Program and Identify Funding Sources	4/1/2021 – 7/1/2021
4.3 Final Coastal Element Update	8/2/2021 – 9/30/2021
4.4 City Council Adoption	11/15/2021 – 2/7/2022
Outcomes/Deliverables:	
a. Draft Coastal Element Update	a. 7/30/2021
b. Priority Report and Potential Funding Sources	b. 7/1/2021
c. Final Coastal Element Update	c. 9/30/2021
d. Submittal of locally-adopted Coastal Element Update	d. 2/7/2022
Task 5 – Floodplain Ordinance Update	4/1/2021 – 2/7/2022
5.1 Draft Floodplain Ordinance Update	4/1/2021 – 6/18/2021
5.2 Public Outreach and Information Process	5/3/2021 – 6/18/2021
5.3 Final Floodplain Ordinance Update	6/21/2021 – 8/30/2021
5.4 City Council Adoption	12/20/2021 – 2/7/2022
Outcomes/Deliverables:	
a. Draft Floodplain Ordinance Update	a. 6/18/2021
b. Public Outreach Slideshow Presentation and Meeting Notes	b. 6/18/2021
c. Final Floodplain Ordinance Report	c. 8/30/2021
d. Slideshow Presentation and Meeting Notes	d. 2/7/2022

BENCHMARK SCHEDULE

ACTIVITY	COMPLETION DATE
Project Kickoff and Selection of Consultant	5/4/2020
Final SLR Modeling and Vulnerability Assessment	11/15/2020
Final Coastal Resiliency Plan	3/31/2021
Draft Coastal Element Update	7/30/2021
Draft Floodplain Ordinance Update	6/18/2021
Submittal of Locally-Adopted Coastal Element and Floodplain Ordinance Updates	2/7/2022

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BUDGET

<i>City of Huntington Beach</i>	<i>CCC Grant Total</i>	<i>Match/Other Funds (City Funds)</i>	<i>Total (LCP Grant Funds + Match/Other Funds)</i>
LABOR COSTS¹			
City Staff Labor			
Task 1 – Project Launch	\$0	\$3,500	\$3,500
Task 2 – Sea Level Rise Analysis	\$0	\$6,000	\$6,000
Task 3 – Coastal Resiliency Plan	\$0	\$7,000	\$7,000
Task 4 – Coastal Element Update	\$0	\$30,000	\$30,000
Task 5 – Floodplain Ordinance Update	\$0	\$24,000	\$24,000
Total Labor Costs	\$0	\$70,500.00	\$70,500.00
DIRECT COSTS			
City Staff Project Supplies			
General Supplies	\$0	\$1000	\$1000
Total	\$0	\$1000	\$1000
City Staff Travel In State²			
Mileage, Hotel, etc.	\$0	\$2,200	\$2,200
Total	\$0	\$2,200	\$2,200
Consultants³			
Task 1 – Project Launch	\$4,438.38	\$401.62	\$4,840
Task 2 – Sea Level Rise Analysis	\$100,872.30	\$9,127.70	\$110,000
Task 3 – Coastal Resiliency Plan	\$68,593.17	\$6,206.83	\$74,800
Task 4 – Coastal Element Update	\$26,096.15	\$4,703.85	\$30,800
Task 5 – Floodplain Ordinance Update	\$0	\$24,200	\$24,200
Total Consultants	\$200,000	\$44,640	\$244,640

¹ Amount requested should include total for salary and benefits.

² Travel reimbursement rates are the same as similarly situated state employees.

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

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<i>City of Huntington Beach</i>	<i>CCC Grant Total</i>	<i>Match/Other Funds (City Funds)</i>	<i>Total (LCP Grant Funds + Match/Other Funds)</i>
Total Direct Costs	\$200,000	\$47,840	\$247,840
OVERHEAD/INDIRECT COSTS⁴			
Total City Staff Overhead/Indirect Costs	\$0	\$6,000	\$6,000
TOTAL PROJECT COST	\$200,000	\$124,340	\$324,340

⁴ 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."