

**EXHIBIT A1**

**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 Point Arena
Name: Kelsey Ducklow ("Grant Manager")	Name: Paul Andersen (City Manager)
Address: 455 Market St. Suite 300 San Francisco, CA 94105	Address: 451 School Street Point Arena, CA 95468  Mailing: PO Box 67 Point Arena, CA 95468
Phone: (415) 904-2335	Phone: 707-882-2122
Fax: (415) 904-5400	Fax:
Email: <a href="mailto:kelsey.ducklow@coastal.ca.gov">kelsey.ducklow@coastal.ca.gov</a>	Email: <a href="mailto:cm@pointarena.ca.gov">cm@pointarena.ca.gov</a>

3. Primary project contact:

<b>State Agency:</b> California Coastal Commission	<b>Grantee</b> City of Point Arena
Section/Unit: Statewide Planning	Section/Unit:
Name: Awbrey Yost	Name: Paul Andersen (City Manager)
Address: 1385 8th St., Suite 130 Arcata, CA 95521	Address: 451 School Street Point Arena, CA 95468  Mailing: PO Box 67 Point Arena, CA 95468
Phone: (707) 826-8950, ext. 204	Phone: 707-882-2122
Fax: N/A	Fax:
Email: <a href="mailto:Awbrey.yost@coastal.ca.gov">Awbrey.yost@coastal.ca.gov</a>	Email: <a href="mailto:cm@pointarena.ca.gov">cm@pointarena.ca.gov</a>

## EXHIBIT A1

### SCOPE OF WORK

**Name of Local Government:** City of Point Arena

**Name of Project:** Arena Cove Sea Level Rise Study

**Funding Source:** General Fund

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

**Federal Tax ID#:** 94-6019185

**Budget Summary:**

CCC funding:	\$100,000
<u>Other funding:</u>	<u>\$0</u>
Total project cost:	\$100,000

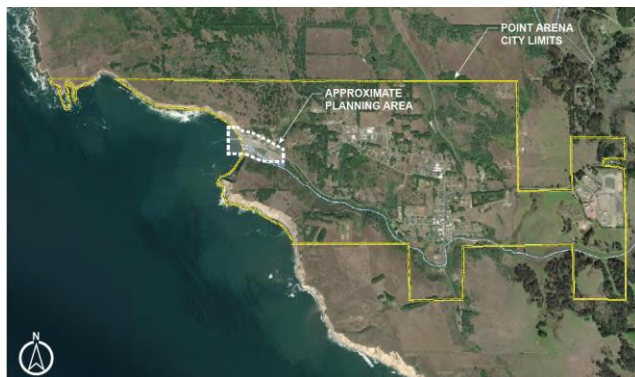
**Term of Project:** 9/1/2022 (or grant agreement execution date) through 9/1/2024

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

The City of Point Arena seeks to help protect public access, public recreation, and coastal-dependent land uses currently established at Arena Cove by amending the City's LCP to reflect the current reality of climate change and sea level rise. The project will include a Sea Level Rise/Vulnerability Analysis (SLR/VA), which will inform an amendment to the Safety Element of the City's Local Coastal Program and be integrated in future anticipated projects as the City continues to identify and implement adaptation measures to minimize the threats of climate change and sea level rise to Arena Cove. A completed SLR/VA will be leveraged in future funding requests to implement adaptation measures recommended in the SLR/VA.

The SLR/VA planning area is depicted below:



*SLR/VA planning area*

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### **B. TASKS**

The following tasks and subtasks are necessary to accomplish the project goals identified above. The approach needed to accomplish these tasks, as well as the roles of partners and stakeholders, is described below.

#### **Task 1. Procure Qualified Consultant**

City staff does not have the expertise to conduct an adequate analysis of sea level rise and its impacts on Point Arena. In order to develop a report to adequately make revisions to the City's Community Health and Safety Element (CHSE) of the General and utilize as a foundation for future potential projects along Point Arena's shoreline, an outside consultant will need to be procured to perform the work. City staff will be responsible for Task 1.

#### **Subtask 1.1. Develop and release Request for Proposals (RFP) to procure consultant to perform SLR/VA analysis for Arena Cove**

The City's will develop an RFP to solicit firms for this level of work. City staff will develop a scope of work based on industry standards for SLR/VA assessment reports and input from stakeholders. City staff will coordinate with Commission staff to ensure that the scope of work will produce a report sufficient to meet current Commission recommendations related to sea level rise. City staff will be responsible for Subtask 1.1, and a completed RFP will be the deliverable.

#### **Subtask 1.2. Review and rank/rate responses to RFP**

Once proposals are received, the City will rank/rate respondents based on their qualifications, project understanding, and proposed approach. City staff will be responsible for Subtask 1.2, and a staff report to City Council recommending a firm will be the deliverable.

#### **Subtask 1.3. Select consultant and enter into agreement to perform work**

Once Council approves a qualified consulting firm to perform the scope of work, the City will enter into an agreement with the consultant to begin Task 2. City staff will be responsible for Subtask 1.3, and an executed contract will be the deliverable.

#### **Task 1 deliverables/outcomes:**

- Draft RFP for consultant to perform SLR/VA sent to Commission staff
- RFP released seeking qualified firms for the project scope
- Staff report to City Council recommending a consultant firm
- Executed contract between City of Point Arena and consultant for SLR/VA analysis

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### **Task 2. Perform SLR/VA Analysis and Prepare Report**

Once procured, the City will work with the selected consulting firm to perform the SLR/VA analysis.

#### **Subtask 2.1 Consultant conducts assessment of impacts of sea level rise**

The selected consultant will review the impacts of storms and extreme events, changing shorelines, and trends in relative local sea level on vulnerable natural and built resources and facilities, including public access, commerce, recreation, coastal habitats, and navigability. The full breadth of analysis and reporting will be determined during the Subtask 1.1, when the City will develop the scope of work for the RFP with assistance from Commission staff. However, activities performed by the consultant are likely to include:

- Gather/review existing data
- Engage with community stakeholders to gather anecdotal and observational data on changing ocean conditions
- Summarize current scientific guidance for SLR projections over the next 100 years
- Prepare geo-referenced inventory of coastal infrastructure potentially affected by SLR
- Model SLR scenarios in conjunction with other coastal flooding factors, such as Arena Creek (or utilize existing modelling such as CoSMoS or the NOAA Sea Level Rise Viewer)
- Conduct SLR/VA
- Engage with community and stakeholders to share SLR/VA and determine community priorities for adaptation
- Identify appropriate adaptation policies
- Recommend revisions to CHSE of the General Plan

The consultant will largely complete the work for Subtask 2.1, with assistance from City staff where relevant (particularly involving community engagement).

#### **Subtask 2.2 Consultant prepares a report summarizing findings and recommending revisions to CHSE**

Following the analysis, the selected consultant will produce a report summarizing the findings and recommending revisions to the CHSE. The consultant will largely complete the work for Subtask 2.2, with assistance from City staff where relevant, and a completed SLR/VA will be the deliverable. A draft SLR/VA will be sent to Commission staff for review prior to finalization of the SLR/VA.

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### **Task 2 deliverables/outcomes:**

- Draft SLR/VA sent to Commission staff (and other stakeholders) for review
- Final SLR/VA

### **Task 3. Amend CHSE of General Plan**

The City of Point Arena maintains Chapter VII of its General Plan, titled the CHSE, which is part of the City's LCP. The CHSE addresses the protection of the community from unreasonable risks associated with the effects of seismically-induced surface rupture, ground shaking, ground failure, tsunami and seiche, slope stability, flooding, and wildland and urban fires. The CHSE has not been updated since 1995 and does not address sea level rise.

The goal of this project is to amend the CHSE of the General Plan (and LCP) based on the findings of a SLR/VA. The report to be completed in Task 2 will be utilized to complete Task 3. City staff will mainly be responsible for Task 3, with assistance from the consultant where relevant.

#### **Subtask 3.1 Develop redline draft of revised CHSE based on the recommendations of the SLR/VA Report**

City staff will review the current CHSE and determine if any existing goals, policies, or programs conflict with the findings of the SLR/VA. City staff will also review the recommendations of the SLR/VA and the results of the community engagement to develop new goals, policies, and/or programs for inclusion in a revised CHSE. City staff will work with Coastal Commission staff to ensure the proposed amendment is consistent with the Coastal Act and will send Commission staff the draft revised CHSE for review and will develop a revised draft based on input from CCC staff and other stakeholders. City staff will mainly be responsible for Subtask 3.1, with assistance from the consultant where relevant. A staff report for the City Council to review proposed revisions will be the deliverable.

#### **Subtask 3.2 City Council adopts revised CHSE for submission to Coastal Commission**

At a public hearing, the City Council will review the proposed amendments to the CHSE. The public hearing will provide opportunity for community feedback on the proposed amendments.

The City Council will adopt the revisions to the CHSE and will authorize submission of the proposed CHSE to the Coastal Commission. City staff will mainly be responsible for Subtask 3.2, with assistance from the consultant where relevant. A resolution adopting the proposed revisions will be the deliverable.

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### Subtask 3.3 City submits revised CHSE to Coastal Commission for adoption

City staff will submit the adopted CHSE, with revisions reflecting the SLR/VA, to the Coastal Commission for certification. The project will be subject to further community feedback at the Commission hearing. City staff will participate in the Commission hearing, with assistance from the consultant where relevant.

### Task 3 deliverables/outcomes:

- Draft revised CHSE sent to Commission staff for review
- Adopted revisions to the CHSE
- Submission of the revised CHSE to the Commission

### C. SCHEDULE

<b>Task 1. Procure Qualified Consultant</b>	<b>Projected Start/End Dates</b>
1.1. Develop and release Request for Proposals (RFP) to procure consultant to perform SLR/VA analysis for Arena Cove	Sep. 1, 2022 / Oct. 1, 2022
1.2. Review and rank/rate responses to RFP	Oct. 1, 2022 / Nov. 1, 2022
1.3. Select consultant and enter into agreement to perform work	Nov. 1, 2022 / Dec. 1, 2022
<b>Task 1 Outcome/Deliverables:</b>	
1a. Draft RFP sent to Commission staff for review	1a. Oct. 1, 2022
1b. Request for Proposals released seeking qualified firms for the project scope.	1b. Nov. 1, 2022
1c. Staff report to City Council recommending a consultant firm.	1c.: Dec. 1, 2022
1d. Executed contract between City of Point Arena and consultant for SLR/VA analysis	1d. Jan. 1, 2023
<b>Task 2. Perform SLR/VA Analysis and Prepare Report</b>	<b>Projected Start/End Dates</b>
2.1. Consultant conducts assessment of impacts of sea level rise	Jan. 1, 2023 / Mar. 1, 2023
2.2. Consultant prepares a draft report summarizing findings and recommending revisions to CHSE for Commission staff review	Jan. 1, 2023 / Mar. 1, 2023

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2.3 Consultant prepares final report summarizing findings and recommending revisions to the CHSE	Mar. 1, 2023 / May 1, 2023
<b>Task 2 Outcome/Deliverables:</b>	
2a. Draft SLR/VA report to Commission staff for review	2a. Mar. 1, 2023
2b. Completed SLR/VA report	2b. May 1, 2023
<b>Task 3. Amend CHSE of General Plan</b>	<b>Projected Start/End Dates</b>
3.1. Develop redline draft of revised CHSE based on the recommendations of SLR/VA Report	May 1, 2023 / Jul. 1, 2023
3.2. City Council adopts revised CHSE for submission to Coastal Commission	Jul. 1, 2023 / Sep. 1, 2023
3.3. City submits revised CHSE to Coastal Commission for adoption	Sep. 1, 2023 / Oct. 1, 2023
<b>Task 3 Outcome/Deliverables:</b>	
3a. Staff report with draft revisions to the CHSE sent to Commission staff	3a. Jul. 1, 2023
3b. Council resolution adopting revised CHSE	3b. Sep. 1, 2023
3c. Submission of revised CHSE to Coastal Commission	3c. Oct. 1, 2023

**D. BENCHMARK SCHEDULE**

<b>Activity</b>	<b>Completion Date</b>
Executed contract between City of Point Arena and consultant for SLR/VA analysis	Jan. 1, 2023
Completed SLR/VA report	May 1, 2023
Council resolution adopting revised CHSE	Sep. 1, 2023
Submission of revised CHSE to Coastal Commission	Oct. 1, 2023

## **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, or General Fund/Local Assistance, 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>City of Point Arena</i>	<i>CCC Grant Total</i>	<i>Match/Other Funds</i>	<i>Total (LCP Grant Funds + Match/Other Funds)</i>
<b>LABOR COSTS</b>			
<b>City Staff Labor</b>			
<b>Task 1 – Procure Qualified Consultant</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$2,000</b>
<b>Task 2 – SLR/VA Analysis and Prepare Report</b>	<b>\$4,500</b>	<b>\$0</b>	<b>\$4,500</b>
<b>Task 3 – Amend CHSE of General Plan</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$8,000</b>
<b>Total Labor Costs</b>	<b>\$14,500</b>	<b>\$0</b>	<b>\$14,500</b>
<b>DIRECT COSTS</b>			
<b>County/City Staff Project Supplies</b>			
Community meeting materials and supplies	\$500	\$0	\$500
<b>Total</b>	<b>\$500</b>	<b>\$0</b>	<b>\$500</b>
<b>County/City Staff Travel In State</b>			
Mileage	\$0	\$0	\$0
Hotel, etc.	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Consultants/Partners</b>			
Consultant TBD			
<b>Task 1 – Procure Qualified Consultant</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Task 2 – Perform SLR/VA Analysis and Prepare Report</b>	<b>\$77,000</b>	<b>\$0</b>	<b>\$77,000</b>
<b>Task 3 – Amend CHSE of General Plan</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$8,000</b>
<b>Consultants Total</b>	<b>\$85,000</b>	<b>\$0</b>	<b>\$85,000</b>
<b>Total Direct Costs</b>	<b>\$85,500</b>	<b>\$0</b>	<b>\$85,500</b>
<b>OVERHEAD/INDIRECT COSTS</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>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>