

STAFF REPORT



MEETING DATE:	2/26/13
SUBJECT:	Authorize Request for Proposals (RFP) for Regional Transportation Plan (RTP) Environmental Impact Report (EIR)
AGENDA ITEM:	6-6
STAFF CONTACT:	Ellen Talbo

STAFF RECOMMENDATION:

It is recommended that the board of directors authorize the executive director to issue the attached request for proposals (RFP) for consultant services to complete an environmental impact report (EIR) for the 2015 Shasta County Regional Transportation Plan (RTP).

DISCUSSION:

Under the California Environmental Quality Act (CEQA), SRTA is required to consider the potential environmental impacts of the Regional Transportation Plan (RTP). The RTP is the agency's long-range (20 year) transportation plan and must be updated and approved by state and federal funding partners every five years. Approval by the board of directors is needed to issue the attached RFP for consultant services to complete the RTP EIR. A recommendation for contract award is anticipated at the June meeting of the board of directors.

ALTERNATIVES:

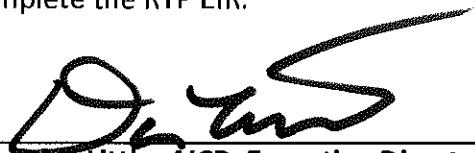
The board may choose to defer the RFP until a later date or approve the RFP with specific modifications.

OTHER AGENCY INVOLVEMENT:

The RTP EIR is developed in consultation with all interested agencies, including SRTA member agencies and Caltrans.

FINANCING:

The RTP EIR falls under Work Element 701.01 (Development of the RTP) using Metropolitan Planning (PL) funds. The prior RTP EIR contract was for \$115,000. The highest ranked proposal and corresponding budget will be brought to the board for approval. PL funds will be budgeted in the FY 2013/14 Overall Work Plan to complete the RTP EIR.



Daniel S. Little, AICP, Executive Director

Attachments: Draft Request for Proposal for RTP EIR

REQUEST FOR PROPOSAL - DRAFT

**Program Environmental Impact Report for the Update of the Shasta County
2015 Regional Transportation Plan & Sustainable Communities Strategy**

Issued March 18, 2013 (date subject to change)

Submittals are due by 5:00 pm on April 15, 2013 (date subject to change)

**Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001
(530) 262-6190**



2013 SRTA Board Members and Agency Partners

Leonard Moty
Greg Watkins
David Kehoe
Susie Baugh
Missy McArthur
Pam Giacomini
Patrick Jones

Shasta County
City of Shasta Lake
Shasta County
City of Anderson
Redding Area Bus Authority
Shasta County
City of Redding

Caltrans, District 2
City of Anderson
City of Redding
City of Shasta Lake
North State Super Region
Redding Area Bus Authority (RABA)
Shasta County
Shasta Senior Nutrition Programs
Pit River Tribe
Redding Rancheria (Yama, Wintu, Pit River)

Introduction

The Shasta Regional Transportation Planning Agency (SRTA) seeks proposals from qualified consultants to prepare an environmental impact report (EIR), in accordance with the California Environmental Quality Act (CEQA), for Shasta County's 2015 Regional Transportation Plan (RTP) and Sustainable Communities Strategy (SCS).

Background

In accordance with state and federal requirements (AB 69, Chapter 1253), the SRTA is mandated to prepare and periodically update the RTP, which defines the policies, plans, and programs for coordination and programming of transportation improvements throughout Shasta County. The current RTP was adopted in 2009, and is available for review on the SRTA website at http://srta.ca.gov/RT_RTP.html.

The RTP guides the development of the Regional and Federal Transportation Improvement Programs (RTIP and FTIP) as well as other transportation programming documents and plans. The RTP outlines the region's goals and policies for meeting current and future mobility needs, providing a foundation for transportation decisions by local, regional, and State officials that are ultimately aimed at achieving a coordinated and balanced transportation network. As required, the RTP consists of a policy, action, financial and environmental element. The EIR will serve as the RTP's environmental element.

The Sustainable Communities and Climate Protection Act of 2008 (SB 375) augments California's ability to reach its AB 32 goals by coordinating transportation and land use planning. SB 375 mandates regional greenhouse gas emission reduction targets for passenger vehicles. Pursuant to SB 375, the California Air Resources Board (CARB) established targets for 2020 and 2035 for each of the State's 18 metropolitan planning organizations (MPOs). As the regional MPO, the SRTA must prepare a SCS that demonstrates how the region will meet its greenhouse gas reduction target through integrated land use, housing, and transportation planning. Once adopted by SRTA, the SCS will be incorporated into the RTP.

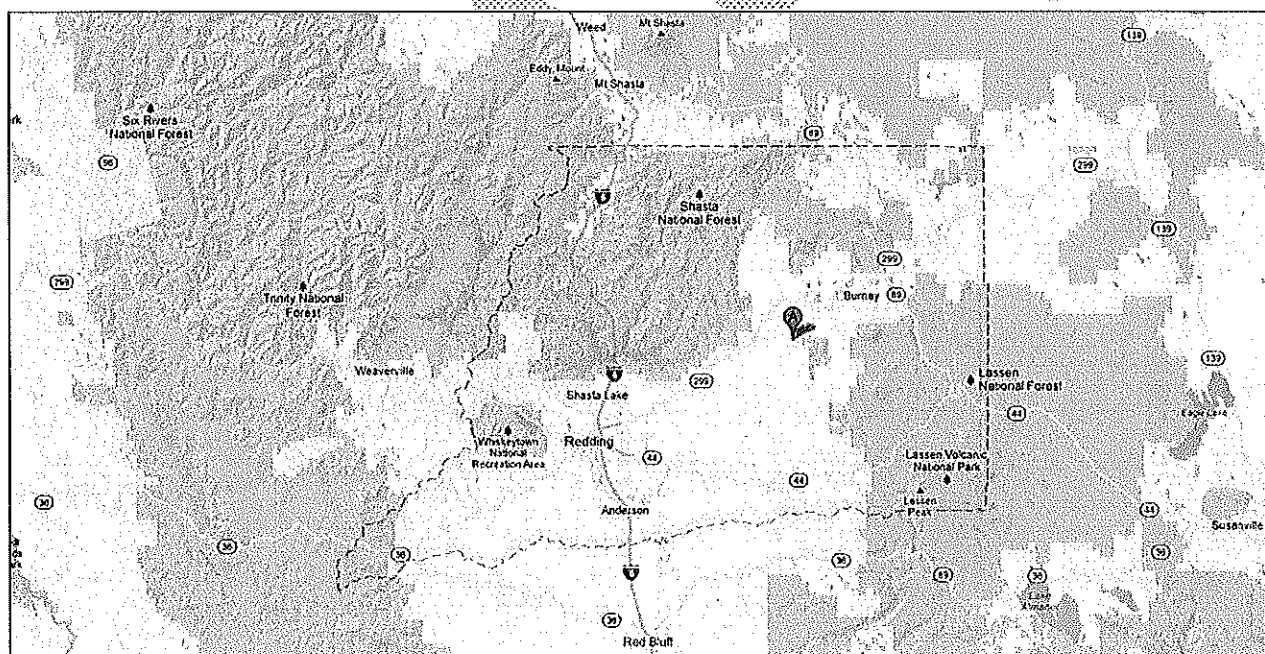
Geography & Study Area

Shasta County is located in the northern Sacramento valley region at the base of the northern Sierras with portions of the county reaching into the Cascades. As of the 2010 census, the population was just over 177,000 persons with approximately 80% of the population located in the southern area of the county along I-5, where the City of Shasta Lake, City of Anderson and City of Redding are located. Interstate 5 runs through these three communities and connect with several other rural state routes.

Shasta County is surrounded by mountains in the east, north, and west. The Sacramento River flows south from the Klamath Mountain range, into Lake Shasta, and continues into the Sacramento River valley. Since the 1950's the watershed has been developed for water supply and generating hydroelectric power. Several large dams impound the river and almost all of its major tributaries. Agricultural lands are found along the Sacramento River valley and Fall River Mills valley.

The study area for the EIR generally falls within the Shasta County boundaries as seen in Figure 1 below, but it is within the scope of the EIR to determine if and how cumulative and indirect impacts may occur beyond the general study area.

Figure 1 – General Study Area



Project Scope of Work

The SRTA is seeking a qualified consultant to develop an EIR for the 2015 update of the RTP, including the region's SCS pursuant to SB 375. The EIR must comply with CEQA requirements. The EIR will analyze the cumulative effects of the proposed actions including transportation and land use improvements to be included in the RTP and SCS.

Proposal must include the tasks outlined below. Prospective consultants are asked to consider and recommend the most appropriate type of EIR (MEIR or program level) for Shasta County and craft your proposal accordingly.

Task 1: Project Initiation and Management

A kick-off meeting with SRTA and selected consultant will be held at the commencement of the project for the purpose of establishing and agreeing upon communication protocols, roles & responsibilities, internal deadlines, and a project schedule. These terms and conditions shall be incorporated into the contract agreement and be referenced throughout the project via quarterly reports, technical memorandum, and interim deliverables to insure timely, complete, and accurate deliverables.

Deliverables:

- Project contract
- Project schedule
- Progress reports that summarize task progress & deliverables in accompaniment of monthly invoices

Task 2: Data Collection

The consultant will be responsible for identifying and collecting data needed for analysis. Data collection and requests for information related to the travel demand model and air quality model should be coordinated with SRTA. SRTA will provide relevant existing reports and information pertaining to the Draft RTP and materials related to the SCS as they are developed. SRTA will provide all available descriptions of the SCS future land use scenarios or provide coordination with stakeholder agencies as needed. Other publications, resource maps, and data previously used in the 2009 RTP will be provided by SRTA.

Deliverables:

- Technical memoranda as appropriate

Task 3: Prepare Notice of Preparation (NOP)

The consultant will prepare and distribute the Notice of Preparation for the EIR; including a project description, vicinity map, and list of probable environmental effects of the proposal. SRTA will review and prepare NOP responses with support from the consultant.

Deliverables:

- Project Description
- Preliminary list of environmental effects
- NOP

Task 4: Public Meetings

The consultant shall lead the meetings referenced below, including preparation of all materials, meeting notes, and necessary follow up. The consultant will work with SRTA staff to prepare written responses to comments received during the EIR public review and include them in the EIR.

1. EIR scoping meeting with stakeholders to solicit comments and identify the range of actions, alternatives, mitigation measures, and significant effects to be analyzed in depth in the EIR;
2. Public scoping workshop to collect public feedback;
3. Open house or public workshop combining public comment on the draft EIR and public involvement requirements related to the SCS; and
4. SRTA board of directors meeting to present final report.

Deliverables:

- Lead three to four public meetings, including all presentation materials
- Meeting summaries
- Technical memoranda summarizing results

Task 5: Prepare Draft EIR

The consultant will prepare an administrative draft (5 copies) of the EIR for SRTA review and comment. SRTA comments will be incorporated therein. A draft EIR (60 copies) will be prepared for broader distribution. The EIR will include, but is not limited to, the following components:

1. A project description
2. Discussion of the built and natural environmental setting, and baseline conditions
3. Identification of any major implementation issues of the RTP, including issues to be resolved
4. Identification of known areas of concern or controversy regarding the type or nature of potential environmental impacts, measurement of those impacts, or the significance of those impacts. The EIR should assume that Shasta County will eventually be designated a federal non-attainment area for ozone and include a discussion of air quality conformity measures.
5. Identification of potential environmental impacts including, but not limited to, cumulative, indirect, environmental justice, induced travel demand, and socioeconomic impacts.
6. Evaluation of the significance of potential impacts and recommendation of feasible mitigation measures and mitigation monitoring efforts that would reduce significant impacts to less than significant levels or, if infeasible, produce a substantial lessening of such impacts
7. List of unavoidable significant impacts if any
8. A summary table of environmental impacts, their significance and mitigation measures
9. Analysis of the proposed RTP and project alternatives
 - a. No Build Alternative
 - b. Screened Alternative(s)
 - c. Preferred Alternative
10. Discussion of the RTP and SCS and consistency with other plans; and discussion of how the CEQA streamlining provisions in SB 375 might be used by SRTA partner agencies through certification of the EIR.

Deliverables:

- Administrative draft EIR (5 copies)
- Draft EIR (50 copies) incorporating SRTA comments

Task 6: Prepare Response to Comments

The consultant will prepare written responses to comments received during public review of the EIR in consultation with SRTA. The EIR will also include a list of persons, organizations, agencies, tribes, and other groups commenting on the EIR.

Deliverables:

- Responses to comments received

Task 7: Prepare Final EIR

The consultant will prepare a Final EIR for adoption. The Final EIR will include a summary of any changes made to the draft EIR that were incorporated into the Final EIR as an appendix. The consultant will provide 50 bound hard copies and an electronic copy.

Deliverables:

- Final EIR (50 copies)

Task 9: Prepare Findings and Statement of Overriding Considerations

The consultant will prepare findings and a statement of overriding considerations (if applicable) for SRTA Board approval.

Deliverables:

Findings and Statement of Overriding Considerations (if applicable)

Timeline*

EIR Action	Date
SRTA Board Approval of Contract and Notice to Proceed	June/Summer 2013
EIR Kick off Meeting	July/Summer 2013
Notice of Preparation	July/Summer 2013
Stakeholder Scoping Meeting	July/Summer 2013
Public Scoping Meeting	October/Fall 2013
Administrative Draft Review	Winter 2014
Notice of Completion (DEIR)	Winter 2014
EIR/SCS Open House	Spring 2014
Public Hearing	Spring 2014
Respond to Comments	Spring 2014
Final EIR	Spring 2014
Notice of Determination	Spring 2014

*All dates are approximate

Proposal Contents

Consultants interested in providing the services specified in this RFP must submit a written proposal, not to exceed 25 pages (excluding attachments). At minimum, the following information should be included and clearly labeled:

1. Statement of understanding of the scope of work.
2. Discussion of a technical approach and management approach.
3. List of the personnel on the project team, including a summary of their qualifications and work experience (resumes may be included as an attachment) and their project-related hours.
4. Representative list of similar projects completed within the last five years including: project description and services provided, budget and schedule performance, and contact information for the client reference.
5. Work plan and schedule to complete the scope of work.
6. Cost proposal worksheet, including: fee schedule on a time (by personnel) and materials basis; cost by task; and a not-to-exceed total cost to complete the project. The cost proposal shall be fully inclusive of all services, overhead, and direct expenses.

Proposal Submittal

Please submit one original proposal, signed by an officer of the firm, and four (4) copies (total of 5) to:

Shasta Regional Transportation Agency
Attn: Ellen Talbo
1255 East Street, Suite 202
Redding, CA 96001

Submittals must be received before **5:00 PM on March 18, 2013 (date subject to change)**. No proposals will be accepted after this time.

All proposals become the property of the SRTA and part of its official records. The cost of preparing and submitting a proposal, and participating in an interview if held, are at the sole expense of the proposer. The SRTA reserves the right to reject any or all proposals, and to waive any informality, technical defect, or clerical error in any proposal as the interest of the SRTA may require. Solicitation of proposals in no way obligates the SRTA to contract with any firm or individual. The decision to approve and award a contract is at the discretion of the SRTA.

Modification or Withdrawal of Proposal: Any proposal received prior to the deadline may be withdrawn or modified by written request of the consultant. To be considered, the modification must be received in writing, with the same number of copies as the original proposal, prior to the deadline.

RFP Addendum: Any changes to the RFP will be made by written addenda issued by the SRTA and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated into the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation and be forwarded to prospective consultants. It will be the consultant's responsibility to assure that all addenda are incorporated into the proposal as required according to all the terms and conditions for submittal of the proposal.

Verbal Agreement or Conversation: No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of the SRTA shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.

Special Funding Considerations: Any contract resulting from this RFP will be financed with funds available to the SRTA. The contract for this service is contingent upon the provision of these funds to the SRTA. In the event these funds are reduced or eliminated, the SRTA reserves the right to terminate or revise any contract.

Alternatives: Consultants may not alter any requirement of the RFP. If alternatives or options are proposed, consultant must clearly identify such. The SRTA expressly reserves the right in its sole discretion to consider such alternatives and to award a contract based thereon if determined to be in the best interest of the SRTA. Since the SRTA desires to enter into one contract to provide all of the intended services, only those proposals to provide all services will be considered.

DBE Requirement: The SRTA has established a disadvantaged business enterprise (DBE) goal of 9% for federal fiscal years 2012/2013/2014 beginning October 1, 2011 through September 30, 2014.

Proposal Evaluation

A consultant evaluation panel composed of SRTA staff and representative(s) from SRTA partner agencies and/or Caltrans. The selection panel will make a recommendation for board approval. Proposal evaluation will be based on the scoring criteria presented in Figure 3.

Figure 3 – Scoring Criteria

Criteria	Scoring Weight %
Project understanding, including regulatory changes and new considerations since the last RTP update	25
Technical and Management Approach	20
Qualifications and experience of the consulting firm and project team	20
References	10
Value provided for proposed fee	25

One or more consultants may be invited to interview at the discretion of the SRTA.

Contract Amount and Award

Contract amount to be determined based on proposed fees. Contract will be awarded to the highest ranking proposal, including value provided for proposed fee (vs. lowest bidder).

The proposal shall be signed by an individual authorized to bind the offer of said proposal. The proposal shall be a firm offer for a minimum of 90 days, and contain a statement to that effect. The proposal should contain a statement that all work will be performed at a not-to-exceed price.

The Executive Director of the SRTA will schedule the proposed contract for consideration by the SRTA Board (anticipated June, 2013). The contract is not in force until approved by the SRTA Board and written authorization to proceed is provided.

RFP Questions and Contact Persons

SRTA will develop a mailing list for all interested applicants. Questions concerning this RFP may be directed as noted below. Questions will be responded to collectively and made available for all interested applicants via the SRTA website. Questions must be submitted in writing no later than 5:00 pm on March 25th, 2013. Questions will be posted on the SRTA website on or near March 29th, 2013. All interested applicants are encouraged to register for the mailing list so that they are notified appropriately should any changes to the RFP occur.

Ellen Talbo, Associate Transportation Planner
etalbo@srta.ca.gov
530-262-6192