

REPORT TO SHASTA COUNTY RTPA

SUBJECT	MEETING DATE	ITEM NUMBER
Request for Proposal to Prepare an Environmental Impact Report for the 2009 Regional Transportation Plan Update	06/24/08	4-5

RECOMMENDATION

It is recommended that the Board authorize the Executive Director to issue a Request for Proposal to prepare an environmental impact report for the 2009 Regional Transportation Plan (RTP) update.

SUMMARY

RTPA staff will be updating the 2004 RTP as required by federal law. The updated RTP is subject to the requirements of the California Environmental Quality Act (CEQA). The last time an environmental impact report (EIR) was prepared for an RTP update was in 1995. It is recommended that a new EIR be prepared for the 2009 RTP update.

DISCUSSION

Federal law requires metropolitan planning organizations to update their RTPs every five years (if located in an federal air quality attainment area, which Shasta County is). RTPA staff is planning to update the RTP over the next several months, with ultimate adoption by October of 2009. A draft timeline is attached.

The updated RTP will be subject to the requirements of the CEQA. The CEQA document for the last (2004) RTP update was an EIR prepared in 1995. Staff recommends that the Board authorize the Executive Director to issue a Request for Proposal to solicit bids to prepare the EIR. The RTPA Board will be asked to approve a contract with the recommended consultant at the October 2008 Board meeting.

ALTERNATIVES

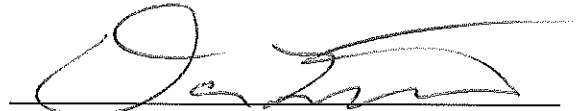
The Board may choose not to approve the issuance of the RFP. This is not recommended because a new EIR would aid approval of future transportation projects flowing from the RTP. Also, in order to allow adequate time to prepare the EIR, a contract should be approved by the October 2008 RTPA Board meeting.

OTHER AGENCY INVOLVEMENT

This has been reviewed by the Technical Advisory Committee (TAC), which concurs with the recommendation.

FINANCING

The Overall Work Program will need to be amended after the cost to prepare the EIR is known.

A handwritten signature in black ink, appearing to read 'Daniel S. Little', is written over a horizontal line.

Daniel S. Little, AICP, Executive Director

DSL/JDS/jac

Attachments: Draft Timeline for Preparation of the 2009 Regional Transportation Plan
Draft Request for Proposal to Prepare an Environmental Impact Report for the Shasta
County RTPA 2009 Regional Transportation Plan

DRAFT TIMELINE FOR PREPARATION OF THE 2009 REGIONAL TRANSPORTATION PLAN
SHASTA COUNTY RTPA

[illegible]



Shasta County

Regional Transportation
Planning Agency

DRAFT

REQUEST FOR PROPOSAL

**TO PREPARE AN
ENVIRONMENTAL IMPACT REPORT
FOR THE
2009 REGIONAL TRANSPORTATION PLAN
FOR SHASTA COUNTY**

**Issued July __, 2008
Proposals are due by 5:00 pm on August __, 2008**

**Shasta County Regional Transportation Planning Agency
1855 Placer Street
Redding, CA 96001
(530) 225-5654**

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I. Purpose

The Shasta County Regional Transportation Planning Agency (RTPA) is seeking proposals from qualified consultants to prepare an environmental impact report (EIR), in accordance with the California Environmental Quality Act (CEQA), for the 2009 update of the Regional Transportation Plan (RTP) for Shasta County. The target date for approval of the final EIR by the RTPA Board is no later than October 27, 2009.

II. Background

In accordance with state and federal requirements, the RTPA 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 2004, and is available for review on the RTPA website at www.scrtpa.org/RTplan.htm.

The RTPA will be administering this contract and will be the CEQA lead agency. Staff from the RTPA will monitor and assess progress of the work product produced by the consultant. The RTPA Board will be responsible for approving the final EIR.

III. Scope of Work

The RTPA is seeking a qualified consultant to develop an EIR for the 2009 update of the RTP. The EIR must conform to the requirements of CEQA. The EIR will be a program-level document that will analyze the cumulative effects of proposed actions, as well as other transportation improvements to be included in the 2009 update of the RTP.

The consultant will provide all work products in both hard copy and digital format, including all maps, charts, figures, and graphs. **The target date for approval of the final EIR by the RTPA Board is no later than October 27, 2009.**

It is expected the preparation of an EIR will include, at a minimum, the following tasks:

1. Attend Scoping Meetings – The consultant will attend one EIR scoping meeting in Redding to obtain RTPA and agency comments to identify the range of actions, alternatives, mitigation measures, and significant effects to be analyzed in depth in the EIR and in eliminating from detailed study issues found not to be important. An additional scoping meeting will be held to receive public input. These meetings may be held on the same day.
2. Prepare Draft EIR – The consultant will prepare and submit five (5) copies of an internal review draft of the EIR for staff review and comment. Staff comments will then be incorporated into the draft EIR. The draft EIR will include all required sections that are described in Article 9 (Sections 15120-15132) of the State CEQA Guidelines. The consultant also will be responsible for providing 60 copies of the draft EIR for the State Clearinghouse and public review period, as well as one camera-ready copy, an electronic copy, and a PDF copy. In the

proposal, indicate the per copy cost to provide additional copies of the draft EIR when the original 60 copies are provided.

3. Prepare Responses to Comments – The consultant will prepare written responses to comments received during the draft EIR public review period.
4. Prepare Mitigation Monitoring and Reporting Program – The consultant will prepare a mitigation monitoring and reporting program (MMRP) to ensure the implementation of mitigation measures identified to mitigate adverse environmental effects of the project. The consultant also will be responsible for preparing a PDF file of the MMRP to be posted on the RTPA's website.
5. Prepare Final EIR – The consultant will prepare a final EIR, which will include comments and responses, and a summary of any changes made to the draft EIR that were incorporated into the final EIR. The consultant will provide 50 copies of the final EIR, as well as one camera-ready copy, an electronic copy, and a PDF copy. In the proposal, indicate the per copy cost to provide additional copies of the final EIR when the original 50 copies are provided.
6. Prepare Findings and Statement of Overriding Considerations, if applicable.
7. Attend Public Hearings – The consultant will be responsible for attending all required public hearings and be responsible for preparing any exhibits that may be necessary for display at these hearings. At least one (1) public hearing will be held before the RTPA Board.

IV. RTPA Responsibilities

The RTPA will:

- Manage the delivery of the work product
- Coordinate and participate in the various meetings and hearings
- Maintain website information at www.scrtpa.org
- The RTPA Board will certify the final EIR

V. Proposal Contents

Consultants interested in providing the services specified in this RFP must submit a written proposal before the deadline (5:00 pm on August xx, 2009). At a minimum, the following information should be included in the proposal:

1. A statement of understanding of the scope of work.
2. A list of the personnel who would be on the project team, including a summary of their qualifications and work experience.
3. A representative list of similar projects completed within the last five years.
4. A work plan and schedule to complete the scope of work.

5. In a single, separate envelope, include a proposed fee schedule on a time (by personnel) and materials basis, including an estimate of the total cost to complete the project.
6. Any objections to the provisions of the standard contract (copy attached)
7. Provide a list of at least three references of clients for which you have completed similar work, including contact information.

VI. Proposal Submittal

The proposal shall not exceed twenty-five (25) pages (excluding attachments). Please submit one original, signed by an officer of the firm, and six (6) copies (total of seven) of your written proposal addressed to:

**Shasta County RTPA
Attn: Dan Little
1855 Placer Street
Redding, CA 96001**

Submittals must be received before **5:00 PM on August xx, 2008**. This is a firm deadline, and no proposals will be accepted after this time.

All proposals become the property of the RTPA and part of its official records. The cost of preparing and submitting a proposal, and participating in an interview, are at the sole expense of the proposer. The RTPA 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 RTPA may require. Solicitation of proposals in no way obligates the RTPA to contract with any firm or individual. The decision to approve and award a contract is at the discretion of the RTPA.

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 by the RTPA 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 RTPA 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 RTPA. The contract for this service is contingent upon the provision of these funds to the RTPA. In the event these funds are reduced or eliminated, the RTPA 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 RTPA 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 RTPA. Since the RTPA desires to enter into one contract to provide all of the intended services, only those proposals to provide all services will be considered.

VII. Proposal Evaluation

A consultant selection panel composed of RTPA staff and one or more representatives from RTPA member agencies will evaluate the proposals. Proposal evaluation will be based on the following:

- Completeness of the proposal
- Understanding of project needs
- Qualifications and experience of the consulting firm and project team
- Work plan and schedule
- Cost
- References

Following proposal evaluations, one or more consultants may be invited to interview with the consultant selection panel to explain their relevant experience, approach, and methodology. Following the interview process, the consultant selection panel will rank the interviewed firms. ***The consultant selection panel may choose to forgo the interview process and begin negotiations with a top ranked consultant.***

Contract negotiations will be initiated with the top ranked consultant. In the event an agreement cannot be successfully negotiated with the top ranked consultant, the second ranked consultant will be invited to enter into negotiations. This process will be continued, if required, until a satisfactory agreement can be negotiated.

VIII. Contract Award

The selected firm will be required to enter into a contract with the RTPA in a form acceptable to the RTPA (a standard contract is attached). The Executive Director of the RTPA will schedule the proposed contract for consideration by the RTPA Board in October of 2008. The contract is not in force until it is awarded by the RTPA Board.

IX. Contact Persons

Questions concerning this RFP may be directed to:

John Strahan, Senior Transportation Planner
530-225-5475 or jstrahan@co.shasta.ca.us

or

Dan Little, AICP, Executive Director
530-245-6819 or dlittle@co.shasta.ca.us