

STAFF REPORT



MEETING DATE:	October 30, 2025
SUBJECT:	Receive Update on Regional Railroad Crossing Plan and Direct Staff to Apply for a Strategic Partnerships Planning Grant
AGENDA ITEM:	13
STAFF CONTACT:	Michael Kuker, CNU-A, Senior Transportation Planner

SUMMARY:

It is recommended that the board of directors receive an update on efforts to pursue grant funding for a regional railroad crossing plan as directed by the SRTA board of directors at the April 2025 meeting, provide input on the attached draft scope of work, and direct staff to apply for a Strategic Partnerships planning grant.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Receive an update on efforts to fund and develop a regional railroad crossing plan;
2. Provide input on the draft scope of work (Attachment A); and
3. Direct staff to apply for a Strategic Partnerships planning grant.

DISCUSSION:

Background – Land use adjacent to the railroad in the Shasta Region has increased and intensified considerably since the railroad was first constructed, particularly in the area along what is now State Route (SR) 273. This has resulted in various mobility challenges at at-grade railroad crossings such as low overall connectivity, lack of route options, unnecessary additional vehicle miles traveled, longer vehicle delays due to increased freight rail activity, increased at-grade collisions, and increased emergency response times.

Addressing the railroad crossings along SR 273 was one of the goals of the recent Envision 273 Comprehensive Multimodal Corridor Plan. Feasibility studies conducted under that effort revealed the *Union Pacific (UP) Railroad Public Projects Manual* imposes significant challenges to creating new crossings or even improving existing crossings, as noted below:

- “UP, other railroads, U.S. Department of Transportation, and most states encourage communities to carefully consider all alternatives, including grade separations, as opposed to the request for a creation of new at-grade crossings...A major roadway reconfiguration or change in use will be reviewed as a new crossing by UP.”
- “Every effort must be made to obtain alternative access using grade separations, parallel or other roads leading to existing crossings, and access from other directions.”
- “Union Pacific expects communities to engage in a study to identify crossings for closure. Proposals for establishing a new at-grade crossing shall identify three or more crossings for closure for each proposed new crossing opened.”
- “UP insists that every entity—public or private—exhaust all options before applying for a new grade crossing, including construction of a new grade-separated overpass crossing.”

At the April 30, 2025, SRTA Board of Directors meeting, the board unanimously approved the staff recommendation to work with Caltrans and regional partners to pursue grant funding for a regional railroad crossing study to address these challenges and others. After discussion with our regional partners, it was determined that a regionwide approach with special focus on the South-Central Urbanized Region (SCUR) between the city of Shasta Lake and Cottonwood was most appropriate. All public crossings in the SCUR, including at-grade crossings, undercrossings (such as Main Street in Cottonwood), and overcrossings (such as Eureka Way in Redding) will be evaluated as part of this effort. A draft scope of work (Attachment A) is now being developed based on local and regional goals and state funding priorities.

SRTA staff have worked with Caltrans and have identified the Strategic Partnerships grants, part of the Caltrans Sustainable Transportation Planning Grant Program, as a potential fund source for the proposed railroad crossing plan. Applications are due by November 21, 2025. If the application is awarded funding, work is anticipated to begin November 2026 and finish by February 2029.

ALTERNATIVES:

The board of directors may request revisions to the scope of work or direct staff to not submit the grant application.

OTHER AGENCY INVOLVEMENT:

Caltrans District 2, Shasta County, the city of Redding, the city of Shasta Lake, and the city of Anderson will partner with SRTA on this effort. The Technical Advisory Committee (TAC) met on October 13, 2025, to review and discuss the proposed plan, and concurs with the staff recommendation.

FISCAL IMPACT:

The maximum Strategic Partnerships grant award is \$500,000. Staff is still developing a proposed budget based on the draft scope of work but anticipates applying for a grant between \$350,000 and \$500,000. A successful grant application will require SRTA to provide a 20-percent local match. SRTA may be eligible for a local match waiver due to complete streets improvements that may be identified as part of this planning effort and is awaiting feedback from Caltrans HQ staff on the potential waiver. If SRTA is unable to obtain the waiver, the local match will be provided through a combination of state and local planning funds (e.g., PPM, SB1, LTF, etc.,).



Keith Williams, AICP, Senior Transportation Planner

Attachments:

A: Scope of Work

B: History of Related SRTA Board of Directors Agenda Items

Attachment A: Shasta NextGen Railroad Crossings Plan Scope of Work

Task		Consultant Responsibilities & Deliverables		SRTA and Caltrans D2 Roles Partner Agencies Roles	
1. Project Initiation [November 2026]					
Task Objective: To ensure clarity and consensus regarding project objectives, consultant and SRTA and Caltrans D2 roles, and administrative functions (i.e., reporting, invoicing, etc.). Also, to identify – and subsequently avoid – potential pitfalls to the planning process.					
1.1	Participate in a project kick-off meeting organized by SRTA.	The consultant shall participate in an internal kick-off meeting with SRTA and Caltrans staff; plan and conduct an external kick-off meeting with regional partners identified by SRTA; and perform introductory interviews with key regional partners (e.g., Redding Rancheria, RABA, local agencies, etc.) and community stakeholders (e.g., California Trucking Association, etc.) in order to gain a better understanding of expectations for project management, communications, and potential sensitivities that may affect the planning process. Deliverables: - One multi-day site visit by consultant project manager and essential project support staff. - External kick-off meeting agenda and minutes. - Summary of interviews performed and key takeaways.		SRTA Plan and conduct an internal kick-off meeting between SRTA staff, Caltrans D2 staff and consultant team. - Provide a contact list of individuals representing primary stakeholders. - Participate in interviews with regional partners and stakeholders. Caltrans D2, City of Redding, City of Anderson, Shasta County, City of Shasta Lake Attend regional partner kickoff meeting, review interviewee list, and participate in interviews if needed.	
1.2	Organize and administer a project kick-off meeting for regional partners.				
1.3	Interview key regional partners and community stakeholders.				
2. Stakeholder and Public Outreach					
Task Objective & Future Application: To engage both traditional and non-traditional stakeholders in the planning process by increasing public awareness, access to information, and opportunity to influence key decisions. Public input obtained through this effort will inform future project development and funding recommendations. Project Advisory Committee (PAC) members will help to ensure that the plan and the recommendations therein are vetted within their respective agencies/organizations and will provide a collective recommendation to the SRTA Board of Directors at the time of adoption. The Executive Advisory Committee (EAC) will monitor PAC recommendations and meet at key points to ensure the effort is aligning with member agencies’ respective goals.					
2.1	Organize and conduct project advisory committee (PAC) and executive advisory committee (EAC).	The consultant shall develop agendas, provide written and oral project updates, facilitate discussions, and document stakeholder participation and input received. Deliverables: - Three site visits (if feasible) by consultant project manager. - Project advisory committee meeting agendas.		SRTA Develop a list of regional stakeholders. Organize a Shasta NextGen Railroad Crossings Plan PAC and EAC Caltrans D2, City of Redding, City of Anderson, Shasta County, City of Shasta Lake	

Attachment A: Shasta NextGen Railroad Crossings Plan Scope of Work

Task		Consultant Responsibilities & Deliverables	SRTA and Caltrans D2 Roles Partner Agencies Roles
		- Project updates to project advisory committee meetings and facilitate participation in the process. - Documentation of input received.	- Provide agency and tribal representation/liaison(s) to the PAC/EAC and regularly attend meetings. - Recommend additional potential PAC members.
2.2	Plan and administer an online public outreach campaign.	The consultant shall develop a project website. This website will be the primary means for distributing information about the planning process. The consultant shall also advise and support SRTA and Caltrans D2 in the development of online tools used to collect public and stakeholder input, which may include one or more of the following: a community survey; a tool for reviewing and commenting on draft documents; an interactive ArcGIS map or maps, or other online tools. The consultant should have a skilled graphic designer as part of their team to help develop a project logo, graphics for presentations, social media, outreach events, etc. The consultant shall prepare press releases, social media posts, and email blasts that direct audiences to the website for project-related documents and opportunities to participate in planning and decision-making processes. The materials should avoid jargon and should explain complex concepts and materials in a way that is easy to understand. The Shasta Region is home to a myriad of community-based organizations (CBOs) that represent a wide spectrum of residents. The consultant should endeavor, where possible, to partner with multiple local CBOs in the outreach effort, to help leverage their ability to communicate with their respective audiences. The consultant will use recently established equity tools to develop performance measures for equity and safety issues and develop a toolbox to address future equity and safety issues.	SRTA - Work with the consultant in developing and/or approving the materials. - Provide SRTA's disadvantaged communities analysis (see RTP/SCS) and U.S. Department of Transportation's BUILD Areas of Persistent Poverty to help inform outreach. - Support consultant in identifying community stakeholders, information gatekeepers, and other partners needed to ensure successful outreach. Caltrans D2, City of Redding, City of Anderson, Shasta County, City of Shasta Lake - Work with SRTA, Caltrans D2, and Consultant to develop, review, and/or approve materials depending on capacity. - Support the effort by identifying community stakeholders, information gatekeepers, and other partners needed to ensure successful outreach.
2.3	Develop performance measures for both equity and safety issues		
2.4	Perform targeted outreach in disadvantaged communities (DACs) and Areas of Persistent Poverty.		

Attachment A: Shasta NextGen Railroad Crossings Plan Scope of Work

Task	Consultant Responsibilities & Deliverables	SRTA and Caltrans D2 Roles Partner Agencies Roles
	The consultant shall develop a community survey and other outreach strategies that effectively engage disadvantaged communities (as identified in the latest Transit Needs Assessment and Regional Transportation Plan). Potential strategies may include direct outreach at locations along the corridor (e.g., mobile home parks, schools, shopping centers, public health centers, etc.) information booths at regional events (e.g., fairs, farmers' markets, etc.), outreach on public transit routes on the corridor, and other methods not necessarily listed here. These tools will be used to better understand neighborhood-specific mobility barriers within the project area and identify corresponding services, programs, and infrastructure that may be used to overcome these challenges. Consultant should be prepared to monitor efficacy of outreach efforts, prepare periodic updates on efficacy of the outreach, and adjust efforts accordingly to ensure the best possible outreach. Deliverables: • Project website content. • Documentation of outreach efforts and materials. • Public notifications and documentation of their distribution. • Quantification/measurement of efficacy (e.g., number of exposures, etc.) • Toolbox to assess and address equity and safety issues through performance measures	
2.5	Plan and administer a minimum series of four (4) public open houses. The consultant shall take the lead role in planning and conducting a minimum of four (4) public open houses held in Redding and the Anderson/Cottonwood area. Initially two (2) open houses will be scheduled at or near the beginning of the planning process at each of the above locations. The goal of the initial two workshops will be to help identify issues, challenges, and locations that should be addressed; to identify ways people currently use crossings; to identify ways people would like to use crossings; and to help identify any functional segments that may exist. In addition, the consultant will help identify the gaps in the system (both existing and historical barriers) that	SRTA Review and comment on draft materials and provide staff support. • Reserve locations/facilities for events. • Participation and general support needed to prepare and administer the open houses.

Attachment A: Shasta NextGen Railroad Crossings Plan Scope of Work

Task		Consultant Responsibilities & Deliverables	SRTA and Caltrans D2 Roles Partner Agencies Roles
		can be addressed to make the corridor and transportation system more equitable for all. Towards the end of the planning process (during Task 7), another series of at least two (2) open houses will be held for the purpose of sharing findings from earlier outreach activities; presenting draft recommendations; and facilitating community consensus. The consultant shall prepare invitations and produce all handouts and visual aids for the open houses. All advertising, sign-in attendance sheets, and public input received shall be documented and attached to the final report. Deliverables: • Meeting-related collateral. • Appendix to Final Report: Documentation of public outreach activities and input. • One multi-day site visit by consultant project manager and project support staff to conduct and document the 4 (four) or more regional public open houses.	Caltrans D2, City of Redding, City of Anderson, Shasta County, City of Shasta Lake • Help promote this event to their respective staff, elected officials, and constituents. • Send representation to attend the event.
3. Gather Information on Existing Conditions			
Task Objective & Future Application: Crossing information is collected and gathered to inform an understanding of the project area context(s), as well as current and possible future conditions, with the understanding that future conditions may vary depending on the planning choices made between now and that time. This task may occur simultaneously with Task 2 and should inform how outreach is performed.			
3.1	Collect information on crossing context	The consultant will collect information and produce a document describing the crossing's context, including (but not necessarily limited to): • Identifying any crossings where the local right-of-way may predate the railroad's right-of-way. This will likely be limited to spurs and possibly the railroad relocation that occurred during the construction of Shasta Dam. • Identification of which agency/jurisdiction owns the grade separated crossing structures. • Current context (population, employment, travel demand) • Projected future context (population, employment, travel demand)	SRTA • Provide any relevant and available materials. • Provide regional traffic data and forecast information. • Review suggestions and provide feedback. Caltrans D2, City of Redding, City of Anderson, Shasta County, City of Shasta Lake
3.2	Literature review		
3.3	Identify and gather any additional data needs		

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Task		Consultant Responsibilities & Deliverables	SRTA and Caltrans D2 Roles Partner Agencies Roles
3.4	Site visit/in-field project area assessment	- Location, purpose, and users - Network and corridor designations - Issues of regional significance - The most current planning efforts and studies (local, regional, state, etc.) - Operational conditions in the corridor (bottlenecks, travel times, demand and delay trends, etc.) - Travel patterns (O-D, time-of-day, day of the week, different modes and mode choice in the corridor, trip purposes, socioeconomic characteristics, industry concentrations, employment, etc.) - Community characteristics - Land use and place types (current and future) - System characteristics (freeway/highway, arterial, transit stops and routes, freight, complete streets) - Environmental scan - Climate change vulnerabilities The consultant will shoot drone and ground-level footage of key crossings to help illustrate the challenges. This footage may be used on the project website, at outreach workshops, in social media, and future grant applications. The consultant may suggest additional topics to consider as part of the corridor context that may be helpful in the planning process. Deliverables: - At least one site visit (project manager and additional staff as needed/appropriate). These should be conducted while at the region for other events (e.g., kickoff meeting(s), outreach events(s)), if possible, to minimize unnecessary travel/lodging costs. - Edited clips of video illustrating current challenges suitable for use in future grant applications, social media, outreach, etc. - Archive of raw footage used to create the edited clips.	- Provide any relevant and available materials. - Review suggestions and provide feedback. SRTA - Staff will accompany consultant staff to various crossings in the project area to help provide context to existing conditions and/or point out known areas of key challenges. Caltrans D2, City of Redding, City of Anderson, Shasta County, City of Shasta Lake - Representatives of jurisdictions in and/or adjacent to sites should attend if possible.

Attachment A: Shasta NextGen Railroad Crossings Plan Scope of Work

Task		Consultant Responsibilities & Deliverables	SRTA and Caltrans D2 Roles Partner Agencies Roles
		- Technical memo summarizing findings, outlining crossing description, basic characteristics, and unique elements within a larger national, State, and regional context. - Construct an ArcGIS online tool with a geo database and shapefiles.	
4.	Conduct Baseline Performance Assessment		
	Task Objective & Future Application: Identify and quantify performance issues, which will help inform Task 5. Does the crossing operate as a part of cohesive network, or does it pose challenges? If the latter, what are they, how do they function, and who do they serve? Should these “mini-corridors” be considered individually, with their own unique challenges and goals?		
4.1	Perform crossing performance assessments	These assessments should go beyond describing a single “normal” operational condition derived from the average of different attributes. If adequate data is available or may be acquired, the consultant should describe and identify operational conditions within the corridor in the following situations: - Extreme weather - Special events - Major incidents The criteria used to perform assessments may vary depending on the goals, objectives, and measures agreed-upon in Task 2.6 and will be agreed upon by the corridor team. However, typical criteria may include (but not necessarily be limited to): bottleneck location, delay, speed, productivity, peak hour excessive delay, travel time reliability, safety, pavement condition, transit ridership, transit service on-time percentage, transit service hours and frequency, number/type of transit-supportive infrastructure in corridor, freight productivity, truck VMT, truck travel time reliability, container transfers, type/number of complete street features within corridor, gap analysis, active transportation travel demand, active transportation level of traffic stress, active transportation safety, first/last mile access to transit, and multimodal network connectivity. Deliverables: - Technical memo summarizing findings, including baseline performance levels.	SRTA SRTA can provide relevant traffic counts from Regional Traffic Count project. - Review and advise. Caltrans D2, City of Redding, City of Anderson, Shasta County, City of Shasta Lake - Local agencies may provide corridor traffic data, including frontage streets or recent traffic studies. - Review and advise.
4.2	Perform freeway, highway, and arterial network performance assessment		
4.3	Perform transit and rail network performance assessment		
4.4	Perform freight assessment		
4.5	Perform complete streets / active transportation assessment		
4.6	Perform disadvantaged / unserved communities and areas of persistent poverty assessment		

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Task		Consultant Responsibilities & Deliverables	SRTA and Caltrans D2 Roles Partner Agencies Roles
		A map and supporting documents to help identify DACs and areas of persistent poverty.	
4.7	Forecast future performance	Using the region's adopted ShastaSIM Regional Travel Demand Model, the consultant will identify the scale and scope of performance issues in the future if no action is taken or if only already approved investments move forward. Deliverables: Technical memo summarizing findings.	SRTA - Provide ShastaSIM Regional Travel Demand Model access and data. - Review and advise. Caltrans D2, City of Redding, City of Anderson, Shasta County, City of Shasta Lake - Local agencies may provide corridor traffic data, including frontage streets or recent traffic studies. - Review and advise.
4.8	Develop system profiles	The consultant will develop system profiles to help visualize the results of the performance assessments. The purpose of these profiles is to characterize corridor performance and help identify issues to address. At a minimum, the consultant will develop system profiles for mobility, reliability, safety, and sustainability. For example, a system profile for sustainability might include pollutant and GHG emission estimates, VMT per capita in areas served by the corridor, and measures of multimodal accessibility and connectivity for households and employers. Profiles should also be created for any functional segments (i.e., corridors within the project area) identified in previous tasks. Additional profiles may be suggested by the consultant or partner agencies.	SRTA - Review and advise. Caltrans D2, City of Redding, City of Anderson, Shasta County, City of Shasta Lake - Review and advise.

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Task		Consultant Responsibilities & Deliverables	SRTA and Caltrans D2 Roles Partner Agencies Roles
		Deliverables: • Technical memo summarizing findings.	
5.	Identify Potential Projects and Strategies		
	Task Objective & Future Application: Identify potential projects and strategies for analysis and evaluation (Task 6).		
5.1	Identify freeway / highway / arterial projects and strategies	Based on deliverables from Tasks 2-4, the consultant will identify potential projects and strategies to address the identified deficiencies and needs. Projects and strategies identified for evaluation will clearly identify the objectives they are meant to address. Consideration should be made of projects already planned and listed in the RTP, including whether those projects should be modified. Once a set of projects and strategies are identified for evaluation, consultant will help SRTA, Caltrans D2, and partner agencies consider how they may be integrated or otherwise work together to achieve maximum benefit. (This is meant to help the planning team to consider a holistic or “system” solutions rather than standalone approaches.) Deliverables: • Technical memo listing identified projects. Information provided for each identified project should include: project name, location, type, short description/scope, short statement of purpose/need, estimated total cost (capital + support), and potential funding sources. • Provide a toolbox of possible solutions for each unique segment.	SRTA • Review and comment on findings. • Suggest additional projects and/or strategies for consideration, if needed. Caltrans D2, City of Redding, City of Anderson, Shasta County, City of Shasta Lake • Review and comment on findings. • Suggest additional projects and/or strategies for consideration, if needed.
5.2	Identify transit projects and strategies		
5.3	Identify complete streets projects and strategies		
5.4	Identify freight projects and strategies.		
5.5	Identify climate change adaptation and resiliency projects and strategies.		
	Identify crossings for potential closure (if any)		
5.6	Define improvement projects		
5.7	Consider corridor integration options		
6.	Analyze Improvement Strategies		
	Task Objective & Future Application: Evaluation of a broad set of solutions for the corridor that can address the identified issues and opportunities.		
6.1	Group strategies into scenarios and evaluate.	The consultant will group possible improvement projects and strategies into scenarios to be evaluated. The consultant will then analyze the scenarios to evaluate the impact of potential investments on crossing performance. Assumptions made in earlier steps may be reassessed and modified if necessary. Deliverables:	SRTA and Caltrans D2 • Assist consultant in gathering information as needed. • Review and comment on findings.

Attachment A: Shasta NextGen Railroad Crossings Plan Scope of Work

Task		Consultant Responsibilities & Deliverables	SRTA and Caltrans D2 Roles Partner Agencies Roles
		- Qualitative analysis of performance impact in matrix format. - Evaluation results in a matrix format that outlines evaluation results of projects and strategies tested, grouped by scenario or project type.	
7.	Select and Prioritize Solutions		
	Task Objective & Future Application: A recommended set of solutions for the corridor that can address the identified issues and opportunities and that align with the region's regional transportation plan (RTP) and sustainable communities strategy (SCS). Adopted findings and recommendations from the plan will inform development of the 2027 (and subsequent) RTP/SCS to help the region meet its 2035 greenhouse gas emission reduction target. SRTA anticipates updating or developing new policies, programs, and investment strategies to systematically implement the RTP/SCS. Forecast and modeled data will be used to set performance targets and track progress toward desired outcomes. The ultimate outcome is a more sustainable, adaptive, and resilient package of potential projects.		
7.1	Select and prioritize crossing solutions.	The consultant will help SRTA and its partner agencies to select and prioritize projects and strategies that can address the identified issues and opportunities in the project area. Deliverables: - Project list, prioritized and assigned short-, medium-, or long-term horizons based on need and potential grant funding. - A "toolbox" of conceptual (30%) drawings and designs based on stakeholder input that can be used to help address identified deficiencies. If funds do not allow drawings and designs for all proposed solutions at this time, they may be prioritized in consultation with SRTA and partner agencies based on timeframe, likelihood of funding, or other factors. - Summary of next steps towards implementation, including identification of possible fund sources. - Preliminary designs of high-priority projects needed to compete for state and federal capital grant funds.	SRTA - Help select and prioritize solutions, based on the corridor goals and objectives developed in Task 2.7. - Present to SRTA Board of Directors for comment and direction. Caltrans D2, City of Redding, City of Anderson, Shasta County, City of Shasta Lake - Help select and prioritize solutions, based on the corridor goals and objectives developed in Task 2.7.
8.	Develop Draft Reports		
	Task Objective & Future Application: The draft plan will synthesize the information collected and developed in Tasks 2–7 into a shared regional vision for the future of the project area and clearly outline SRTA and partner roles in achieving that vision. The vision need not be a uniform design but should consider the surrounding contexts. The draft plan will be shared with partner agencies and the public for review and comment, which will be incorporated into the final plan.		
8.1	Prepare working draft for staff review.	The consultant shall utilize previously completed technical memos and findings as the basis for developing a cohesive and comprehensive working draft report. The body of the report shall be concise and written for non-	SRTA Review and comment on the working draft report.

Attachment A: Shasta NextGen Railroad Crossings Plan Scope of Work

Task		Consultant Responsibilities & Deliverables	SRTA and Caltrans D2 Roles Partner Agencies Roles
		technical audiences. All versions of the report (i.e., working, public review, and final drafts) should include an executive summary. Exhibits, tables, and other infographics shall be used wherever appropriate to convey technical concepts in a more approachable manner. The plan should include an implementation schedule (if possible) as well as the identification of responsibilities. The plan will outline how the crossings will be expected to operate, including recommended technical, organizational, and institutional arrangements necessary to achieve expected benefits. Technical documentation of the planning process, public input, data, performance measure methodology, and other such elements shall be attached as appendices to the report. Deliverables: Working draft report	Caltrans D2, City of Redding, City of Anderson, Shasta County, City of Shasta Lake Review and comment on the working draft report.
8.2	Prepare public review draft for SRTA staff review.	The consultant shall integrate staff input and direction received in response to the working draft report into a public review report. The consultant shall widely advertise the availability of the public review draft report and be available (in person or via video or teleconference) to participate in meetings with the PAC, EAC, SRTA TAC, Shasta County Board of Supervisors, city councils of Anderson and Redding, Redding Rancheria, and the SRTA board of directors. Deliverables: - Public draft report - Presentation materials	SRTA Review and comment. - Present to SRTA Board of Directors. - Present to local jurisdictions. Caltrans D2, City of Redding, City of Anderson, Shasta County, City of Shasta Lake - Review and comment. - Present to appropriate governing bodies.
9.	Develop Final Report		
	Task Objective & Future Application: The final plan will provide a shared regional vision for the future of the project area and clearly outline SRTA and partner roles. The plan will be referenced when developing and recommending specific projects, policies, programs, and other activities to the SRTA Board of Directors and partner agencies.		
9.1	Prepare final draft for SRTA staff review.	The consultant shall integrate partner and public feedback in response to the public review draft report into a final draft to be presented to the SRTA board of directors for adoption.	SRTA Review, approve, and send to the SRTA Board of Directors for review and approval.

Attachment A: Shasta NextGen Railroad Crossings Plan Scope of Work

Task		Consultant Responsibilities & Deliverables	SRTA and Caltrans D2 Roles Partner Agencies Roles
		Deliverables: - Fifteen (15) bound hardcopies of the final report, in color. - Final report in PDF/A format and editable electronic format (e.g., Adobe InDesign, Microsoft Word, etc.) - Outreach materials explaining the final adopted plan, including a press release, social media content explaining elements of the plan, and material to be incorporated into the primary SRTA website once the project website goes offline.	
10.	Board Review and Approval [April 2029]		
	Task Objective & Future Application: Achieve formal approval from the SRTA board and other governing bodies as appropriate so that the RRXING may be implemented.		
10.1	Present final draft to governing bodies of partner agencies.	The consultant shall verbally and visually summarize the RRXING process, findings, and recommendations at meetings of the governing bodies of partner agencies—i.e., Redding City Council, Anderson City Council, and Shasta County Board of Supervisors. Consultant will provide information and materials as needed for the agencies' respective staff reports. Deliverables: Presentation materials	SRTA - Attend meetings if requested, provide information and materials if needed. City of Redding - Prepare staff report, review, and accept plan. City of Anderson - Prepare staff report, review, and accept plan. Shasta County - Prepare staff report, review, and accept plan.
10.2	Present final draft to SRTA board of directors for approval at a regularly scheduled meeting.	The consultant shall verbally and visually summarize the RRXING process, findings, and recommendations at a SRTA Board of Directors meeting. Deliverables: - Site visit by project manager to present findings to the SRTA Board of Directors - Presentation materials	SRTA Board of Directors will review and approve.

Attachment A: Shasta NextGen Railroad Crossings Plan Scope of Work

Task	Consultant Responsibilities & Deliverables	SRTA and Caltrans D2 Roles Partner Agencies Roles
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History of Related SRTA Board of Directors Agenda Items

2025

Board of Directors Meeting on April 30, 2025

Agenda Item 13

- The board unanimously approves staff recommendation to approve the Envision 273 Comprehensive Multimodal Corridor Plan and direct staff to work with Caltrans and regional partners to pursue grant funding for a regional railroad crossing study.