

# STAFF REPORT



|                       |                                                                                                                                                                                                            |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MEETING DATE:</b>  | <b>December 18, 2025</b>                                                                                                                                                                                   |
| <b>SUBJECT:</b>       | <b>Approve Technical Services Agreement with ECORP Consulting, Inc. for Environmental Support Services for the 2027 Update to SRTA's Regional Transportation Plan and Sustainable Communities Strategy</b> |
| <b>AGENDA ITEM:</b>   | <b>7-10</b>                                                                                                                                                                                                |
| <b>STAFF CONTACT:</b> | <b>Laurent Beauregard, Assistant Transportation Planner</b>                                                                                                                                                |

## **SUMMARY:**

Environmental support services are needed to help prepare the 2027 update to the Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS). SRTA issued a request for proposals (RFP) for environmental support services. Caltrans District 2 and SRTA staff evaluated and scored proposals received and have provided a consensus recommendation.

## **STAFF RECOMMENDATION:**

It is recommended that the board of directors:

1. Authorize the executive director to execute a technical services agreement (TSA) with ECORP Consulting, Inc. to provide environmental support services for the 2027 RTP/SCS, for a term ending June 30, 2029, not to exceed a total of \$116,367; and
2. Authorize the executive director to make minor administrative amendments as appropriate.

## **DISCUSSION:**

Environmental support services are needed to support the development and adoption of the 2027 update to the RTP/SCS. Key activities include:

- Preparing a Supplemental Environmental Impact Report (SEIR), including a notice of preparation, responses to comments, findings, and a mitigation monitoring and reporting program;
- Conducting air quality and greenhouse gas (GHG) emissions modeling using an approved air quality model and off-model strategies;
- Assisting SRTA in preparing and submitting the California Air Resources Board's (CARB) Sustainable Communities Strategy Submittal Package and providing technical responses during CARB's GHG reduction target review; and
- Supporting public and agency engagement through workshops and meetings.

Staff issued an RFP for environmental support services on September 12, 2025. Staff issued Addendum One to address some broken weblinks and Addendum Two to remove mention of the federal Disadvantaged Business Enterprise requirements because the program is paused due to changes made. SRTA initially received one proposal from Soar Environmental Consulting. Per SRTA's procurement policy ([Section 2.35.020.019A - FULL AND OPEN COMPETITION, Subsection B7](#)), when fewer than three proposals are received, we must contact firms that were solicited to determine reasons for non-submittal before deciding whether to proceed or re-advertise.

SRTA contacted all solicited firms that did not submit a proposal. Out of the seven firms who did not submit a proposal, three replied. Two consultants indicated not having sufficient staffing capacity to support the project. Another consultant reported that they had begun preparing a proposal but had to redirect staff due to an emergency on an existing contract. They stated they would be able to submit a proposal if SRTA extended the deadline. Staff issued Addendum Three extending the submission deadline by three weeks and notified potential consultants. ECORP Consulting, Inc. submitted a complete proposal by the new deadline.

Staff established an evaluation panel with representation from SRTA and Caltrans District 2. Based on the evaluation panel's consensus scoring (Attachment B), ECORP Consulting, Inc. is recommended for award because their proposal demonstrated the strongest technical approach, the most relevant qualifications, and the highest overall value to SRTA. ECORP Consulting, Inc. previously prepared SRTA's 2022 RTP/SCS SEIR and has demonstrated strong technical expertise with EMFAC modeling, SB 375 requirements, and CARB's review process.

**ALTERNATIVES:**

The board of directors may direct staff to reject all proposals and reissue the RFP. This would delay environmental review and may impact SRTA's ability to adopt the 2027 update to the RTP/SCS by December 2027, as required by federal and state law.

**OTHER AGENCY INVOLVEMENT:**

*/// The Technical Advisory Committee (TAC) met on December 3, 2025, to review and discuss staff's recommendations and vote on the matter. ///* SRTA is coordinating with the cities of Anderson, Redding, Shasta Lake, Shasta County, and Caltrans District 2 to include transportation projects anticipated to be built over the next 20 years. The SEIR will provide a high-level assessment of potential environmental impacts for these projects. Project-level environmental review will be completed by the respective lead agencies.

**FISCAL IMPACT:**

ECORP Consulting Inc.'s proposed budget for the work is \$116,367. The work is funded with Federal Highway Administration (FHWA) planning funds and Local Transportation Funds under Work Element 701.01 (Regional Transportation Plan) in the Fiscal Year 2025/26 Overall Work Program.

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**Sean Tiedgen, AICP, Executive Director**

**Attachments:**

**A:** Request for Proposal

**B:** Consensus scores

**C:** Draft TSA with ECORP Consulting, Inc. – *Not available at TAC*

# REQUEST FOR PROPOSALS

## Environmental Support Services for 2027 Update to SRTA's Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS)

SRTA Solicitation Number: S-00040

|                            |                                                                                                                                                        |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Issued:</b>             | September 12, 2025                                                                                                                                     |
| <b>Contract Capacity:</b>  | Estimated budget of \$117,000                                                                                                                          |
| <b>Performance Period:</b> | RTP/SCS planned to be presented for adoption in October 2027, but the consultant will be under contract for services until CARB's approval of the SCS. |
| <b>Payment Method:</b>     | Cost Reimbursement                                                                                                                                     |
| <b>Submissions Due:</b>    | 3:00 p.m. PDT on October 13, 2025                                                                                                                      |
| <b>Contact Person:</b>     | Laurent Beauregard, Assistant Transportation Planner                                                                                                   |

Interested applicants must [subscribe](#) to SRTA's bid posting webpage to receive notices when information and possible RFP addenda become available.

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



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## About the Shasta Regional Transportation Agency (SRTA)

### 2025 SRTA Board of Directors

| Board Member               | Affiliation                |
|----------------------------|----------------------------|
| Greg Watkins, Chair        | City of Shasta Lake        |
| Mike Gallagher, Vice Chair | City of Anderson           |
| Tenessa Audette            | City of Redding            |
| Kevin Crye                 | Shasta County, District 1  |
| Chris Kelstrom             | Shasta County, District 5  |
| Matt Plummer               | Shasta County, District 4  |
| Erin Resner                | Redding Area Bus Authority |

Shasta Regional Transportation Agency (SRTA) is the designated Metropolitan Planning Organization (MPO) for the Shasta County region. Member agencies are the cities of Anderson, Redding, and Shasta Lake; the county of Shasta; and the Redding Area Bus Authority (RABA). Information regarding SRTA, regional plans and programs, and this procurement are available online at [www.srta.ca.gov](http://www.srta.ca.gov).

### About the Shasta Region

Shasta County is located at the geographic center and transportation crossroads of California's North State. The nearest large city is Sacramento, 150 miles to the south on the Interstate 5 corridor, while the Oregon state line lies 100 miles due north. The county occupies the northern part of the Sacramento Valley and includes southern portions of the Cascade Mountains. The county has an area of 3,785 square miles. Shasta County has an urbanized area which contains the cities of Anderson, Redding, and Shasta Lake. The county is home to approximately 182,000 residents, about 80% of which live in the south-central urbanized area along I-5. Redding is the county seat and the region's primary socio-economic center.

The region is largely rural in character and geographically separated from other California metropolitan regions. Its population is one of the most dispersed in the state, having just 48 persons per square mile compared to the statewide average of 253.

Along with the primary I-5 corridor, state highways in the county include State Routes (SRs) 36, 44, 89, 151, 273 and 299.

Geographic elevations range from 425 feet on the valley floor to over 10,000 feet in Lassen Volcanic National Park. The region is

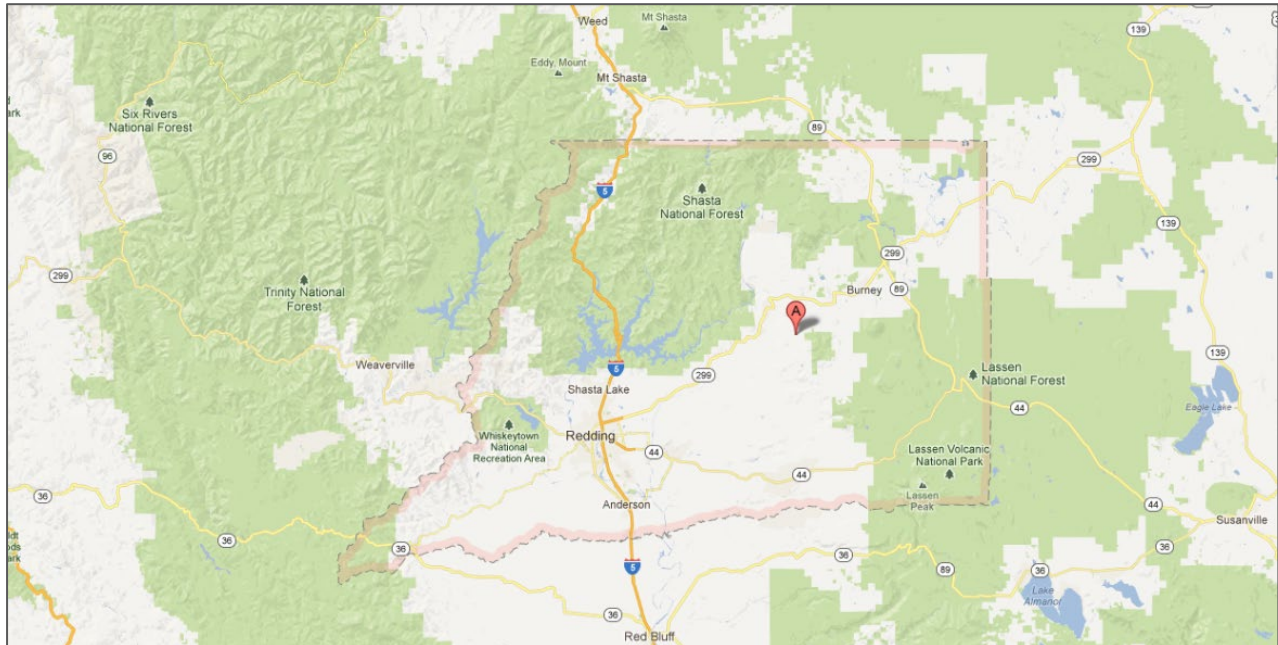
### Agency Partners

Caltrans, District 2  
City of Anderson  
City of Redding  
City of Shasta Lake  
County of Shasta  
Redding Area Bus Authority (RABA)  
Dignity Health Connected Living (DHCL)  
Healthy Shasta  
North State Super Region (NSSR)  
Pit River Tribe  
Redding Rancheria (Yana, Wintu, Pit River)

surrounded by mountains to the west, north, and east. The Sacramento River flows through the center of the county and down the Sacramento Valley to the south. These attributes have contributed to the region's establishment as a center for recreation and tourism.

Figure 1 shows the topography and state highway/interstate layout of Shasta County.

**Figure 1 – General Map of the Shasta Region**



## Introduction

The Shasta Regional Transportation Agency (SRTA) is the designated Metropolitan Planning Organization (MPO) and Regional Transportation Planning Agency (RTPA) for the Shasta County region. Member agencies include the cities of Anderson, Redding, and Shasta Lake, the County of Shasta, and the Redding Area Bus Authority (RABA).

As the region's MPO, SRTA prepares and updates a long-range Regional Transportation Plan (RTP) every four years. The RTP is a federally and state-mandated plan that establishes a 20+ year vision for the region's transportation system. It identifies existing and future transportation needs, establishes goals and policies, and outlines a fiscally constrained list of projects and strategies that support mobility, safety, economic vitality, and quality of life for the region.

Additionally, under Senate Bill 275 (SB 375) SRTA is responsible for preparing an additional component to the RTP, called the Sustainable Communities Strategy, which is focused on demonstrating how integrated land use, housing, and transportation planning can reduce per-capita greenhouse gas (GHG) emissions from passenger vehicles, consistent with reduction

targets established by the California Air Resources Board (CARB). Collectively the RTP/SCS provides a programmatic approach to ensuring the region looks ahead to addressing the transportation needs of the region for all people, of all abilities, and for all modes of transportation, while considering future land use development and economic growth.

SRTA is seeking proposals from qualified environmental consultants to prepare California Environmental Quality Act (CEQA) documentation and related technical studies in support of the 2027 update to the RTP/SCS. This work will include preparation of either a Supplemental Environmental Impact Report (SEIR) or a Subsequent Environmental Impact Report (EIR), depending on the level of CEQA review determined appropriate.

Consultants should have extensive and recent experience with CEQA documentation for RTP/SCS projects, program-level environmental analysis, SB 375 GHG reduction strategies, SB 743-compliant VMT analysis, environmental justice and equity overlays, California's Emission FACTors air quality model (EMFAC), and California Air Resources Board (CARB) SCS submittals.

This procurement may be funded by federal and/or state sources, including FHWA PL, FTA, or other eligible funds.

## Project Background

Every four years, SRTA updates its Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS). These plans establish the region's long-range vision for transportation, land use, and greenhouse gas (GHG) reduction strategies.

- In 2015, SRTA prepared a Programmatic EIR for the RTP/SCS.
- For updates in 2018 and 2022, SRTA prepared Supplemental EIRs to address updated RTP cycles.
- For the 2027 update, SRTA allows the possibility that recent changes in planning assumptions, CEQA case law, SB 743 implementation, and federal and state law requirements may warrant a more comprehensive environmental review.

SRTA is therefore seeking consultant services to:

- Complete all base tasks needed to support CEQA compliance, technical analysis, and CARB submittal.
- Prepare a Supplemental Environmental Impact Report (SEIR) that builds upon the 2015 Programmatic EIR and subsequent supplements, focusing on new or more severe impacts, regulatory changes, and emerging issues since the last RTP/SCS update.

Although prior EIRs used the EMFAC model for air quality and greenhouse gas analysis, there is currently not an approved air quality model for California due to changing federal priorities. At the time of publishing this RFP, it is unclear how this challenge will be successfully resolved. Therefore, the consultant should be able and prepare to move agilely and adapt as needed to a

rapidly changing (and perhaps even contradictory) regulatory environment to help the agency ensure the RTP/SCS meets both federal and state environmental requirements.

## **Project Scope of Work**

SRTA is seeking a qualified consultant to provide professional services to assist SRTA in preparing CEQA documentation, technical studies, and related support for the 2027 update to the Regional Transportation Plan (RTP) and Sustainable Communities Strategy (SCS).

The consultant will prepare a Supplemental Environmental Impact Report (SEIR) building upon the 2015 Programmatic EIR and subsequent SEIRs completed in 2018 and 2022. The SEIR will focus on new or more severe impacts, regulatory changes, and emerging issues since the last RTP/SCS update, while ensuring the environmental analysis complies with CEQA, SB 375, SB 743, and other applicable state and regional requirements.

### **Task 1. Project Initiation and Management**

A kick-off meeting with SRTA and the selected consultant will be held at the commencement of the contract to establish and agree upon communication protocols, roles and responsibilities, expectations, and to review background information on the region. SRTA staff will explain the expected deliverables, progress reports, and invoicing procedures. Consultant and SRTA will also identify the frequency of project meetings to keep each party up-to-date and to address questions as they arise.

Deliverables may include, but are not limited to:

- Kick-off meeting.
- Project Management Plan, including roles of the project manager and other team members.
- Progress reports summarizing task progress and deliverables, submitted with monthly invoices.

### **Task 2. Notice of Preparation**

The consultant will review prior environmental documents (2015 Programmatic EIR, 2018 SEIR, 2022 SEIR), the adopted 2022 RTP/SCS, and draft assumptions for the 2027 RTP/SCS. This review will ensure that the scope of the Supplemental EIR focuses on new or more severe impacts, regulatory changes, and areas where additional analysis is warranted.

Based on this review, the consultant will prepare a Notice of Preparation (NOP) for circulation through the State Clearinghouse and assist SRTA in hosting at least one public scoping meeting. SRTA will file the necessary documents in Shasta County. The scoping process will be used to confirm the environmental topics that require detailed analysis in the Supplemental EIR.

Deliverables may include, but are not limited to:

- Draft NOP for staff review and Final NOP for State Clearinghouse circulation.
- Up to 15 hardcopies of the NOP for public circulation and distribution.

- Submittal of documents to State Clearinghouse.
- Scoping meeting materials and summary of comments.

Consultants should assume SRTA staff may review each draft document up to three times before it is issued for public comment or final publication.

### **Task 3. Supplemental Environmental Impact Report (SEIR)**

The consultant will prepare a Draft and Final Supplemental Environmental Impact Report (SEIR) that meets all CEQA requirements and incorporates applicable updates from recent legislation, CEQA Guidelines, and case law. The SEIR will focus on new or more severe impacts not previously addressed in the 2015 Program EIR, 2018 SEIR, and 2022 SEIR, while relying on prior analysis where appropriate.

The consultant will prepare a Draft SEIR for public circulation, respond to all comments received, and prepare a Final SEIR. The consultant will also prepare CEQA Findings of Fact, a Notice of Completion (NOC), and a Statement of Overriding Considerations if required. An updated Mitigation Monitoring and Reporting Program (MMRP) will be developed. The consultant will also assist SRTA staff in preparing a Board resolution to certify the SEIR and adopt associated CEQA findings.

Deliverables may include, but are not limited to:

- Administrative Draft SEIR for staff review
- Public Draft SEIR for circulation
- Final SEIR with Responses to Comments
- Draft and Final CEQA Findings of Fact
- Draft and Final Statement of Overriding Considerations (if required)
- Draft and Final Mitigation Monitoring and Reporting Program (MMRP)
- Draft and Final Notice of Completion (NOC)
- Draft and Final Board Resolution for SEIR certification and MMRP adoption
- Up to 30 hardcopies of the Draft and Final SEIR for distribution.
- Assistance with completing CEQA checklist for adopted RTP/SCS

### **Task 4. Air Quality and Greenhouse Gas (GHG) Emission Estimations and Modeling**

In the past, consultants have utilized speed bin outputs from SRTA's ShastaSIM travel demand model to prepare GHG emissions modeling using CARB's EMFAC model. As noted in the Project Background section above, the most recent EMFAC model is currently not approved by the EPA for use. Staff are in communication with the California Air Resources Board on recommendations what air quality model to use. While it is hoped EMFAC will be reapproved, the consultant must be prepared to adjust modeling approaches in response to a rapidly changing and sometimes conflicting regulatory environment with a minimum of delay to the overall project timeline, where possible. Consultant will work with SRTA's travel model consultant to ensure the proper

tables are prepared for all required model years. Modeling shall include both “all vehicles” and “SB 375 category vehicles only.”

At a minimum, the consultant shall calculate the following years/scenarios:

- 2005 (baseline for SB 375 only).
- 2025 (base year)
- 2035 No Project.
- 2035 with RTP/SCS.
- 2045 No Project.
- 2045 with RTP/SCS.

Deliverables may include, but are not limited to:

- EMFAC model outputs for each required year and summarized outputs, including “No Project” and RTP/SCS scenarios.
- Model outputs formatted for inclusion in CARB’s SCS Submittal Package.

### **Task 5: Scoping Meeting, Public Meetings, and Teleconference/Board Meetings**

The consultant will assist SRTA in preparing and conducting a scoping meeting for the Notice of Preparation (NOP) and Supplemental EIR. At least one scoping meeting will be required. The consultant should also plan to attend up to two SRTA Board of Directors meetings to present findings from the environmental review and respond to comments.

Following adoption of the RTP/SCS, the California Air Resources Board (CARB) will conduct a technical evaluation to determine whether the region meets its assigned greenhouse gas (GHG) reduction targets. While this review is intended to be completed within 60 days, in practice it often extends six months or longer and typically involves multiple rounds of follow-up requests. The consultant should plan to attend up to six teleconference meetings with CARB staff during the evaluation process and may be asked to provide written responses or technical memoranda to address CARB’s questions.

Deliverables may include, but are not limited to:

- Scoping meeting materials and facilitation.
- Materials and participation in up to two SRTA Board of Directors meetings.
- Materials and participation in up to six CARB teleconference meetings.
- Up to three technical memos addressing CARB questions on the adopted RTP/SCS.

### **Task 6: Off-Model Strategies, Policies, and Calculations**

While ShastaSIM can model a range of strategies, not all greenhouse gas (GHG) reduction policies are fully captured in the model. The consultant will assist SRTA in identifying and quantifying the GHG and/or VMT reduction benefits of strategies that cannot be modeled or that require supplemental analysis.

For the 2027 update to the RTP/SCS, SRTA anticipates that off-model strategies may include—but are not limited to—telecommuting, active transportation enhancements, shared mobility, electric vehicle adoption, parking management, or infill development incentives. Staff should be familiar with CARB’s accepted off-model strategy research and CalEEMod or other applicable tools for calculating off-model strategies. For purposes of this task, consultants should assume detailed analysis of up to seven off-model strategies.

Deliverables may include, but are not limited to:

- Detailed analysis of a minimum of seven off-model strategies.
- Technical memo(s) summarizing estimated GHG and/or VMT reductions from off-model strategies.

### **Task 7: Complete SCS Submittal and Technical Responses**

Using ShastaSIM and EMFAC outputs, Census data, GIS, and other relevant data sources, the consultant shall complete CARB’s SCS Submittal Package Tables with assistance from SRTA staff and the travel demand modeling consultant. The consultant shall also prepare a technical memorandum documenting the metadata, assumptions, and methodologies used in preparing the submittal.

During CARB’s evaluation of the adopted RTP/SCS, the consultant shall assist SRTA in preparing technical responses to written questions and supplemental data requests. These responses may take the form of technical memoranda or other written documentation. Coordination with CARB staff and participation in meetings are covered under Task 5; Task 7 is limited to preparation of the technical materials needed for submittal and follow-up.

Deliverables may include, but are not limited to:

- Completed CARB SCS Submittal Package Tables.
- Technical memorandum providing metadata for the CARB package.
- Supplemental technical responses to CARB questions, as needed.

### **Options**

SRTA reserves the right to amend the contract for unanticipated work necessary to complete or defend the environmental documents. This may include, but is not limited to:

- Different air quality models or other regulatory requirements due to a rapidly changing regulatory environment.
- Legal defensibility review and case law tracking.
- Additional focused technical studies (e.g., induced travel, climate adaptation overlays, EJ sensitivity testing).
- Preparation of expert declarations or litigation support materials.

SRTA welcomes additional suggestions and innovative approaches to help achieve project goals.

## Project Schedule/Timeline

The 2027 Regional Transportation Plan is planned to be completed by October 2027, and consultant should develop a proposed project timeline that anticipates meeting that need. Consultant should expect to start the project within seven days or less after approval of a contract at the SRTA Board of Directors meeting on October 30, 2025.

Additionally, consultant should plan for possible discussions with state agencies regarding the SEIR, GHG/VMT analysis, and off-model analysis as they evaluate whether the RTP would achieve the states SB375 GHG reduction goal for up to nine months after adoption of the 2027 update to the RTP/SCS.

## Proposal Contents

Written proposals submitted in response to this RFP shall not exceed 35 pages (excluding attachments). At a minimum, the following information should be included and clearly labeled as follows:

### Introduction

- A transmittal letter should be included, signed by an officer who may contractually bind the firm or joint venture. The signature of the authorized representative attests that the information contained in the proposal is truthful, accurate, and complete at the time of submittal. The letter should include how the respondent heard of the procurement.
- The introduction should include a description of the firm containing the firm's name, address, legal form of the company (e.g., partnership, corporation, joint venture, etc.), status as a Disadvantaged Business Enterprise DBE or non-DBE (note, consultant should provide DBE certification number if they are listed as a DBE), North American Industry Classification System (NAICS) code, Tax Identification Number (TIN), annual gross receipts (may be a range), and the number of years the firm has been in business.

### Proposal and Work Plan

- A work plan and schedule to complete the project scope of work, identifying milestones and deliverables.
- Statement of understanding of the scope of work, illustrating familiarity with the RTP/SCS process, CEQA requirements, and SRTA's goals.
- Discussion of the consultant's proposed technical approach and management approach.

## Project Team

- An organizational chart showing the firm's approach towards the staffing and management of the project shall be provided. Titles, roles, and the number of staff required to fill those roles should be shown on the chart. The proposed relationships between staff should be shown as well.
- A staffing plan identifying the approximate number, expertise, and experience level of staff by role and responsibility based on anticipated work.

## Resumes

- List of the personnel on the project team, including a summary of their qualifications and work experience (resumes may be included as an attachment). Resumes should include persons' active professional registrations and registration number, including expiration date. This includes any sub-consultants proposed for use.

## Team Experience

- This segment should highlight or expand upon project experience. Elaborate on the proposed team's previous work as a team with other key staff and proposers listed.
- Describe staffing capability, workload, and record of meeting schedules on similar projects. Also describe ability to adapt to unexpected work. Finally, describe the feasibility of oversight, ability, and willingness to respond to SRTA requirements for this procurement.

## Example Projects

- A representative list of similar projects completed within the last five years including:
  - Contracting firm
  - Contracting firm project manager
  - Contracting firm contact information
  - Contract amount
  - Date of contract
  - Date of completion
  - Consultant project manager and contact information
  - Project description

## Additional Information

- Proposer should explain its approach and strategy for successfully completing similar projects, with all the necessary approvals within the shortest possible time frame. The project approach should be sufficient in detail to demonstrate the proposer's understanding of the project, its unique challenges, and the processes and procedures that must be followed. The proposer should identify the most critical steps in the successful completion of similar projects.
- Proposer should describe its tools, procedures, and techniques used to keep projects within budget and schedule.

- Proposer should provide a summary of experience achieving approval, clearance, and permitting according to local, state, and federal regulatory requirements.
- Proposer should explain why their team should be selected and include any other information they feel is relevant.

### Cost Proposal

- The proposal shall be a firm offer for a minimum of 90 days and contain a statement to that effect. The proposal shall contain a statement that all activities performed within the proposed scope of work will be performed at a not-to-exceed price.
- A cost proposal worksheet shall be included, showing:
  - Fee schedule on a time (by personnel) and materials basis.
  - Cost by task, including Base Tasks, Option A, and Option B separately.
  - Total cost to complete the project under each CEQA pathway.
- The cost proposal shall be fully inclusive of all services, overhead, and direct expenses.

## Addenda and Questions About This RFP

Interested applicants must subscribe to SRTA's bid posting webpage at <http://www.srta.ca.gov/bids.aspx> so that they are notified of any addenda to the RFP or responses to questions received. All questions regarding this RFP will be responded to collectively and made available for all interested applicants via the bid posting webpage on SRTA's website. Questions will be taken via email from prospective vendors until 3:00 p.m. on September 22, 2025. All responses to questions will be posted on the [SRTA website](#) no later than September 26, 2025, by 5:00 p.m. PDT.

## Procurement Schedule

The anticipated procurement schedule is shown below in Table 1. Firm deadlines are shown in bold text.

**Table 1 – Procurement Schedule**

| Tasks                               | Deadline                                                          |
|-------------------------------------|-------------------------------------------------------------------|
| Release RFP                         | September 12, 2025                                                |
| Interested Vendor Questions Due     | <b>September 22, 2025, by 3:00 p.m. PDT</b>                       |
| SRTA Response to Vendor Questions   | <b>September 26, 2025, by 5:00 p.m. PDT</b>                       |
| Vendor Proposals Due                | <b>October 13, 2025, by 3:00 p.m. PDT (no postmarks accepted)</b> |
| Evaluation and Ranking of Proposals | October 14–20, 2025                                               |

|                                                                          |                             |
|--------------------------------------------------------------------------|-----------------------------|
| Interviews (if necessary)                                                | October 16–17, 2025         |
| Consultant-SRTA contract negotiation, including budget and scope of work | October 21–November 4, 2025 |
| SRTA Board of Directors Approval                                         | <b>October 30, 2025</b>     |
| Anticipated Contract Start                                               | November 10, 2025           |

## Proposal Submittal

Please submit consultant proposals via email, USPS, or delivery to:

**Shasta Regional Transportation Agency**  
**Attn: Laurent Beauregard**  
**1255 East Street, Suite 202**  
**Redding, CA 96001**  
**srta@srta.ca.gov**

**Proposal submittals must be received at the SRTA office before 3:00 p.m. PDT on October 13, 2025.** No proposals will be accepted after this time. **Postmarks are not acceptable.** Proposal receipt will be acknowledged by email.

The cost of preparing and submitting a proposal, pre-contract meetings, and participating in an interview—if held—are at the sole expense of the proposer. SRTA reserves the right to reject any or all proposals, and to waive any informality, technical defect, or clerical error in any proposal at SRTA’s discretion. Solicitation of proposals in no way obligates SRTA to contract with any firm or individual. The decision to approve and award a contract is at the discretion of SRTA.

## Proposal Evaluation

A panel will be formed to evaluate the proposals via consensus scoring and make a recommendation in consultation with the executive director, which will then go to the SRTA Board of Directors for approval. The proposal evaluation will be based on the scoring criteria presented in Table 2.

**Table 2 – Proposal Scoring Criteria**

| Criteria                                       | Maximum Possible Points |
|------------------------------------------------|-------------------------|
| Technical Approach & Understanding of Scope    | 30                      |
| Qualifications and Experience of Firm and Team | 25                      |

|                                                                                                            |            |
|------------------------------------------------------------------------------------------------------------|------------|
| Cost Proposal & Value                                                                                      | 20         |
| References & Past Performance                                                                              | 10         |
| Knowledge of Shasta Region                                                                                 | 5          |
| Ability of consultant to conduct the necessary effective outreach public outreach component of the project | 5          |
| DBE participation level                                                                                    | 5          |
| <b>Total</b>                                                                                               | <b>100</b> |

In circumstances where a recommendation cannot be made based on the proposals alone, the highest ranked consultants may be invited to an interview where they may give a brief presentation of no more than 15 minutes followed by up to 15 minutes of Q&A. SRTA will evaluate the interview using the criteria presented below in Table 3, and the interview score will then be added to the proposal score above to determine the final ranking. The evaluation panel will then make a recommendation based upon the final cumulative ranking in consultation with the executive director, which will go to the board of directors for approval.

**Table 3 – Interview Scoring Criteria (if conducted)**

| Criteria                                                                                           | Maximum Possible Points |
|----------------------------------------------------------------------------------------------------|-------------------------|
| Quality of consultant’s presentation (content and visuals)                                         | 20                      |
| Effectiveness of presentation and responsiveness, demonstrating concise and focused communication. | 20                      |
| Qualifications and experience of the consultant team                                               | 10                      |
| <b>Total</b>                                                                                       | <b>50</b>               |

## Contract Amount and Award

The anticipated start date is November 10, 2025, with a June 30, 2029, contract expiration, or sooner if work is completed. Consultant selection will be based on a combination of funding availability and the value of the services to be provided. ***SRTA staff has estimated a project budget of \$117,000.***

Barring any delays (e.g., the need for a budget amendment, extension of the RFP response date, etc.), the SRTA Executive Director will schedule the proposed technical services agreement for consideration by the SRTA Board of Directors on October 30, 2025. The agreement is not in force until approved by the SRTA Board of Directors and written authorization to proceed is provided to the selected consultant.

## **Additional Information and Terms**

### **Standard Consulting Agreement**

SRTA's standard Technical Services Agreement (TSA) will be used for the agreement between SRTA and the selected consultant. SRTA's TSA template is provided by separate attachment (Attachment C) to the RFP distribution.

### **Protest Procedure**

All protests will follow the SRTA protest procedures for procurements as delineated in the appendix (Attachment 1).

### **Debriefing**

SRTA will provide an informal debriefing to interested consultants not selected for this contract upon request once a final contract has been negotiated and executed.

### **Public Records Act**

All proposals submitted in response to the RFP will become the exclusive property of SRTA. At such time as a contract is executed, all bids and proposals related to that contract become a matter of public record and will be regarded as public records and subject to the Public Records Act (Gov. Code Section 6254 et. seq.).

If consultant feels that any information in their proposal is "proprietary" in nature, then consultant must provide a second proposal (clearly labeled) with that information removed, which would be shared in the event of any Public Records Act request. Otherwise, their submitted proposal will be provided in the event of a Public Records Act request and consultant, by submitting a proposal to this RFP, waives any claims against and hold SRTA harmless for the release of their proposal.

In the event of litigation concerning the disclosure of any records, SRTA's sole involvement will be as a stakeholder, retaining the records until otherwise ordered by a court. The proposer, at its sole expense and risk, shall be fully responsible for any, and all, fees for prosecuting or defending any action concerning the records and shall indemnify and hold SRTA harmless from all costs and expenses, including attorney's fees, in connection with, any such action.

### **Modification or Withdrawal of Proposal**

Any proposal received prior to the deadline may be withdrawn or modified either personally, through e-mail, or by written request of the consultant. To be considered, the modification must

be received in writing (email acceptable) prior to the deadline. Proposals may be withdrawn following the proposal deadline for good cause; please consult with the RFP contact person to discuss this.

### **RFP Addendum or Addenda**

Any changes to the RFP will be made by written addenda issued by SRTA and shall be considered part of the RFP. The RFP deadline may be extended dependent upon the nature of the changes issued. Upon issuance, such addenda shall be incorporated into the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation. Any addenda will be posted on-line only. 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. In no event will SRTA modify the RFP with less than five (5) days remaining to the deadline, without extending the RFP deadline.

### **Verbal Agreement or Conversation**

No prior, current, or post-award verbal conversations or agreement(s) with any officer, agent, or employee of 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 SRTA. The contract for this service is contingent upon the provision of these funds to SRTA. In the event these funds are reduced or eliminated, SRTA reserves the right to terminate or revise any contract.

### **Alternatives**

Consultants may not alter objectives and deliverables of the RFP in the response to the RFP. If the consultant brings to SRTA's attention, at least ten (10) days before the RFP deadline, an alternative end product than the RFP delineates, SRTA reserves the right to cancel the RFP and re-bid the project.

### **DBE Requirement**

SRTA has determined that disadvantaged business enterprises, as defined in 49 CFR Part 26, will have the opportunity to compete fairly for contracts financed, in whole or in part, with federal funds. For this procurement, SRTA has a disadvantaged business enterprise (DBE) goal of 22.2%. SRTA encourages respondents to include the participation of DBE businesses within your proposal.

### **Equal Employment Opportunity/Affirmative Action**

In awarding a contract to a consultant, SRTA includes language within the contract which requires the consultant to certify their compliance with federal regulations.

## Attachment

**Attachment 1** – SRTA’s protest Procedures for Procurements

**Attachment 2** – Hyperlink to SRTA’s Technical Services Agreement Template is located here:

<https://www.srta.ca.gov/DocumentCenter/View/5589/2021-Technical-Services-Agreement-Draft>

**Attachment 3** - SRTA’s Preliminary 2022 RTP/SCS Strategies:

<https://www.srta.ca.gov/DocumentCenter/View/5648/SRTA-Preliminary-2022RTP-SCS-Strategies>

**Attachment 4** - CARB’s SCS Submittal Package:

- Example Guidelines: <https://www.srta.ca.gov/DocumentCenter/View/5649/CARB-SCS-Submittal-Package-Summary-Guide-July2020>
- Example Tables: <https://www.srta.ca.gov/DocumentCenter/View/5650/CARB-SCS-Submittal-Package-Example-Tables-July2020>

**Attachment 5** - SRTA’s previous RTP/SCS products

- RTP homepage: <https://www.srta.ca.gov/142/Regional-Transportation-Plan>
- 2022 RTP/SCS and SEIR: <https://www.srta.ca.gov/355/2022-Regional-Transportation-Plan>
- 2018 RTP/SCS and SEIR: <https://www.srta.ca.gov/300/2018-RTP>
- 2015 RTP/SCS and Programmatic EIR: <https://www.srta.ca.gov/329/2015-RTP>
- 2010 RTP/SCS and EIR: <https://www.srta.ca.gov/301/2010-RTP>

**Attachment B SEIR Proposal Evalutation**

| <b>Firm Name</b> | <b>30 points</b><br>Technical<br>Approach &<br>Understanding of<br>Scope | <b>25 points</b><br>Qualifications<br>and Experience<br>of Firm and Team | <b>20 Points</b> Cost<br>Proposal & Value | <b>10 Points</b><br>References &<br>Past<br>Performance | <b>5 points</b><br>Knowledge of<br>Shasta Region | <b>5 Points</b> Ability of consultant to<br>conduct the necessary effective<br>outreach public outreach<br>component of the project | <b>Total out of<br/>95 Points</b> | <b>Proposed<br/>Budget</b> |
|------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------|
| ECORP            | 28                                                                       | 23                                                                       | 19                                        | 9                                                       | 5                                                | 4                                                                                                                                   | 88                                | \$ 116,367                 |
| SOAR             | 20                                                                       | 19                                                                       | 16                                        | 7                                                       | 3                                                | 3                                                                                                                                   | 68                                | \$ 113,416                 |