

STAFF REPORT



MEETING DATE:	February 26, 2026
SUBJECT:	Approve a Technical Services Agreement with Alta Planning + Design, Inc. to Update the GoShasta Regional Active Transportation Plan
AGENDA ITEM:	9-10
STAFF CONTACT:	Laurent Beauregard, Assistant Transportation Planner

SUMMARY: To support implementation of the board-adopted Regional Transportation Plan and Sustainable Communities Strategy priorities and to maintain competitiveness for state and federal transportation funding, SRTA is updating the GoShasta Regional Active Transportation Plan (GoShasta Update) in coordination with regional partners. The update will reflect progress made on previous priorities and incorporate new and emerging community needs. Funding is provided from a Caltrans Sustainable Communities Transportation Grant. SRTA issued a request for proposals (RFP) to select a consultant to prepare the GoShasta Update. A multi-agency review committee evaluated two proposals received in response. Following the proposal evaluation and interviews, staff recommends approving a technical services agreement with Alta Planning + Design, Inc. for a not-to-exceed amount of \$293,200.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Authorize the executive director to execute a technical services agreement with Alta Planning + Design, Inc. to update the GoShasta Regional Active Transportation Plan, for a term ending June 20, 2028, not to exceed \$293,200; and
2. Authorize the executive director to make minor administrative amendments as appropriate.

DISCUSSION:

The GoShasta Regional Active Transportation Plan and its full project list, approved in 2019, need to be updated. SRTA was awarded a Caltrans Sustainable Communities Competitive Grant to fund the update. The GoShasta Regional Active Transportation Plan (GoShasta Update) is necessary to maintain consistency with board-adopted regional planning priorities supporting active transportation including goals and strategies outlined in the 2022 Regional Transportation Plan. Local agency projects, benefiting all modes of transportation, gain a competitive advantage when competing for discretionary grant funds if they are listed in a plan updated about every five years. The GoShasta Update will build upon the original GoShasta plan to reflect local community needs, current state policy, updated guidance, and evolving best practices related to active transportation planning, design, programs, and implementation strategies.

SRTA issued a request for proposals for the GoShasta Update on December 11, 2025, with proposals due on January 22, 2026. Two proposals were received from Kittleson and Associates and Alta Planning + Design, Inc. Both proposals were determined to be responsive and responsible.

Representatives from Shasta County Public Works, Shasta County Public Health, Caltrans District 2, and the cities of Redding, Anderson, and Shasta Lake were invited to review the proposals, and participated in the evaluation and interviews. Proposals were evaluated based on criteria outlined in the request for proposals, including thoroughness at addressing the scope of work; qualifications and experience of the project team; innovative ideas; public engagement approach; ability to develop high-quality conceptual designs, visualizations, and maps; value; and the cost.

Both firms participated in interviews held on February 6, 2026, in which they were evaluated on the quality of the presentation, responses to interview questions, and consultants' adherence to interview guidelines. Based on the results of the proposal evaluation and interviews, staff recommends awarding the contract to Alta Planning + Design, Inc. This recommendation is based on several distinguishing factors, including Alta's stronger emphasis on high-quality graphics and visualization, clearer definition of planning-level conceptual designs to support implementation and future grant applications, and a more compelling approach to meaningful community-based organization involvement

ALTERNATIVES:

The board of directors may direct staff to select a different consultant or to reissue the request for proposals. Reissuing the request for proposals will delay the grant schedule and could compromise staff's ability to use the grant award available to the region before it expires.

OTHER AGENCY INVOLVEMENT:

The Technical Advisory Committee met on February 11, 2026, to review and discuss the consultant selection process. Staff from Shasta County Public Works, Shasta County Public Health, Caltrans District 2, and the cities of Redding and Anderson participated on the proposal evaluation committee. Shasta Lake was unable to participate due to an unanticipated time conflict.

FISCAL IMPACT:

The contract is funded through a Caltrans Sustainable Communities Competitive Grant and necessary local match provided by Local Transportation Funds designated for SRTA planning activities under Work Element 703.08 of SRTA's Overall Work Program. The contract budget is a not-to-exceed amount of \$293,200.



Sean Tiedgen, AICP, Executive Director

Attachments:

A: Evaluation consensus scores

B: RFP to Update the GoShasta Regional Active Transportation Plan available at:
<https://www.srta.ca.gov/bids.aspx?bidID=90>

C: Draft Technical Services Agreement with Alta Planning + Design, Inc.

Attachment A: Consensus Scores

Proposer	Proposed Budget	Proposal Consensus Score	Interview Consensus score	Ranking
Alta Planning + Design, Inc	\$ 263,609	85	47	1
Kittleson & Associates, Inc.	\$ 263,853	88	42	2

2026-05

**TECHNICAL SERVICES AGREEMENT BETWEEN
THE SHASTA REGIONAL TRANSPORTATION AGENCY AND
Alta Planning + Design, Inc. FOR PREPARATION OF The GoShasta Regional Active
Transportation Plan Update**

This Agreement is entered into between the Shasta Regional Transportation Agency ("SRTA") and Alta Planning+ Design, Inc. ("Consultant") for the purpose of The GoShasta Regional Active Transportation Plan Update.

1. RESPONSIBILITIES OF CONSULTANT

- A) Consultant shall complete the services outlined in the scope of work shown in Attachment A.
- B) As required by California Government Code Section 7550, each document or report prepared by Consultant, for or under the direction of SRTA pursuant to this Agreement, shall contain the numbers and dollar amount of the Agreement and all subcontracts under the Agreement relating to the preparation of the document or written report. If multiple documents or written reports are the subject of the agreement or subcontracts, the disclosure section may also contain a statement indicating that the total contract amount represents compensation for multiple documents or written reports. Consultant shall label the bottom of the last page of the document or report as follows: Shasta Regional Transportation Agency, Agreement number, and dollar amount. If more than one document or report is produced under this Agreement, Consultant shall add: "This [document or report] is one of [number] produced under this Agreement."

2. RESPONSIBILITIES OF SRTA

- A) SRTA shall compensate Consultant as set forth in section 3 of this Agreement and shall monitor Consultant's performance.
- B) SRTA shall review draft documents in a timely manner.
- C) SRTA will provide relevant data, in a timely manner.

3. KEY PERSONNEL

The Consultant shall retain the contract project manager as specified within this Agreement. If the project manager is revised, SRTA shall require notice within seven (7) days of the change. SRTA retains the right to terminate the contract if the project manager change is not acceptable to SRTA.

4. **COMPENSATION**

Compensation shall be based on expenses associated with the bid deliverables, per the budget shown in Attachment B. Compensation shall not exceed \$293,200 for the services described in both Attachments A and B.

5. **BILLING AND PAYMENT**

Consultant shall submit to SRTA within thirty days (30) after completion of the services described in section 1, an itemized, mailed or emailed invoice of services rendered and an accompanying progress report. Invoices should be sent to either the street address or email address provided in Section 21. Consultant may submit periodic invoices (no more than twelve per year) as work is completed during the term of this Agreement; however, not less than quarterly Consultant shall submit an invoice and progress report **within ten days following the close of the quarter**. SRTA's quarters end on the following dates:

- Q1 – September 30
- Q2 – December 31
- Q3 – March 31
- Q4 – June 30

SRTA shall make payment within 30 days of receipt of Consultant's correct and approved invoice(s). All requests for payment must include the following:

- a. Consultant's name;
- b. Invoice date and number;
- c. Reference to project name and number;
- d. Narrative of services performed in the period by task, and any agreed-upon deliverables per Attachments A and B;
- e. Percentage of project that is complete;
- f. Invoice support documentation; and
- g. Amount of the invoice.

For travel and subsistence (per diem) expenses of Consultant and its subcontractors, Consultant rates shall not exceed rates authorized to be paid rank and file State employees under current State Department of Personnel Administration (DPA) rules. If the rates invoiced by Consultant are in excess of DPA rates, SRTA will not reimburse those amounts in excess of the DPA rates.

Consultant shall agree, and shall require its subcontractors to agree, that the Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items (contractors shall refer to 2 CFR, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and/or parties shall comply with applicable regulations (i) 2 CFR part 220, "Cost Principles for Educational

Institutions (OMB Circular A-21);” and (ii) 2 CFR part 230, “Cost Principles for Non-Profit Organizations (OMB Circular A-122)).

Consultant, and its subcontractors, shall establish and maintain an accounting system conforming to Generally Accepted Accounting Principles (GAAP) to support Requests for Reimbursement which segregate and accumulate the costs of work elements by line item (i.e., direct labor, other direct costs, consultants/subcontractor, etc.) and enable the determination of incurred costs at interim points of completion, and also provide support for reimbursement payment vouchers or invoices.

For the purpose of determining compliance with Title 2, California Government Code, Chapter 6.5, Article 2, Section 8546.7, Consultant and its subcontractors shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts and/or agreements, including, but not limited to, the costs of administering those various contracts and/or agreements. All of the above referenced parties shall make such contracts and/or agreements available at their respective offices at all reasonable times during the entire period of the contract duration and for three (3) years from the date of final payment to Consultant or until audit resolution is achieved for each annual SRTA Overall Work Program Agreement, whichever is later. The State, the California State Auditor, or any duly authorized representative of the State or the United States Department of Transportation, shall each have access to any books, records, and documents that are pertinent to the fulfillment of the contracts/ and/or agreements for audits, examinations, excerpts, and transactions, and Consultant and its subcontractors shall furnish copies thereof if requested.

6. TERM OF AGREEMENT AND SCHEDULE

This Agreement shall commence on the date of SRTA board of directors, or executive director, signing and shall terminate upon completion of the services described in section 1 and Attachment A, or on June 30, 2028, whichever is earlier, unless this Agreement is terminated under the provisions of Section 8. of this Agreement. If the project scope is not complete by the termination date, the Agreement may be extended for a specific period without any change in compensation to the Consultant by a written agreement between the Consultant and the executive director. The schedule can be found in Attachment C.

7. SUBCONTRACTORS

Subcontractor contracts containing Federal and State planning funds are required to be competitively bid and awarded in accordance with Title 49, CFR, Part 18, Section 18.37 and consistent with Local Assistance Procedure Manual, Ch. 10 or successors thereto.

8. **TERMINATION OF AGREEMENT**

- A) Termination for Convenience – This Agreement may be terminated by either party for any reason and at any time by giving no less than thirty (30) days written notice of such termination to the other party and specifying the effective date thereof.
- B) Termination for Cause – If Consultant materially fails to perform duties to the satisfaction of SRTA or if Consultant fails to fulfill in a timely and professional manner obligations under this Agreement, or if Consultant violates any of the terms or provisions of this Agreement, then SRTA shall have the right to terminate this Agreement for cause effective immediately upon SRTA giving written notice thereof to Consultant.

If termination for cause is given by SRTA to Consultant and it is later determined that Consultant was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to paragraph A of this section.

- C) Immediate Termination – SRTA may terminate this Agreement immediately upon oral and/or written notice should funding cease, or be materially decreased, during the term of this Agreement.
- D) Stop Work Order – SRTA may, in order to investigate a possible deficiently-performing consultant or, in some instances protect itself and/or consultant from financial risk associated with lapsed funding, may request a stop order on all consultant work associated with this Agreement. Such stop work order will be delivered in writing to the consultant and shall be effective immediately.
- E) SRTA's right to terminate this Agreement may be exercised by the Executive Director, or his/her designee.
- F) Disposition of, Title to and Payment for Work upon Expiration or Termination –

Upon expiration of this Agreement or termination for cause or termination for the convenience of a party, all finished or unfinished documents and other materials (e.g. finished and unfinished reports, data, studies, photographs, charts, and other documents), if any, and all rights therein shall become, at the option of SRTA, the property of and shall be promptly returned to SRTA, although Consultant may retain a copy of such work for its personal records only. Unless otherwise expressly provided in this Agreement, any copyrightable or patentable work created by Consultant under this Agreement shall be deemed a "work made for hire" for purposes of copyright or patent law and only SRTA shall be entitled to claim or apply for the copyright or patent thereof.

- G) Payment Terms Upon Termination – Consultant shall only be paid for services satisfactorily completed and provided prior to the notice of termination. Consultant shall be paid for the percentage of work satisfactorily completed under the Agreement, as agreed to by the agency, to the total compensation authorized by the Agreement, less payments of compensation previously made.

9. ENTIRE AGREEMENT; AMENDMENTS

- A) This Agreement supersedes all previous agreements relating to the subject of this Agreement and constitutes the entire understanding of the parties hereto. Consultant shall be entitled to no other benefits other than those specified herein. Consultant specifically acknowledges that in entering into and executing this Agreement, Consultant relies solely upon the provisions contained in this Agreement and no others.
- B) No changes, amendments, or alterations shall be effective unless in writing and signed by both parties. However, minor amendments which do not result in a substantial or functional change to the original intent of the Agreement and do not cause an increase to the maximum amount payable under this Agreement may be agreed to in writing between Consultant and the executive director. If the proposed minor amendment alters the project schedule, a revised project schedule will be required from the Consultant for this Agreement.
- C) The headings that appear in this Agreement are for reference purposes only and shall not affect the meaning or construction of this Agreement.

10. NONASSIGNMENT OF AGREEMENT; NON-WAIVER

Inasmuch as this Agreement is intended to secure the specialized services of the Consultant, Consultant may not assign, transfer, delegate or sublet any interest herein without the prior written consent of SRTA. The waiver by SRTA of any breach of any requirement of this Agreement shall not be deemed to be a waiver of any other breach.

11. EMPLOYMENT STATUS OF CONSULTANT

Consultant shall, during the entire term of this Agreement, be construed to be an independent contractor and nothing in this Agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow SRTA to exercise discretion or control over the professional manner in which Consultant performs the services which are the subject matter of this Agreement; provided, however, that the services to be provided by Consultant shall be provided in a manner consistent with the professional standards applicable to such services. The interest of SRTA is to ensure that services shall be rendered and performed in a competent, efficient, timely and satisfactory manner. Consultant shall be fully responsible for payment of all taxes due to the State of California or the federal

government which would be withheld from compensation if Consultant were an SRTA employee. SRTA shall not be liable for deductions for any amount, for any purpose, from Consultant's compensation. Consultant shall not be eligible for coverage under SRTA workers' compensation insurance plan nor shall Consultant be eligible for any other SRTA benefit. Consultant must issue W-2 and 941 Forms for income and employment tax purposes, for all of Consultant's assigned personnel under the terms and conditions of this Agreement.

12. INDEMNIFICATION

Consultant shall defend, hold harmless, and indemnify SRTA, its elected officials, officers, employees, and agents against all claims, suits, actions, costs, expenses (including but not limited to reasonable attorney's fees of SRTA counsel and counsel retained by SRTA, expert fees, litigation costs, and investigation costs), damages, judgments, or decrees by reason of any person's or persons' injury, including death, or property (including property of SRTA) being damaged by the negligent acts, willful acts, or errors or omissions of the Consultant or any of Consultant's subcontractors, any person employed under Consultant, or under any subcontractor, or in any capacity during the progress of the work, except when the injury or loss is caused by the sole negligence or intentional wrongdoing of SRTA. Consultant shall also defend and indemnify SRTA for any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency and shall defend, indemnify and hold harmless SRTA with respect to Consultant's "independent contractor" status that would establish a liability on SRTA for failure to make social security deductions or contributions or income tax withholding payments, or any other legally mandated payment.

For professional services provided under this Agreement, Consultant shall indemnify, defend, and hold harmless SRTA, its elected officials, officers, employees, agents, and volunteers from and against any and all claims, demands, actions, losses, liabilities, damage, and costs, including reasonable attorneys' fees, to the extent caused by the performance of the professional services provided under this Agreement.

13. INSURANCE COVERAGE

- A) Consultant and any subcontractor shall obtain, from an insurance carrier authorized to transact business in the State of California, and maintain continuously during the term of this Agreement Commercial General Liability Insurance, including coverage for owned and non-owned automobiles, and other insurance necessary to protect SRTA and the public with limits of liability of not less than \$1 million combined single limit bodily injury and property damage; such insurance shall be primary as to any other insurance maintained by SRTA.
- B) Consultant and any subcontractor shall obtain and maintain continuously required Workers' Compensation and Employer's Liability Insurance to cover Consultant,

subcontractor, Consultant's partner(s), subcontractor's partner(s), Consultant's employees, and subcontractor(s) employees with an insurance carrier authorized to transact business in the State of California covering the full liability for compensation for injury to those employed by Consultant or subcontractor. Consultant hereby certifies that Consultant is aware of the provisions of section 3700 of the Labor Code which requires every employer to insure against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and Consultant will comply with such provisions before commencing the performance of the work of this Agreement.

- C) Consultant shall obtain and maintain continuously a policy of Errors and Omissions coverage with limits of liability of not less than \$1 million.
- D) Consultant shall require subcontractors to furnish satisfactory proof to them that liability and workers' compensation and other required types of insurance have been obtained and are maintained similar to that required of Consultant pursuant to this Agreement. Consultant shall not allow any contract or subcontract to continue without proper insurance in effect after notification of the lapse of requisite insurance.
- E) With regard to all insurance coverage required by this Agreement:
 - (1) Any deductible or self-insured retention exceeding \$25,000 for Consultant or subcontractor shall be disclosed to and be subject to approval by SRTA prior to the effective date of this Agreement.
 - (2) If any insurance coverage required hereunder is provided on a "claims made" rather than "occurrence" form, Consultant or subcontractor shall maintain such insurance coverage with an effective date earlier or equal to the effective date of the Agreement and continue coverage for a period of three years after the expiration of the Agreement and any extensions thereof. In lieu of maintaining post-agreement expiration coverage as specified above, Consultant or subcontractor may satisfy this provision by purchasing tail coverage for the claims-made policy. Such tail coverage shall, at a minimum, provide coverage for claims received and reported three years after the expiration date of the Agreement.
 - (3) All insurance (except workers' compensation and professional liability) shall include an endorsement or an amendment to the policy of insurance which names the *Shasta Regional Transportation Agency (SRTA), its elected officials, officers, employees, agents, and volunteers as an additional insured* and provides that coverage *shall not be reduced or canceled without 30 days written prior notice certain to SRTA*. The Additional Insured coverage shall be equal to Insurance Service Office endorsement CG 20 10 for on-going operations and CG 20 37 for completed operations.

- (4) Each insurance policy (except for workers' compensation and professional liability policies), or endorsement thereto, shall contain a "separation of insureds" clause which shall read:

"Separation of Insureds."

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Coverage Part to the first Named Insured, this insurance applies:

- a) As if each Named Insured were the only Named Insured; and
 - b) Separately to each suit insured against whom a claim is made or suit is brought."
- (5) Consultant shall provide SRTA with an endorsement or amendment to Consultant's policy of insurance as evidence of insurance protection before the effective date of this Agreement. The accountant/finance officer, or his designee, shall approve the insurance certificate. A copy of the insurance certificate will be kept in the project file.
- (6) The insurance required herein shall be in effect at all times during the term of the Agreement. In the event any insurance coverage expires at any time during the term of the Agreement, Consultant shall provide, at least twenty (20) days prior to said expiration date, a new endorsement or policy amendment evidencing insurance coverage as provided for herein for not less than the remainder of the term of the Agreement or for a period of not less than one year. In the event Consultant fails to keep in effect at all times insurance coverage as herein provided and a renewal endorsement or policy amendment is not provided within ten (10) days of the expiration of the endorsement or policy amendment in effect at inception of the Agreement, SRTA may, in addition to any other remedies it may have, terminate the Agreement upon the occurrence of such event and pay in full all contractual invoices for work completed prior to expiration of insurance.
- (7) If the endorsement or amendment does not reflect the limits of liability provided by the policy of insurance, Consultant shall provide SRTA a certificate of insurance reflecting those limits.

14. NOTICE OF CLAIM/APPLICABLE LAW/VENUE

- A) If any claim for damages is filed with Consultant or if any lawsuit is instituted concerning Consultant's performance under this Agreement and that in any way, directly or indirectly, contingently or otherwise, affects or might reasonably affect

SRTA, Consultant shall give prompt and timely notice thereof to SRTA. Notice shall be prompt and timely if given within thirty (30) days following the date of receipt of a claim or ten days following the date of service of process of a lawsuit.

- B) Any dispute between the parties, and the interpretation of this Agreement, shall be governed by the laws of the State of California. Any litigation shall be venued in Shasta County.

15. FEDERAL CERTIFICATIONS AND ASSURANCES

- A) The Consultant shall adhere to the requirements contained in SRTA's annual Certification and Assurances (FHWA and FTA "Metropolitan Transportation Planning Process Certification") submitted as part of SRTA's OWP, pursuant to 23 CFR 450.334 and 23 U.S.C. 134. This Certification shall be published annually in SRTA'S OWP. Such requirements shall apply to the Consultant to the same extent as SRTA and may include, but are not limited to:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- (2) In nonattainment and maintenance areas, section 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93.
- (3) Title VI of the Civil Rights Act of 1964 and Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794;
- (4) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- (5) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (8) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (9) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

- B) The Consultant shall additionally comply with the requirements contained in the annual FTA "Certifications and Assurances for FTA Assistance," including

"Certifications and Assurances Required of Each Applicant" and the "Lobbying Certification" in compliance with 49 U.S.C. Chapter 53; published annually in SRTA'S OWP and found online at http://www.fta.dot.gov/grants/12825_93.html. Such assurances shall apply to the Consultant to the same extent as SRTA, including but not limited to the following areas:

- (1) Authority of Applicant and its Representatives;
- (2) Standard Assurances;
- (3) Intergovernmental Review Assurance;
- (4) Nondiscrimination Assurance;
- (5) Suspension and Debarment Certification;
- (6) U.S. OMB Assurances in SF-424B and SF-424D.

16. EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION

- A) In the performance of work undertaken pursuant to this Agreement, the Consultant for itself, its assignees, and successors in interest, shall affirmatively require that its employees and subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer), age (over 40), marital status, denial of family and medical care leave, and denial of pregnancy disability leave.
- B) The Consultant shall ensure that the evaluation and treatment of its employees and applicants for employment, as well as its subcontractors, are free from such discrimination and harassment. The Consultant shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing the Government Code sections referenced above, are incorporated into this Agreement by reference and made a part hereof as set forth in full. The Consultant shall give written notice of their obligations under this clause to labor organizations with which they have collective bargaining or other labor agreements.
- C) In the event of the Consultant's noncompliance with the nondiscrimination provisions of this Agreement, SRTA shall impose such contract sanctions as it, the DOT, or other applicable funding agency may determine to be appropriate, including, but not limited to:

- (1) Withholding of payments to the Consultant under this Agreement until the Consultant complies; and/or
 - (2) Cancellation, termination or suspension of the Agreement, in whole or in part.
- D) Consultant shall permit access to all records of employment, employment advertisements, application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission or any other agency of the State of California designated by the State to investigate compliance with this section.
- E) The Consultant shall include the provisions of this Section in every agreement with its subcontractor(s). The Consultant shall take such action with respect to any such agreement as SRTA, the DOT, or other applicable funding agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.

17. COMPLIANCE WITH LAWS

- A) Consultant will observe and comply with all applicable federal, state, and local laws, ordinances, and codes which relate to the services to be provided pursuant to this Agreement.
- B) Consultant agrees to adhere to the Buy America regulations which apply to federally- assisted, typically development and/or construction activities subject to a NEPA determination, procurements exceeding certain amounts. Buy America regulations require Consultant to provide goods produced or manufactured in the US, unless the federal government has granted a waiver authorized by those regulations.

In addition to FTA's Buy America Act, which requires that the steel, iron, and manufactured goods used in an FTA-funded project are produced in the United States (49 U.S.C. § 5323(j)(1)), the Build America, Buy America Act (BABA) (Public Law 117-58, div. G § 70914(a)) now requires that construction materials used in infrastructure projects are also produced in the United States. Refer to terms and conditions in FTA's Master Agreement Section 15. The BABA requirement applies to this grant, in addition to the Buy America Act, except to the extent a waiver of either requirements may apply.

- C) When using federal funds, Consultant will, for any contract of over \$30,000, abide by lobbying disclosure requirements, per compliance with 31 U.S.C. 1352. For contracts which exceed \$100,000, Consultant shall require the following language of this subsection to be included in all subcontracts.

- (1) By signing this Agreement, Consultant certifies, to the best of its knowledge and belief, that no state or federal funds have been paid or will be paid, by or

on behalf of the Consultant, to any person for influencing or attempting to influence an officer or employee of any state or federal agency, a Member of the State Legislature or United States Congress, an officer or employee of the Legislature or Congress, or any employee of a Member of the Legislature or Congress in connection with the awarding of any state or federal contract, the making of any state or federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any state or federal contract, grant, loan, or cooperative agreement.

- (2) If any funds other than state or federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Consultant shall complete and submit Federal Standard Form-LL, "Disclosure Form to Report Lobbying," in accordance with those form instructions.
- (3) This certification is a material representation of fact, upon which reliance was placed when this Agreement was entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. and by the MFTA between SRTA and the state or, alternatively, the grant agreement with the respective funding entity. Any persons who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and more than \$100,000 for each such failure.

- D) Consultant acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Consultant certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Consultant further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Consultant to the extent the Federal Government deems appropriate.

Consultant also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Consultant, to the extent the Federal Government deems appropriate.

- E) Consultant is required to acknowledge the mandatory standards and policies related to every efficiency that are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321, et. seq.).
- F) Consultant acknowledges that it will not enter into contracts for over \$25,000 with suspended or debarred consultants (Executive Order 12549; 49 CFR part 29). This contract is a covered transaction for purposes of 49 CFR Part 29. As such, Consultant is required to verify that neither itself, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

Consultant is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, Consultant certifies as follows:

The certification in this clause is a material representation of fact relied upon by SRTA. If it is later determined that the Consultant knowingly rendered an erroneous certification, in addition to remedies available to SRTA, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. Consultant agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. Consultant further agrees to include a provision requiring such compliance in its lower tier covered transactions.

- G) Consultant will comply with appropriate Patent and Rights in Data requirements (37 C.F.R. Part 401 and 49 C.F.R. Part 18).
- H) Consultant will comply with 49 U.S.C. 40118 in accordance with the General Service Administration's regulations at 41 C.F.R. Part 301-10.
- I) Consultant, in accordance with 49 U.S.C. Section 5325(b)(3), will ensure that all federally assisted contracts and subcontracts including program management, architectural engineering, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping or related services must be performed (i.e. a consultant cannot incur and invoice the agency any unallowable, unallocable, or unreasonable costs prohibited by the Federal Acquisition Regulations (FAR) and/or the contract terms and conditions) and audited in accordance with FAR Part 31 cost principles. The consultant, its sub-consultants, and sub-recipients must accept FAR indirect cost rates for one-year applicable accounting periods established by a cognizant federal or state government agency, if those rates are not currently under dispute, and these established rates will apply for purposes of contract estimation, negotiation, administration, reporting, change order, options, and payments, not limited by administrative or de facto ceilings.

- J) Consultant shall at all times comply with all applicable Federal Transit Administration (FTA) regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between SRTA and FTA, as they may be amended or promulgated from time to time during the term of this contract. Consultant's failure to so comply shall constitute a material breach of this contract.
- K) Consultant agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.
- L) SRTA and Consultant acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to SRTA, Consultant, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.
- M) The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1E are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Consultant shall not perform any act, fail to perform any act, or refuse to comply with any SRTA requests which would cause SRTA to be in violation of the FTA terms and conditions.

18. ACCESS TO RECORDS/RETENTION

SRTA, federal, and state officials shall have, without charge, access to any books, documents, papers, and records of Consultant which are directly pertinent to the subject matter of this Agreement for the purpose of auditing or examining the activities of Consultant or SRTA. Except where longer retention is required by federal or state law, Consultant shall maintain all records for five years after SRTA makes final payment hereunder.

19. LICENSES AND PERMITS

Consultant shall possess and maintain all necessary licenses, permits, certificates, and credentials required by the laws of the United States, the State of California, County of Shasta, and all other appropriate governmental agencies, including any certification and credentials required by SRTA. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this Agreement and constitutes grounds for the termination of this Agreement by SRTA.

20. PERFORMANCE STANDARDS

Consultant shall perform the services required by this Agreement in accordance with the industry and/or professional standards applicable to Consultant's services.

21. CONFLICT OF INTEREST

Consultant, including its officers and employees, is required, prior to entering into this Agreement, to inform agency of any real or apparent organizational conflict of interest. Such organizational conflict of interest exists when the nature of the work to be performed under a contract may, without some restriction on future activities, results in an unfair competitive advantage to the Consultant, or may impact the Consultant's objectivity in performing the contract work.

22. NOTICES

A) Any notice required to be given pursuant to the terms and provisions of this Agreement shall be in writing and shall be sent first-class mail and/or email to the following addresses:

If to SRTA:	Shasta Regional Transportation Agency Attn: Sean Tiedgen, AICP, Executive Director 1255 East Street, Suite 202 Redding, CA 96001 srta@srta.ca.gov
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If to Consultant: Alta Planning + Design, Inc.
Attn: Jeffery Knowles, Principal-in-Charge
101 SW Main Street, Suite 2000
Portland, OR 97204
jefferyknowles@altago.com

B) Notice shall be deemed to be effective two days after mailing. For more expedient delivery, an email may be used for more administrative types of communication, with the provision there is record of receipt of the transmission. Any oral notice authorized by this Agreement shall be deemed to be effective immediately.

23. **CONFIDENTIALITY**

During the term of this Agreement, both parties may have access to information that is confidential or proprietary in nature. Both parties agree to preserve the confidentiality of, and to not disclose, any such information to any third party without the express written consent of the other party or as required by law. This provision shall survive the termination, expiration, or cancellation of the Agreement.

24. **SCOPE AND OWNERSHIP OF WORK**

All research data, reports, and every other work product of any kind or character arising from or relating to this Agreement shall become the property of SRTA and be delivered to SRTA upon completion of its authorized use pursuant to the Agreement. SRTA may use such work products for any purpose whatsoever. All works produced under this Agreement shall be deemed works produced by a contractor for hire, and all copyright with respect thereto shall vest in SRTA without payment of royalty or any other additional compensation.

Notwithstanding anything to the contrary contained in this Agreement, all proposals submitted in response to an RFP will become the exclusive property of the agency. At such time as the executive director recommends a proposal to the SRTA Board of Directors and such recommendation appears on the board agenda, all proposals submitted in response to the RFP shall become a matter of public record and shall be regarded as public records. **If there are any trade or proprietary secrets included by the consultant, the consultant may provide a different copy of the proposal that would be acceptable to release to the public. If an alternate document is not made available to SRTA by the consultant, then the original proposal, as submitted, will be released as requested.** Proprietary information can include secret formulas, processes, and methods used in production. It can also include a company's business and marketing plans, salary structure, customer lists, contracts, and details of its computer systems. In some cases, the special knowledge and skills that an employee has learned on the job are considered to be a company's proprietary information.

25. SEVERABILITY

If any portion of this Agreement or application thereof to any person or circumstance is declared invalid by a court of competent jurisdiction or if it is found in contravention of any federal or state statute or regulation, the remaining provisions of this Agreement, or the application thereof, shall not be invalidated thereby and shall remain in full force and effect to the extent that the provisions of this Agreement are severable.

DRAFT

IN WITNESS THEREOF, SRTA and Consultant have executed this Agreement on the day and year of the last signature set forth below. By their signatures below, each signatory represents that he/she has the authority to execute this Agreement and to bind the party on whose behalf his/her execution is made.

SHASTA REGIONAL TRANSPORTATION AGENCY

Date: _____

Sean Tiedgen, AICP, Executive Director

Alta Planning + Design, Inc.

Date: _____

By: _____
Principal/President

Tax I.D.#: _____

Approved as to form:

JOHN KENNY
Counsel, Shasta Regional Transportation Agency

Attachment A: GoShasta Scope of Work

Statement of Understanding

Alta understands that the Shasta Regional Transportation Agency (SRTA) is seeking qualified consultants to provide planning services for a comprehensive update to the 2019 GoShasta Active Transportation Plan. The Shasta Region spans the full spectrum of transportation infrastructure spanning from gravel roads to world-class infrastructure in the Sacramento River Trail and the Sundial Bridge. With abundant recreation opportunities and several foundational investments already completed (including the Loop Trail), the region is well-positioned for active transportation benefits to compound as new infrastructure comes online.

However, since the previous plan was completed, collision data and pedestrian and cyclist counts are outdated and community-identified barriers, and climate-related stressors underscore the need to refresh the region's active transportation strategy and strengthen the case for investment. That is why this plan matters.

The GoShasta Regional Active Transportation Update could simply replicate the 2018 planning process a decade later. However, to be transformational, the 2028 plan will need to go further than the 2018 plan by using it as a foundation and adding new tools that accelerate implementation. This will be possible with a broad, equity-centered community engagement campaign, insightful new analyses, and a more defined approach to the regional Trunk Line Network. Where the first plan was effective at establishing local connectivity routes and identifying projects in communities across the Shasta Region, the 2028 plan should excel at tying those projects together into a coordinated vision for strengthening corridors between jurisdictions. This plan will advance priority projects closer to implementation by providing conceptual designs.

This update will not only refresh the project list—it will elevate it by identifying the projects that strengthen regional connectivity, improve access to transit, and advance rural safety. To do that, the project team must have the capacity to engage meaningfully across the urban–rural continuum, leverage the region's bicycle and pedestrian count data and external data sources to communicate the value of active transportation, develop analyses that go beyond standard metrics, and produce conceptual designs that move priority projects closer to implementation through sound engineering and compelling visualizations. Our vision for this effort is a plan with multiple priority projects positioned for near-term implementation, and new projects identified that reinforce and expand the network over time.

Work Plan

Task 1: Project Management

Task 1.1: Kick-Off Meeting

Alta will facilitate an internal kick-off meeting with key members of the project team (Alta, Local CBO (TBD), and SRTA staff) via video conference. At this meeting, Alta will provide an overview of the project, establish communication protocols, clarify tasks, and finalize a project schedule.

Task 1.2: On-going Coordination Meetings and Project Management

Alta will hold up to 48 coordination meetings with the project team, assuming 26 one hour meetings and 22 half hour meetings (Alta, SRTA, and Local CBO staff as needed). These meetings will be at least monthly and take place by video conference and will increase in frequency as needed (weekly or bi-weekly) during project periods that require increased coordination such as walk audit and outreach planning.

TASK 1 DELIVERABLES

- Agenda, Facilitation, Meeting Summary, Action Items, and Data Request Memorandum
- Coordination Meeting Agenda, Facilitation, Action Items (up to 48 meetings)
- Alta will prepare and submit timely invoices and monthly reports.
- Monthly invoice and project summary

Task 2: Existing Conditions Assessment and Data Collection

Task 2.1: Plan Review and Data Update

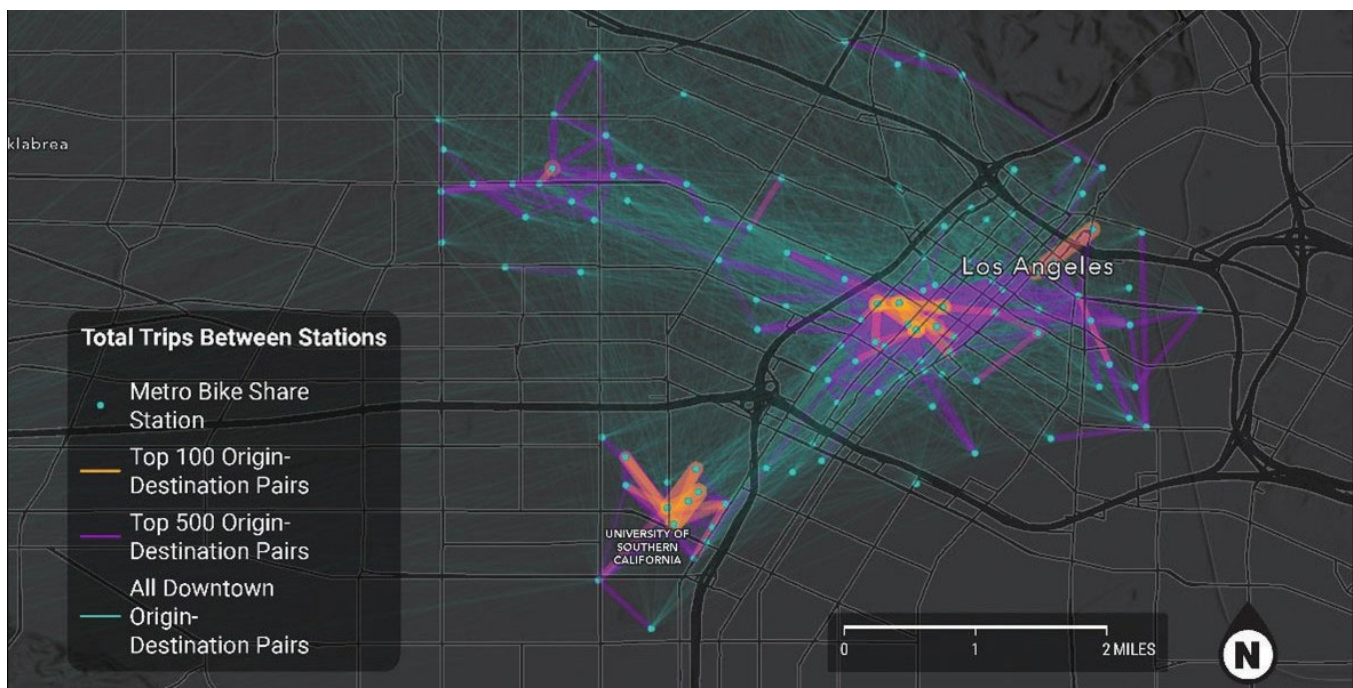
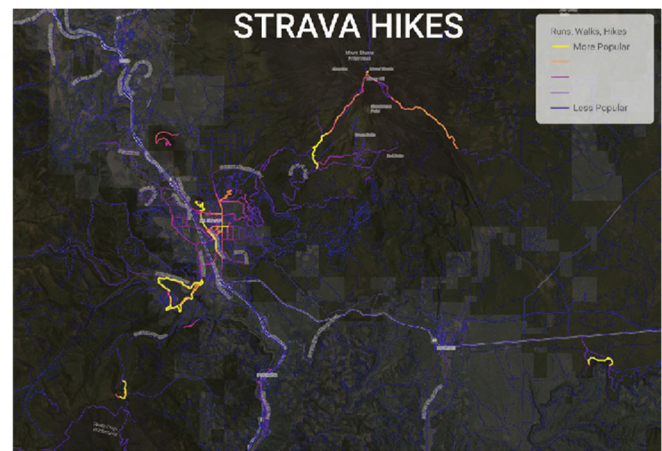
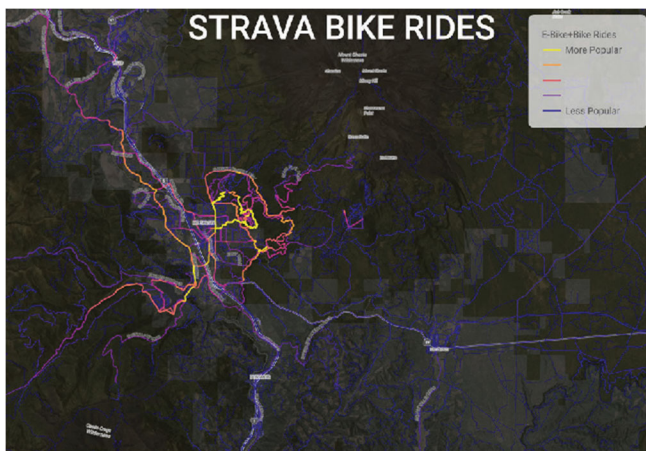
Alta will review and consolidate existing planning documents, prior GoShasta materials, jurisdiction-level plans, policies, and recent infrastructure changes. Alta will prepare jurisdiction-specific documents and GIS data requests and develop an updated GIS database to track new and upgraded bicycle, pedestrian, and transit facilities constructed or modified since the previous plan. Alta will also request and compile other relevant active transportation data if available, such as key destinations, bike parking, and land use data relating to new housing areas or other indicator relating to growth, as these will inform the trunk-line network. Alta will coordinate with RABA, local jurisdictions and partner agencies to validate findings. The result of this task will be a refreshed baseline of policies, plans, and GIS data that the rest of the project will build on.

Task 2.2: Activity Analysis

Alta will compile, analyze, and map all available count data from local sources within the past five years, including manual counts from Healthy Shasta and eco-counter data collected by Shasta Living Streets. Alta will supplement the value of these manual counts by mapping several alternative data sources for walking and biking activity with 1) modeled active trip behavior from Replica Places, a third-party data broker that uses aggregated cell phone data to estimate travel flows between origin and destinations. Alta will also map 2) Strava Metro hike and bike data for the Shasta Region provided that SRTA staff is able to apply for data access on behalf of Alta since Strava Metro is only available to public entities. Finally, Alta will analyze and map 3) trip data from Redding BikeShare if data is made available. Together, these sources will allow us to illustrate a more complete picture of non-motorized activity in the region and help make the case for additional investment.

Task 2.3: Equity Analysis

Alta will conduct a vulnerability analysis using a data-driven approach, by census tracts, which identifies concentrations of historically disadvantaged or vulnerable populations using public health and demographic indicators. Special attention will be paid to demographic groups who are likely to face mobility restrictions including populations that are older, low income, without vehicle access, and ethnic minorities. This information can help guide prioritization of facilities so that multimodal improvements can benefit those who could most benefit from additional travel options and improve access to life-enhancing services and community centers. Demographic vulnerability will be determined by resources such as CalEnviroScreen and the California Department of Public Health's Healthy Communities Data.



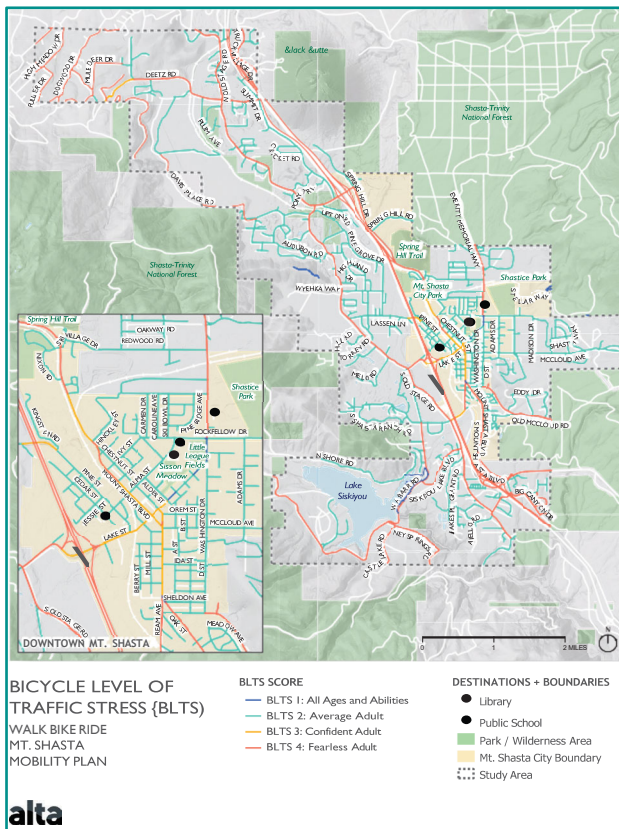
Task 2.4: Demand Analysis

Understanding where potential demand for active transportation exists is key to informing where infrastructure might be needed to enable a wider range of transportation choices. Alta will conduct a demand analysis leveraging a data-driven process which estimates the latent demand for recreation or active transportation depending on a variety of location-based features. The unit of analysis will be a disaggregated hexagonal evaluation grid across the study area or similar.

This analysis will account for built environment, distance from key destination classes (parks, grocery, entertainment, transit, parks, schools), travel model outputs, and demographic characteristics of areas that inform latent demand for active travel. The demand analysis inputs can be tailored based on client preferences and readily available data. The resulting composite demand map (heatmap) summarizes the geographic distribution of latent demand throughout a study area for bikes and pedestrians. The results of the analysis should be used to help inform and prioritize recommendations, including those for the trunk-line network.

Task 2.5: Bicycle Level of Traffic Stress Analysis

Alta will complete a level of traffic stress (LTS) analysis for the bicycle network, ranking streets from low stress (LTS 1, suitable for children) to high stress (LTS 4, suitable only to “strong and fearless” bicyclists).



The BLTS analysis for the City of Mt. Shasta helped to classify the roadway network into actionable categories that helped to inform the appropriate bicycle facility type recommendation, since the BLTS scoring criteria factors in roadway attributes such as speed, number of lanes, AADT, and more, depending on the availability of data.

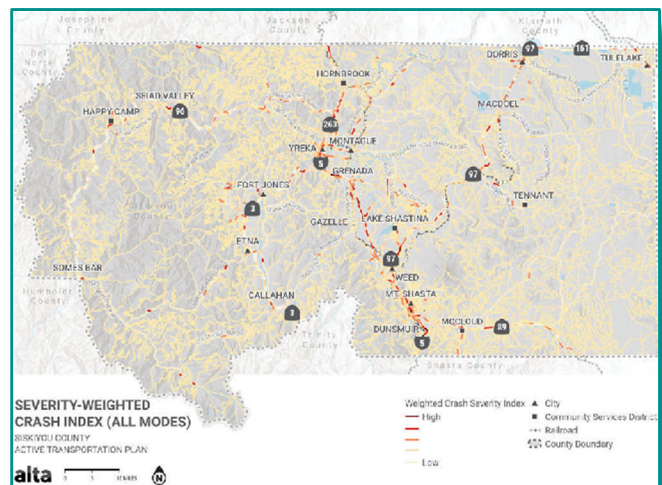
This network will be based on the preliminary LTS analysis derived from OpenStreetMap data and is intended to identify large facilities with high-speed traffic that could pose a soft barrier to bicycle activity.

These preliminary networks will be refined based on data collected from other data collection tasks and based on consultation with relevant staff and stakeholders. Our analysis will illustrate how stress barriers (e.g., challenging crossings) can create areas of disconnectivity and islands along what otherwise appear to be low-stress roadways and will be a critical prioritization input for developing the trunk-line network.

Task 2.6: Safety Analysis and High Injury Network Development

Alta will gather bicycle, pedestrian, and motor-vehicle collision data from TIMS. The datasets will be used to identify key collision trends, and to map severity-weighted densities for all, bike, and pedestrian collisions along the study corridors. High injury networks (HINs) identify streets with the largest concentration of crashes where victims are killed or severely injured (KSI). These networks often illustrate that often a small amount of improved networks can address the majority of KSI crashes.

Alta will develop a high injury network for the study area based on the risk implied from the intersection of the crash history with the street network. These networks are often developed by a staged process of developing a risk index based on the crash types and severities and their intensity. This index can be created either using a rolling window analysis or a network adjusted kernel density estimation procedure. Then, Alta will accumulate crashes to the network in the order of that index to identify a network with a significant proportion of crashes relative to the improvable length being targeted. Based on the appropriate threshold developed in coordination with stakeholder feedback, Alta will create maps of a finalized HIN.



Alta developed a severity-weighted crash index for Siskiyou County which shows the segments of the transportation network with high concentrations of crashes that result in fatal or severe injuries.

Task 2.7: Walk Audits

Alta, with the help of the selected local CBO, will hold six (6) walk audits total, which could include tribal, incorporated and unincorporated communities across the Shasta Region (Redding, Shasta Lake, Anderson, Cottonwood, Burney, and others, etc.). The walk audits will include a mapping exercise and to get firsthand knowledge of existing roadway conditions and local issues. The walk audits allow participants to explore the space with their senses, allowing them to attune themselves to both the assets and challenges of that space. It is also an opportunity to tap into the residents knowledge of the community and offer a deeper level of engagement than can be attained with virtual methods. Alta leverages walk audits to build broad-based support for the planning process and will use the opportunity to engage with Tribal governments, community-based organizations, public health partners, and disadvantaged communities.

Alta has hosted walk audits in hundreds of communities around the country, including in over 40 communities across rural Oregon as a part of the Oregon Safe Routes to School Program technical assistance, and including 10 communities (incorporated, unincorporated, tribal) across Siskiyou County as part of the Siskiyou County Active Transportation Plan. The result of these walk audits will be a validation of key destinations, infrastructure gaps and barriers, accessibility limitations, operational/safety issues, and opportunities for improved connectivity. This information will be documented in an opportunity and constraints summary and will be used to inform the summary of needs.

SISKIYOU ACTIVE TRANSPORTATION PLAN WALK AUDITS



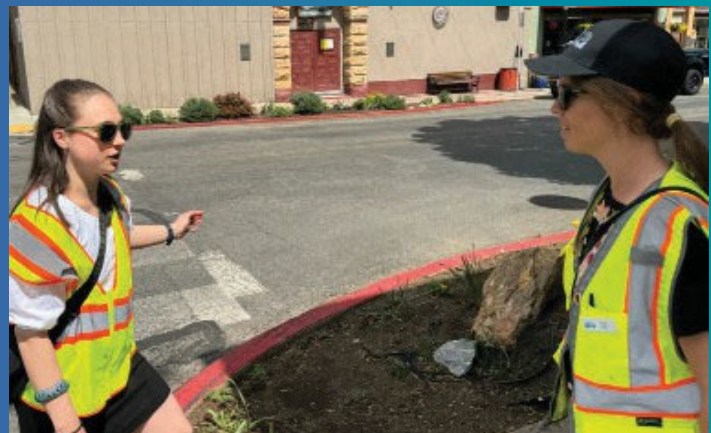
Weed, CA



Fort Jones, CA



Montague, CA



Yreka, CA

Walk audits conducted by Alta during the Siskiyou Active Transportation Plan helped document real on-the-ground conditions, identify barriers to walking, and capture community insights. These audits directly align with this project's requirements by providing detailed field observations, safety assessments, and context-sensitive recommendations that support data-driven decision-making and equitable active transportation improvements. Jan Update

Task 2.8: Existing Conditions Assessment Report

Task 2 will conclude with a draft and final Existing Conditions Assessment Report that serves as the foundation for the planning process. Findings from Tasks 2.1–2.8 will be synthesized into a robust, engagement- and data-driven understanding of regional needs and opportunities. Using the results of the analyses and walk audits, Alta will identify key gaps in the active transportation network and evaluate active transportation needs in relation to the transit system. This summary of needs will directly inform development of the project list in Task 5 by reconciling progress since the previous plan with newly identified needs.

TASK 2 DELIVERABLES

- Plan Review Summary
- Updated existing and proposed facilities GIS database and maps for pedestrian, bicycle, and transit modes (remaining project needs) with description of gaps
- Compiled polygon data layer relating to new housing areas across the region (if data is provided)
- Activity Analysis (including mapping and analysis of provided data) of:
 - » Available local manual count data and Shasta Living Streets' eco-counter data
 - » Replica Places data
 - » Strava Metro hike and bike data
 - » Redding Bikeshare
- Equity Analysis and Maps
- Demand Analysis and Maps
- Bicycle LTS Analysis and Maps
- Collision analysis, county-wide severity-weighted collision index, high injury network analyses and maps
- Walk Audit Summary and Needs Report, which will include photos and an opportunities and constraints summary
- Draft and Final (i.e., one round of review) memorandum documenting all existing conditions analyses and results, with a summary of needs

Task 3: Public Engagement and Active Transportation Safety Campaign

Task 3.1: Public Engagement Plan

Alta will develop a Public Engagement Plan that outlines the overall strategy, messaging approach, and timeline for engagement throughout the project. This plan will be prepared in close coordination with a locally rooted community-based organization with deep experience convening residents and stakeholders across the county. The local CBO will be selected near the start of the contract. The plan will define the language, tone, and outreach methods used across engagement materials (flyers, surveys, presentations, and digital content) and describe how those materials will connect to in-person and virtual engagement opportunities. Based on consultation with a local CBO's best practices and local knowledge, the plan will emphasize a longer survey window than is typical for planning efforts and will leverage trusted, existing communication channels used by the selected CBO (i.e., their established website and social media presence) rather than creating new platforms from scratch. Alta will embed online survey tools within these existing channels to increase visibility and participation. The engagement plan will also be designed around multiple touchpoints at key milestones, distributed across the year to reduce competition with seasonal events and maximize meaningful feedback from a broad and diverse set of community members.

Task 3.2: Online Survey

To facilitate participation, Alta will create an online community opinion survey that will be administered with questions to gauge the community's thoughts on existing conditions, needs, and desires. The digital survey will be distributed through SRTA's and the selected CBO's website, social media (including paid ads), local newspaper ads, radio, and other project promotion. The selected CBO will lead project promotion across the County. A paper survey will also be distributed at to reach community members without access to or knowledge of social media and the project website. All printed and digital material will be available in English and Spanish. It will also be formatted for visually and hearing-impaired participants. In addition to a new survey for this planning process, Alta will request access and summarize community input received through the Street Story website since the release of the previous plan.

Task 3.3: Transportation Safety Campaign and Other Engagement Materials

Based on consultation with a local CBO's best practices, the transportation safety campaign will not be directed at vulnerable road users but instead, focus on building support for increased mobility options and slower, safer, streets that raise the quality of life in the Shasta Region. This will include the development and promotion of materials that call for slower speeds in neighborhoods, similar to the Shasta Living Street's "Slow Streets" campaign and can also emphasize the importance of traffic calming for students walking and rolling to school. While Alta will develop all graphics and materials using our in-house creative services team, the project team will lean on relationships between the local CBO and the City of Redding's marketing team to leverage their channels and resources. The transportation safety campaign can also evolve over the course of the planning process to build support for the priority projects that arise from the classification and prioritization process in Task 5.1.

This task will also support the creation of other engagement materials. Alta will create a highly visual, engaging project content to share through the existing CBO website. We will focus on providing information the public needs and are interested in, similar to our approach to the Walk Bike Ride Mt. Shasta Mobility Plan, the Siskiyou County Active Transportation Plan, and the South Siskiyou County Sustainable Recreation Plan. The website will be used to provide the public and interested stakeholders with updated project information and contact information. The website will include project background information, schedule information, public input opportunities, documents, and contact information. Alta will also create social media posts to be distributed on Facebook and other channels from partner community groups such as the Rotary, Chambers of Commerce, and AAUW, for plan announcements and to share documents. This task also includes graphic design for these social media outlets.

Task 3.4: Pop-up Events

With direction and materials developed by Alta, the local CBO will hold up to 6 tabling pop-ups alongside existing community events to gather public input in the places where the survey and walk audits show that additional input is needed (Events could include city council meetings, farmers markets, school events, and neighborhood gatherings). For example, the pop ups can gather input early in the planning process on public priorities, and in the latter half of the planning process (after Task 5.2) to help spread safety awareness and build support for the priority projects that receive conceptual design. These pop-up events can also be facilitated as community workshops or focus groups depending on the development of the priority projects and feedback gathered during the walk audits.

Task 3.5: Community Engagement Summary Report

At the conclusion of our engagement efforts, we will compile a summary report that documents the number and type of events, number of participants, survey analysis charts, infographics, key takeaways from feedback and information about how that feedback was addressed or incorporated into the project recommendations. This report will be based on activities conducted in tasks 2.7 (walk audits), 3.2-3.4 and directly inform the engagement chapter in the final plan document.

Task 3.6: Draft Plan Open House

Alta, under the direction of SRTA and supported by the local CBO, will hold an in-person open house in Redding after the completion of Task 5 to gather public input on the draft plan and priority projects. The draft plan will also be released in digital format to gather community feedback. Alta will develop a plan for the open house, a flier and develop presentation materials, including maps, comment cards, sign-in sheets, PowerPoint, and infographics. Alta will moderate the open house activities. The local CBO will plan open house logistics and lead its promotion and recruitment. The open house will include targeted outreach to invite individuals from the following groups:

- Local active transportation advocacy groups
- Human services agencies and other government agencies
- Elderly and disabled advocacy groups
- Low-income residents
- Labor groups and community-based organizations

The open house will include childcare and an interpreter and will be formatted for visually and hearing-impaired participants.

The open house will present the draft GoShasta Active Transportation Plan to the community. This meeting is intended to give the community a chance to review the plan and discuss it with project managers and other members of the public.

TASK 3 DELIVERABLES

- Draft and Final Public Engagement Plan
- Draft and Final Survey (print and digital, English and Spanish)
- Draft and Final Online Engagement Summary Memo
- Draft and final website and social media content
- Draft and final campaign materials
- Up to 6 pop-up tabling sessions or workshops or focus groups
- Draft and Final Events Summary Memo
- Draft and Final Community Engagement Summary Memo
- One draft plan open house event

Task 4: Advisory Committee Coordination

Task 4.1: Quarterly Advisory Committee Meetings

Alta will support the formation of a regional advisory committee and additional subcommittees as needed. Alta will assist in developing meeting schedules, agendas, presentations, and supporting materials. Alta will facilitate up to 4 meetings over the course of the planning process to share status reports, gather feedback, and coordinate technical and policy discussions.

TASK 4 DELIVERABLES

- Meeting agendas, slide decks, and reading materials
- Meeting notes and summary reports
- Compiled committee feedback summary
- Documentation of participation
- Advisory committee charter

Task 5: Draft Plan Update

Task 5.1: Develop Regional Active Transportation Plan Network

Building from the project needs list (completed in Task 2 after reconciling the remaining project needs list with the newly identified project needs list), Alta will further develop the pedestrian and bicycle recommendations based on existing conditions findings, community outreach, and staff direction. The resulting project list will plan for an active transportation system designed for all ages, abilities, and needs, including school children, commuters, elderly and disabled adults, and recreational users. Similar to the previous GoShasta plan, the project list will include the project name, proposed facility type, segment endpoints, length, and other key attributes. The updated project list will also include a classification indicating whether each project contributes to the regional trunk line network. In addition, Alta will prepare a memo that outlines the trunk line network philosophy, describes how the network is intended to function, and explains why establishing an interconnected backbone of high-comfort, all-ages-and-abilities corridors are essential for improving access—particularly for underserved communities—and achieving cohesive regional connectivity.

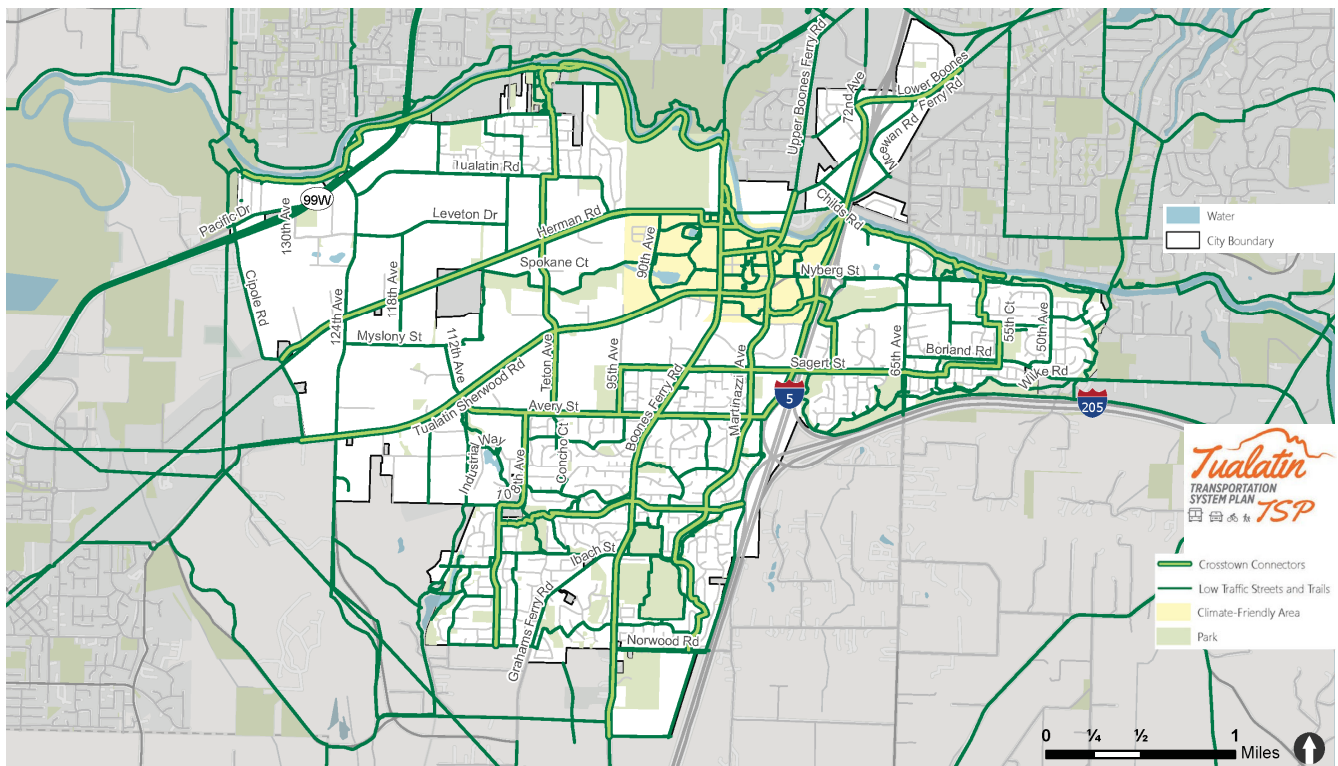


Alta is the leading firm in creating action-oriented plans with realistic, implementable recommendations.

Task 5.2: Prioritize Projects and Identify Trunk Line Priorities

Alta will provide SRTA with a clear path forward for prioritizing and implementing the key segments that will provide the greatest benefit to residents following adoption of the plan. To support this effort, Alta will review any previously used criteria with SRTA staff. Based on this review, the previous criteria—or a modified set of evaluation criteria—will be used to measure the relative importance of each recommended improvement. Alta anticipates that the resulting criteria will incorporate measures of public feedback and existing conditions metrics, as well as factors such as high-impact safety improvements; first/last-mile connections to transit; gaps limiting access to essential services and major destinations; and support for new housing areas.

Alta will work with SRTA to finalize the criteria and evaluation method, apply them to the updated project list through a spatial overlay, and ultimately select three projects to become the priority active transportation trunk line (or trunk line-connecting) projects that receive additional conceptual design support. *Optional Task 7.2 should be considered as an additional, complementary prioritization method that can identify the three most important regional trunk line project segments by quantifying the new levels of access each corridor project would unlock for the community.*



Task 5.3 Prioritize Facilities on Access and Need

Alta has made great strides leveraging bicycling comfort metrics to create insights derived from advanced network analysis. Recent innovations in encoding network representations in Python enable Alta to selectively turn bicycle facilities on or off, and model how accessibility might change if chosen trails or corridors were redesigned as comfortable facilities. This enables a flexible process to identify potential priority projects that might contribute best to the regional trunk line network, and each one can be tested in terms of its improvements to connectivity and access per mile (or dollar) of planned facility. In addition, this analysis will allow Alta to explicitly measure how low-income, or minority communities would benefit from improvements relative to the general population through the creation of stratified accessibility metrics.

After changes in access to destinations are measured, scores can be integrated into a final prioritization analysis by means of a weighted overlay analysis where different opportunities are given different weights related to their importance. In addition, the prioritization process can enable stakeholders to integrate considerations around disadvantaged community needs directly into the analysis by explicitly enabling the weighting of how improvements benefit low-income and minority communities.

Task 5.4 Access Improvement Infographics

Communicating how access to opportunity will improve because of network improvements can be a critical storytelling element for a project's success. With this in mind, Alta will develop an access improvement map and infographic that communicates how much access can improve for the typical resident.

The infographic will feature three to five destination types that can be selected from based on stakeholder engagement or client preference. The infographic will feature a heat map communicating access gains across the region of interest, as well as charts/ reports of how access to different opportunities will change for the typical resident. The analysis conducted will be limited to one set of projects, and for one set of comments post-review of the infographic. We see this deliverable as an opportunity to engage and inform the public about the opportunities that could open for them as part of a plan's implementation and complement the conceptual designs for the priority projects.

Task 5.5: Develop Conceptual Designs for Priority Projects

Alta will work with SRTA to develop priority project areas. It is anticipated that we will prepare concept plans for up to three (3) priority projects. SRTA will prioritize projects criteria based on safety, connectivity, demand, and equity.

Alta will develop the priority projects that emerge from the prioritization process in greater detail to support implementation following the plan's adoption. For each priority project, Alta will produce a project summary cut-sheet that includes one summary discussion of planning level opportunities, constraints and implementation next steps, one recommended typical cross-section, one concept plan (more below), and one ground-level photo simulation rendering depicting the vision for the project and the positive impact it will have on the surrounding community.

Alta will develop one (1) set of concept plans for up to three (3) priority projects in AutoCAD. The design may include locations for curb extensions, a pedestrian refuge island, signing and striping, high visibility crosswalks, raised crossings, enhanced infrastructure such as signals and beacons, bike facilities, and roundabouts.

The concept plan will be shown on Nearmap aerial imagery and will include existing curb lines, curb ramps, driveways, existing and proposed striping (including high-visibility crosswalk striping), red curb markings, work area limits, and dimensioning needed to properly depict the improvements. It is assumed that the County will provide existing right-of-way lines for the PSR-equivalent project requirements.

The concept design will be prepared under the supervision of a Professional Civil Engineer licensed in California and in accordance with CA MUTCD, NACTO Urban Street Design Guide, NACTO Urban Bikeway Design Guide, FHWA Separated Bike Lane Planning and Design Guide, Caltrans Highway Design Manual (including Design Information Bulletins), Caltrans Standard Plans and Specifications, and local design standards for each jurisdiction (Shasta County Development Standards; City of Redding Construction Standards; City of Anderson Construction Standards; City of Shasta Lake Construction Standards). This work does not include traffic signal design and timing modifications, topographic survey, grading and drainage design, utility design, structural analysis and design, lighting analysis and design other than identifying relocated existing streetlights, landscape and irrigation design, or geotechnical investigations, analysis, and reports.

Each priority project will include one layout plan of an intersection or corridor and a project location map. It is assumed that the plan scale will be 1"=100'. Alta will utilize a standard City Title Block for each jurisdiction, and all sheets shall be 24"x36" in size.

The Concept Plans will be submitted to the County for one round of consolidated, non-conflicting comments. Senior Alta staff will perform QA/QC for all submittals to ensure compliance with City standards.

Task 5.6: Implementation and Funding Strategy

Based on the updated project list developed as part of Task 5.1, Alta will develop planning-level cost estimates for the network improvements. Alta will use the latest unit costs used in Shasta County and nearby communities and provide a table of cost estimates by improvement type. Alta will also develop an implementation and funding strategy identifying timelines, lead agencies, and potential funding sources, and apply these findings to the updated project list. Alta will compile a description of steps necessary to implement the plan and the reporting process that will be used to keep the adopting agency and regional partners informed of the progress being made in implementing the plan, including maintenance considerations. Alta will review and identify potential funding sources for future implementation of the active transportation plan. We will summarize these funding sources as an implementation chapter in the plan or provide them as a separate memorandum, as needed.

Task 5.7: Policy and Program Recommendations

Alta will identify opportunities to improve safety through the implementation of educational programs and other supportive policies. We will outline strategies to coordinate events at schools, including Safe Routes to School educational programs and Smart Cycling skills clinics for adults, veterans, disabled, and senior citizens, and other program recommendations addressing safety, education, equity, and multimodal connectivity.

Task 5.8: Draft Plan Development

Alta will develop an attractive, reader-friendly, graphic-rich active transportation plan for SRTA. This process will bring together narrative, photos, tables, and maps produced over the course of the project. Alta will submit the fully formatted administrative draft to the agency and advisory committee for review. Alta will revise the administrative draft one time based on one round of consolidated, consistent comment sets from SRTA and the advisory committee to create the public draft. This version will be posted for review by the public, and Alta will work with the community to provide opportunities to provide feedback on the draft.

Alta will compile the comments received from the public into a matrix with a proposed disposition for each comment. Similar comments will be grouped for easier review. Alta will meet with SRTA staff to review this matrix and revise the disposition matrix.

TASK 5 DELIVERABLES

- Draft and Final Project list and Maps depicting existing, funded, and proposed projects
- Draft and Final Regional Trunk Line Network Map and description
- Draft and final prioritization methodology
- Draft and final prioritized project list
- Draft and final access quantification methodology memo with maps
- Draft and Final Access Improvement Infographics
- Identification of 3 priority trunk-line or trunk-line connecting projects for additional design work in task 5.3
- One written summary, one cross section, one plan view layout, and one photo simulation rendering for up to three (3) priority projects with one round of edits
- Draft and Final Project Cost Estimates
- Draft and Final Funding Sources and Implementation Strategy Active Transportation Plan Chapter or Memorandum
- Draft and Final Program Recommendations Active Transportation Plan Chapter or Memorandum
- Draft GoShasta Regional Active Transportation Plan Update
- Public Comment Matrix

Task 6 – Final GoShasta Plan and Board Adoption

Task 6.1: Final Plan Development

After completing the review of the public draft plan comments, Alta will develop a final draft plan for SRTA and Advisory Committee to review. Alta will make minor modifications as needed to finalize for adoption in Task 6.2.

Task 6.2: Final Plan Adoption

Alta will present the final plan to the SRTA Board of Directors for resolution approval and support local adoption processes.

TASK 6 DELIVERABLES

- ADA-accessible Final GoShasta Regional Active Transportation Plan Update with appendices
- Package of all visuals, maps, tables, conceptual designs, GIS, and data products in accessible, editable formats.
- SRTA Board of Directors Presentation
- Resolution language (if needed)

Attachment B

Project Budget

Shasta, CA GoShasta Regional ATP Update

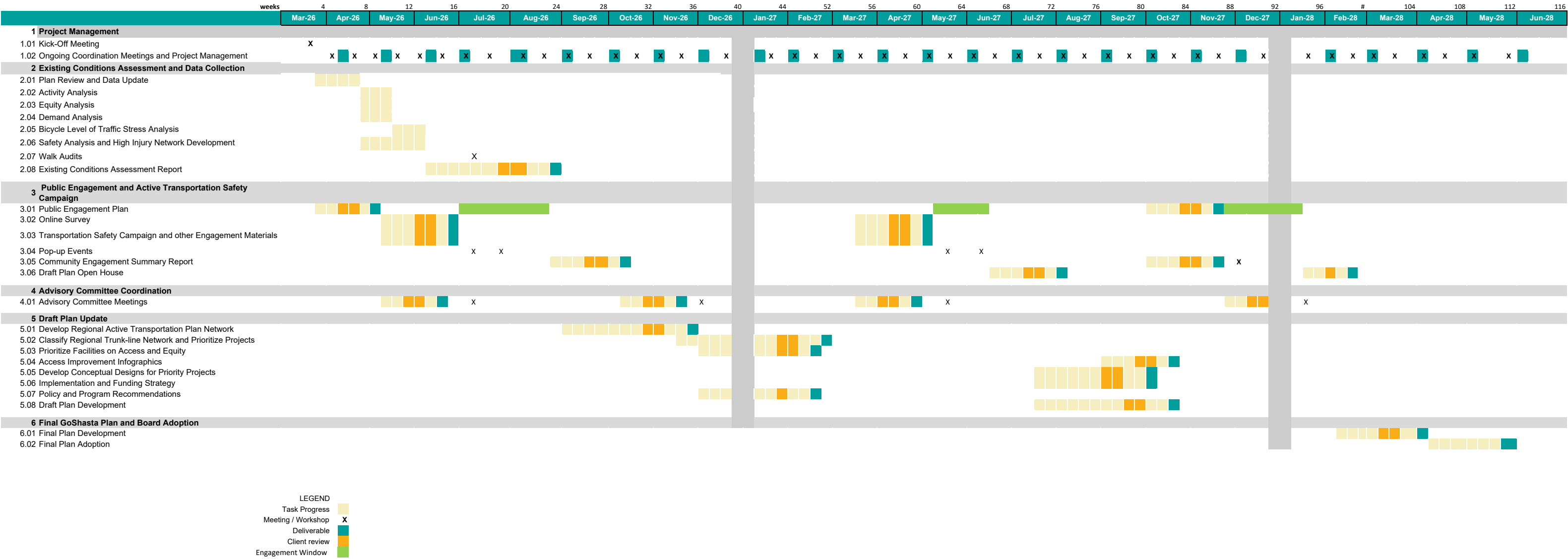
Sub Markup is included in totalSub Markup is included in total

Phase	Alta Planning + Design, Inc.																Green DOT	Local CBO	Total Task			
	Principal-in-charge	Project Manager	Assistant Project Manager	Planner	Civic Analytics	Leaviv Analytics	Support	Graphic Design	Leaviv - Sr. TDM Project Engineer	Support	andscape Design	Leaviv - Engineering Lead	Web Developer III	Project Accountant	Project Director	Alta's Hours	Alta Expenses	Alta's Sub Total	Green DOT	Local CBO	Task Hours	Task Fee
	Jeffrey Knowles	Katie Selin	Philip Longenecker	Koehl Simmons	Izzy Youngs	David Wasserman	Joseph Abad Jr	Anna Gore	Amanda Zucker	Sylvia Pasquarello	Austin Osburn	Ryan Johnson	Alexandria Sturtz	Michael Sellinger				Sub Total				
1 Project Management	5	38	29	0	0	0	0	0	0	0	0	0	20	25	117	\$	-	\$ 22,189	\$ 491	\$ 3,960	137	\$ 26,640
1.01 Kick-Off Meeting	1	4	1	0	0	0	0	0	0	0	0	0	0	1	7	\$	-	\$ 1,480	\$ 491	-	9	\$ 1,971
1.02 Ongoing Coordination Meetings and Project Management	4	34	28	0	0	0	0	0	0	0	0	0	20	24	110	\$	-	\$ 20,709	\$ -	\$ 3,960	128	\$ 24,669
2 Existing Conditions Assessment and Data Collection	8	38	98	46	136	20	0	0	0	0	0	0	4	350	\$	-	\$ 59,080	\$ -	\$ 2,640	374	\$ 61,720	
2.01 Plan Review and Data Update	1	2	8	16	0	1	0	0	0	0	0	0	0	0	28	\$	-	\$ 4,540	\$ -	\$ -	28	\$ 4,540
2.02 Activity Analysis	1	0	12	0	30	5	0	0	0	0	0	0	0	0	48	\$	-	\$ 8,100	\$ -	\$ -	48	\$ 8,100
2.03 Equity Analysis	1	0	2	20	0	1	0	0	0	0	0	0	0	0	24	\$	-	\$ 3,840	\$ -	\$ -	24	\$ 3,840
2.04 Demand Analysis	1	0	0	0	32	5	0	0	0	0	0	0	0	0	38	\$	-	\$ 6,620	\$ -	\$ -	38	\$ 6,620
2.05 Bicycle Level of Traffic Stress Analysis	1	0	0	0	24	1	0	0	0	0	0	0	0	0	26	\$	-	\$ 4,380	\$ -	\$ -	26	\$ 4,380
2.06 Safety Analysis and High Injury Network Development	1	0	20	10	50	5	0	0	0	0	0	0	0	0	86	\$	-	\$ 14,000	\$ -	\$ -	86	\$ 14,000
2.07 Walk Audits	0	32	32	0	0	0	0	0	0	0	0	0	0	0	64	\$	-	\$ 11,200	\$ -	\$ 2,640	88	\$ 13,840
2.08 Existing Conditions Assessment Report	2	4	24	0	0	2	0	0	0	0	0	0	4	36	\$	-	\$ 6,400	\$ -	\$ -	36	\$ 6,400	
3 Public Engagement and Active Transportation Safety Campaign	4	52	80	0	0	0	75	10	0	0	0	24	0	0	245	\$	8,000	\$ 50,073	\$ 10,393	\$ 19,690	368	\$ 80,155
3.01 Public Engagement Plan	1	8	8	0	0	0	0	2	0	0	0	0	0	0	19	\$	-	\$ 3,540	\$ 854	\$ 1,870	40	\$ 6,264
3.02 Online Survey	1	6	6	0	0	0	0	0	0	0	0	24	0	0	37	\$	-	\$ 6,720	\$ -	\$ 1,100	43	\$ 7,820
3.03 Transportation Safety Campaign and other Engagement Materials	1	18	28	0	0	0	40	8	0	0	0	0	0	0	95	\$	8,000	\$ 24,200	\$ 6,978	\$ 13,200	169	\$ 44,378
3.04 Pop-up Events	0	8	8	0	0	0	27	0	0	0	0	0	0	0	43	\$	-	\$ 7,033	\$ 1,707	\$ 2,200	61	\$ 10,940
3.05 Community Engagement Summary Report	1	6	22	0	0	0	0	0	0	0	0	0	0	0	29	\$	-	\$ 4,800	\$ -	\$ -	29	\$ 4,800
3.06 Draft Plan Open House	0	6	8	0	0	0	8	0	0	0	0	0	0	0	22	\$	-	\$ 3,780	\$ 854	\$ 1,320	26	\$ 5,954
4 Advisory Committee Coordination	4	16	12	0	0	0	0	0	0	0	0	0	0	1	33	\$	-	\$ 6,585	\$ -	\$ -	33	\$ 6,585
4.01 Advisory Committee Meetings	4	16	12	0	0	0	0	0	0	0	0	0	0	1	33	\$	-	\$ 6,585	\$ -	\$ -	33	\$ 6,585
5 Draft Plan Update	9	36	80	0	72	48	72	0	20	24	140	0	0	10	511	\$	-	\$ 92,671	\$ 11,136	\$ -	560	\$ 103,807
5.01 Develop Regional Active Transportation Plan Network	4	10	8	0	0	0	0	0	0	0	0	0	0	2	24	\$	-	\$ 4,860	\$ -	\$ -	24	\$ 4,860
5.02 Classify Regional Trunk-line Network and Prioritize Projects	3	6	24	0	0	0	8	0	0	0	0	0	0	2	43	\$	-	\$ 7,360	\$ -	\$ -	43	\$ 7,360
5.03 Prioritize Facilities on Access and Equity	0	0	6	0	64	40	0	0	0	0	0	0	0	1	111	\$	-	\$ 22,019	\$ -	\$ -	111	\$ 22,019
5.04 Access Improvement Infographics	0	0	6	0	8	8	24	0	0	0	0	0	0	1	47	\$	-	\$ 8,327	\$ 6,142	\$ -	71	\$ 14,469
5.05 Develop Conceptual Designs for Priority Projects	0	10	12	0	0	0	0	0	20	24	130	0	0	0	196	\$	-	\$ 34,650	\$ 4,994	\$ -	221	\$ 39,644
5.06 Implementation and Funding Strategy	0	2	0	0	0	0	0	0	0	0	10	0	0	4	16	\$	-	\$ 3,066	\$ -	\$ -	16	\$ 3,066
5.07 Policy and Program Recommendations	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	\$	-	\$ 420	\$ -	\$ -	2	\$ 420
5.08 Draft Plan Development	2	6	24	0	0	0	40	0	0	0	0	0	0	0	72	\$	-	\$ 11,970	\$ -	\$ -	72	\$ 11,970
6 Final GoShasta Plan and Board Adoption	6	10	28	0	0	0	20	0	0	0	0	0	0	4	68	\$	-	\$ 12,516	\$ -	\$ 1,760	68	\$ 14,276
6.01 Final Plan Development	4	4	12	0	0	0	12	0	0	0	0	0	0	2	34	\$	-	\$ 6,363	\$ -	\$ 880	34	\$ 7,243
6.02 Final Plan Adoption	2	6	16	0	0	0	8	0	0	0	0	0	0	2	34	\$	-	\$ 6,153	\$ -	\$ 880	34	\$ 7,033
Staff Hours	36	190	327	46	208	68	167	10	20	24	140	24	20	44	1324						1540	
Labor Total	\$ 10,980	\$ 38,740	\$ 49,950	\$ 6,900	\$ 33,856	\$ 16,896	\$ 26,003	\$ 2,200	\$ 5,040	\$ 3,780	\$ 23,520	\$ 4,320	\$ 2,556	\$ 10,373		\$ 235,114	\$ 20,018	\$ 25,500		\$ 280,632		
Project Total (Labor + Expenses + Sub Markup)	\$ 10,980	\$ 38,740	\$ 49,950	\$ 6,900	\$ 33,856	\$ 16,896	\$ 26,003	\$ 2,200	\$ 5,040	\$ 3,780	\$ 23,520	\$ 4,320	\$ 2,556	\$ 10,373		\$ 8,000	\$ 243,114	\$ 22,020	\$ 28,050		\$ 293,184	

GENERAL NOTES:
* This fee proposal is valid for 90 days from the date submitted.
* Hours and staff assignments can be adjusted by the consultant as needed to implement the tasks described during the course of the project.
* Hourly rates will be adjusted if work is continued into subsequent year(s).

Attachment C

GOSHASTA UPDATE SCHEDULE 2/18/26



Attachment D

- Inclusion of the following clause is required, verbatim, in each CPG-assisted contract:
 - The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of United States Department of Transportation-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as recipient deems appropriate.
- Inclusion of contractual language specifying prompt payment clauses are required in the foregoing provisions. These prompt payment clauses benefit all subcontractors equally.

Prompt Progress Payment to Subcontractors—A prime contractor or subcontractor shall pay to any subcontractor not later than 10-days of receipt of each progress payment, in accordance with the provision in Section 7108.5 of the California Business and Professions Code concerning prompt payment to subcontractors. The 10-day rule is applicable unless a longer period is agreed to in writing. Any delay or postponement of payment over 30-days may take place only for good cause and with the agency's prior written approval. Any violation of Section 7108.5 shall subject the violating contractor or subcontractor to the penalties, sanctions, and other remedies of that Section. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance, and/or noncompliance by a subcontractor.

- **Prompt Payment of Withheld Funds to Subcontractors**—The MPO, RTPA or local government entity shall include either (1), (2), or (3) of the following provisions in their CPG-assisted contracts to ensure prompt and full payment of retainage (withheld funds) to subcontractors in compliance with 49 CFR 26.29.
 - 1) No retainage will be held by the agency from progress payments due to the prime contractor. Prime contractors and subcontractors are prohibited from holding retainage from subcontractors. Any delay or postponement of payment may take place only for good cause and with the agency's prior written approval. Any violation of these provisions shall subject the violating contractor or subcontractor to the penalties, sanctions, and other remedies specified in Section 7108.5 of the California Business and Professions Code. This requirement shall not be construed to limit or impair any contractual,

administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance, and/or noncompliance by a subcontractor.

- 2) No retainage will be held by the agency from progress payments due the prime contractor. Any retainage kept by the prime contractor or by a subcontractor must be paid in full to the earning subcontractor in 30-days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment may take place only for good cause and with the agency's prior written approval. Any violation of these provisions shall subject the violating contractor or subcontractor to the penalties, sanctions, and remedies specified in Section 7108.5 of the California Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the contractor, deficient subcontractor performance, and/or noncompliance by a subcontractor.
- 3) The agency shall hold retainage from the prime contractor and shall make prompt and regular incremental acceptances of portions, as determined by the agency of the contract work and pay retainage to the prime contractor based on these acceptances. The prime contractor or subcontractor shall return all monies withheld in retention from all subcontractors within 30-days after receiving payment for work satisfactorily completed and accepted including incremental acceptances of portions of the contract work by the agency. Any delay or postponement of payment may take place only for good cause and with the agency's prior written approval. Any violation of these provisions shall subject the violating prime contractor to the penalties, sanctions, and other remedies specified in Section 7108.5 of the California Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the contractor or subcontractor in the event of: a dispute involving late payment or nonpayment by the contractor; deficient subcontractor performance; and/or noncompliance by a subcontractor.