Request for Proposals: Shasta Planning Data Dashboard

Solicitation Number: S-00028

Questions and Answers (second round)

1. **Is it possible to extend the submission deadline?**

   Due to the numerous requests for deadline extensions, we have revised our schedule as outlined below:

Tasks	Deadline
Release RFP	Monday, March 4, 2024
Interested Vendor Questions Due	**3:00 p.m. PDT, Monday, March 18, 2024**
SRTA Response to Vendor Questions	**No later than 5:00 p.m. PDT on Monday, March 25, 2024**
Vendor Proposals Due	**3:00 p.m. PST, Friday, April 5, 2024 (no postmarks accepted)**
Evaluation and Ranking of Proposals	April 8–12, 2024
Interviews (if necessary)	April 15–19, 2024
Contract negotiation, including budget and scope of work	April 15–19, 2024
SRTA Board of Directors Approval	April 25, 2024
Anticipated Contract Start	April 29, 2024

2. **Is there any incumbent associated with this project? If so, please disclose the name.**
   Because the question lacks clarity, we have divided our answer into two parts.
   The developers of the travel model and the land use model are as follows:
   - DKS Associates served as our consultant for the travel model, and we have a contract with Manhan Group Consultants to develop and integrate our land use model with the travel model.
   - Regarding the SRTA contact, the staff member overseeing this project is as follows:
     Mehdi Moeinaddini
     Associate Transportation Planner
     Shasta Regional Transportation Agency (SRTA)
     1255 East Street, Suite 202 Redding, CA 96001
     530-262-6202
     mmoeinaddini@srta.ca.gov

3. **Page 7, Example Projects': What is the expected number of references you want us to share?**
   There is no set minimum or maximum number. We seek a representative list (having 5 to 10 example projects appears reasonable. However, exceeding 10 projects seems excessive). It's important to note that the response to this RFP must not exceed 35 pages, excluding any attachments.

4. **Could SRTA kindly clarify the exact number of attached files needed for the response?**
   There is no set minimum or maximum number. We seek a representative proposal.

5. **Would a cover, table of contents, and page dividers count toward the 35-page limit?**
   No.

6. **Does the required transmittal letter count toward the 35-page limit?**
   Yes.

7. **Is there a size limit (e.g. 25 MB, 50 MB, etc.) on the file size your email system will accept?**
   35 MB.

8. **Page 8, second bullet point: The proposer is asked to provide a summary of their experience. This requirement seems to overlap with other submission criteria. Please clarify what exactly is expected for this section.**
   In the additional information section, it is advised that the proposers include a concise summary of their most relevant experience. This summary should exclude the detailed information required for other sections such as specific project details and team experience.

9. **Does the agency require prior working experience with this model, and/or any local presence from the consultant team?**
   Proposers need to provide a summary of their relevant experience. We'll evaluate this along with other Proposal Evaluation Criteria. While having a local team can help, it's not part of the mentioned evaluation criteria.

10. **Page 8, Cost Proposal: Since this is grant funded, are there any specific requirements for the cost proposal (rates, breakdown, etc.) that need to be observed?**
    Currently, we require a cost proposal worksheet that includes the following details: a fee schedule broken down by task, estimates for both personnel time and materials; and the overall total cost required to complete the project.

11. **Does SRTA have a preferred pricing format? If not, can firms use an Excel spreadsheet detailing milestones and the cost of each?**
    The cost format has no specific requirements other than being legible. Use of an Excel spreadsheet would meet the requirements.

12. **Could SRTA kindly clarify if firm's have to provide (Attachment B: Schedule) within the proposal response?**
    Proposers are required to submit a work plan and schedule outlining how they will complete the project scope of work, including milestones and deliverables. While an estimated project schedule is provided in Attachment B, it is essential for proposers to provide their own plan detailing the specific steps and timelines for project completion.

13. **Page 8, Cost Proposal: Since proposers have been requested to provide a 'Not-to-exceed' pricing for all activities performed within the proposed scope of work, it will be necessary for us to get a broad indication about certain key factors that will impact this pricing. In this regard, could you please provide broad indications on the following:**
    a. Number of sources from which data will have to be sourced
    b. Number of tables in data sources that will need to be modelled
    c. Volume of data coming from the various data sources
    d. Number of reports required to be generated
    At the moment, many details are unclear and need to be clarified as part of tasks 1 and 2 deliverables, which the consultant must identify. This includes determining necessary needs and priorities to identify the number of required reports, identifying relevant data sources, evaluating their quality, accuracy, and timeliness, and assessing their suitability for the integrated model. Given the importance of identifying these factors in tasks 1 and 2, we currently need a cost proposal worksheet. This worksheet should include a fee schedule for each task, estimates for personnel time and materials, and the total cost needed to complete the project.

14. **Could you elaborate on the allocation of the budget across various tasks? i.e., specific portions or percentages assigned to individual tasks?**
    According to our estimation, approximately 10% of the budget would be adequate for Task 1, approximately 55% for Task 2, 25% for Task 3, and 10% for Tasks 4 and 5. However, it is up to the proposers to determine how best to allocate the budget among these tasks.

15. **Can SRTA please clarify if the pricing counts toward the 35-page limit?**
    The proposal should include a cost summary, while additional details can be provided in attachments. These attachments will not count toward the main proposal's 35-page limit.

16. **Proposal Evaluation: Which organizations will be part of the evaluation panel?**
    The panel will be composed of a combination of staff from SRTA and other regional partners yet to be determined based on availability.

17. **Will the DBE related score be allocated on a pro rata basis which means the full score will be given if a submission includes 22.2% DBE participation level is met and for a reduced DBE participation a lower score will be given. Or is the DBE score 'zero' if the 22.2% DBE participation is not met?**
    If the proposer or any of their partners (subcontractors) in the proposal hold a DBE Certification Number, the proposer will be awarded the full score for DBE. It's important to note that 22.2% is our general DBE target for all collective contracts and is separate from the scoring for DBE. Please be aware that DBE is not a mandatory requirement. It will only be taken into consideration for scoring purposes related to DBE.

18. **Section Proposal Evaluation. Can SRTA kindly clarify if the 5 points of the DBE participation level are part of the evaluation criteria or are extra points? 1. If a firm is not certified as DBE, would it be disqualified?**
    If the proposer or any of their partners (subcontractors) in the proposal have a DBE Certification Number, the proposer will receive 5 points for DBE participation. However, it's important to note that DBE certification is not mandatory, and non-DBE companies are still eligible to participate in this project.

19. **Are all the proposed resources required on-site? Can some of the resources work remotely from a location outside of the USA, say India?**
It is unclear what the respondent means by "on-site." SRTA does not expect work to be conducted at SRTA's office, but assumes proposers have their own offices and other appropriate spaces to conduct work. It's possible some work may be conducted in-person at SRTA's office or in the region during the project. However, all work could be done at the proposer's own place of business. Not all work necessarily has to be done in the United States, however, consultants and their team should be familiar with Federal Highway Administration and State of California planning and modeling requirements for metropolitan planning organizations.

20. **Does SRTA expect the vendor to deploy any on-site resources to complete any tasks in the project or it is possible to go for completely remote resources?**
Currently, SRTA does not plan to deploy any on-site resources. However, if it aligns with the vendor's recommendations, they should be capable of doing so.

21. **Can firms utilize hybrid resource model (on-site, remote, off-shore) to accomplish the project?**
Yes.

22. **We saw there was no mention of location in the solicitation - is remote work acceptable?**
Yes.

23. **Is the utilization of subcontractors permitted by SRTA for this project?**
Yes.

24. **Is it allowed to use a subcontractor for 100% of the completion of this project?**
SRTA is unclear why this question would be asked. If a primary contractor is not doing any work, why would they submit a proposal? Subcontractors might complete 100% of certain project sub-tasks, however a consultant submitting a proposal should be doing a majority of the work and reviewing subcontractor's work for completeness.

25. **Could SRTA please clarify if is it allowed to use digital signatures and fill out proposal forms electronically? Can SRTA confirm that electronic responses via email are allowed?**
Yes.

26. **Could SRTA please clarify how many vendors will be awarded?**
Only one contract will be awarded. However, multiple vendors can collaborate and submit a single proposal.

27. **Is it required to provide the Good Standing Certificate alongside the proposal response?**
No.

28. **Is it required to provide the Certificate of Insurance (COI) alongside the proposal response?**
A COI is not required as part of a proposal submittal, only when the contracting process has begun.

29. **If we are using a subcontractor, is it required for the subcontractor to provide the COI?**
It is not required as long as we receive one from the primary.

30. **Could SRTA kindly clarify whether resumes will be included in the 35-page limit?**
    Resumes may be included as an attachment. Written proposals submitted in response to this request for proposals (RFP) shall not exceed 35 pages excluding attachments.

31. **Under section Resumes, could SRTA please clarify what they mean by "Resumes should include persons' active professional registrations and registration number, including expiration date"?**
    This refers to any official registrations or licenses that the person holds, such as certifications, memberships, or licenses related to their profession or field of expertise. Vendors need to provide this information if it is available.

32. **Under Section Project Team, could SRTA please clarify if vendors are required to provide information for key personnel and team members involved in the project, and if team members can be replaced if one becomes unavailable? Additionally, could SRTA confirm if vendors only need to provide their organizational chart to fulfill the requirement of showing the firm's approach towards staffing and management of the project?**
    Yes, vendors are required to provide information for key personnel and team members involved in the project, and team members can be replaced at the task order level if one becomes unavailable. Additionally, vendors only need to provide their organizational chart to fulfill the requirement of showing the firm's approach towards staffing and management of the project.

33. **Under section Team Experience, states "Describe staffing capability, workload, and record of meeting schedules on similar projects. Also describe ability to adapt to unexpected work. Finally, describe the feasibility of oversight, ability, and willingness to respond to SRTA requirements for this procurement". Could SRTA please confirm that this point is for the firm and not for the project team?**
    Yes, it needs to discuss staffing capabilities, workload management, adaptability to unexpected work, and willingness to adhere to SRTA requirements.

34. **Will SRTA utilize projects listed under the "Example of Project" section as references, including ongoing contracts provided by vendors and non-government-commercial projects?**
    Proposers may indicate that projects listed under "Example projects" are also their references. Proposers should make this clear in their proposal.

35. **Are there any format margins that we need to consider when writing our proposal? What is the suggested font size and type for the proposal?**
    The proposal format has no specific requirements other than being legible.

36. **In case firms are submitting confidential information in the response, is it required to provide a redacted version?**
    If a proposer believes anything in their proposal is "confidential" or "proprietary data" the proposers should provide a separate copy of their proposal with the "confidential" or "proprietary data" redacted which SRTA could then provide should a public information request be submitted for this request for proposals.

37. **If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could we replace them with equally qualified resources?**
All necessary resources, or resources of equal qualifications, must be available both at the time of contract signing and throughout the duration of the project.

38. **What are the primary goals and objectives that SRTA aims to achieve with this comprehensive data analytics dashboard?**
The goal is to provide readily accessible information on the performance of the transportation systems in the region. Please refer to "Project Background" and Tasks 1 through 3 of the scope of work.

39. **Can SRTA elaborate on the challenges or pain points experienced with the existing data processes and disaggregated approach?**
Planning efforts, Regional Transportation Plans, and local general plans are instrumental in shaping the transportation system. However, the current data processes supporting these initiatives are often scattered, disaggregated, and lack cohesion and organization. This leads to challenges in accessing essential data and performance reporting. Additionally, ensuring that partners and the public can readily track the progress of planning in implementing these plans and meeting performance metric goals requires a time-consuming and repetitive process.

40. **How many reports/dashboards does SRTA currently have? Are there any specific performance metrics or key performance indicators (KPIs) that SRTA prioritizes for tracking progress in implementing the RTP?**
At present, SRTA lacks a regional data dashboard to share this information in one location. However, like all other MPOs, SRTA is required to address a variety of federal and state performance metrics. These metrics are described in our Regional Transportation Plan, our Federal Transportation Improvement Program, and State/Regional Transportation Improvement Program.

41. **Can you provide more details about the key stakeholders involved in the project? Are there any specific individuals or groups we should prioritize for engagement?**
As stated in the scope of work, one of the consultant's responsibilities is to identify key stakeholders, which include policymakers, local government agencies (e.g., cities and counties), federal/state agencies (e.g., Caltrans, California Air Resources Board, Federal Highway Administration etc.,), tribal entities, and community members. However, SRTA will provide a primary list of the key stakeholders.

42. **Could you clarify the intended audience for the dashboard and their primary use cases?**
See response to Question #41.

43. **How does SRTA envision leveraging community feedback through the dashboard?**
This dashboard aims to make it easier for partners and the public to monitor the progress of our planning efforts and the achievement of performance goals.. Community feedback could be provided during the project by key partners and afterwards via either dashboard interactivity or by provided an email.

44. **Could you please specify the preferred methodology for designing and distributing surveys to collect feedback usability for testing sessions with representative users? Could you also elaborate on the extent and scope of the survey initiative?**
The primary objective of Task 1 is to ensure that stakeholders actively participate in shaping and evaluating the platform and dashboard. They will engage in workshops and activities such as testing sessions and surveys to provide feedback. The consultant must identify the necessary tools, including surveys if required, and determine the preferred methodology for designing and distributing surveys. These details should be incorporated into the Outreach and Public Engagement Plan as part of the Task 1 deliverables.

45. **How many total workshops are envisioned, as outlined by the agency under items 1.3, 1.4, and 1.7? And should they be in person? Could you please outline the preferred methodology for sending out personalized invitations and conducting an orientation session for stakeholders? Furthermore, would you kindly elaborate on the extent and scope of this initiative?**
The project involves implementing participatory initiatives aimed at engaging stakeholders throughout its lifecycle. This includes organizing various workshops, meetings, and activities tailored to different target groups. Specific workshops will be held for local government agencies and tribal entities to demonstrate the benefits of the proposed platform and encourage their active involvement. Follow-up workshops will be conducted towards the project's end to present the final platform version, discuss improvements based on stakeholder feedback, evaluate outcomes, and plan future steps and potential projects. The consultant must identify the necessary number of workshops and tools and determine the preferred methodologies. These details should be incorporated into the Outreach and Public Engagement Plan as part of the Task 1 deliverables.

46. **Task 1.6, Dissemination of Information: Would the consultant be responsible for the SRTA website update and hence will be given developer access to the site or is the consultant only expected to provide input which is then published by SRTA staff?**
The consultant is required to provide input, which will subsequently be disseminated by SRTA personnel. The SRTA website was provided as an example of one way to provide information in the region but is not seen as the only way. For example, a project website could be proposed and used or emails could be distributed to regional partners and interested parties.

47. **Tak 2, Data Collection: Please provide a list of existing / current data sources if available. What data is currently being collected through specific surveys such as local traffic counts or user surveys). Does SRTA hold any big data licenses?**
In Task 2.2, titled Data Source Investigation, the consultant is responsible for identifying existing / current data sources. These include identifying relevant data sources related to land use and transportation, evaluating the quality, accuracy, and timeliness of the data, and assessing the compatibility of these data sources with the integrated model. Ultimately, SRTA will decide whether to purchase the recommended data if it is deemed necessary. Currently, SRTA does not possess any licenses for big data. However, as active CUBE users, we have access to the 2019 Teralytics data. In addition, in 2019 and 2022, SRTA gathered motor vehicle travel data from 215 Highway Performance Monitoring System (HPMS) locations, as well as extra data from specific locations as required for projects. Moreover, data on bicycle and pedestrian travel were collected from up to 40 locations to aid planning efforts during those years. As a separate effort, these traffic count data collections will be repeated in 2025.

48. **What specific data sources are currently available for the integrated land use and travel model?**
You can familiarize yourself with the data used in our travel model by referring to the ShastaSIM Model Development Report. This document is available on our website via the following link: https://srta.ca.gov/174/Travel-Demand-Modeling

Our land use model is currently being developed. In addition to the data for the travel model, we are incorporating information such as zoning details, general plans, future developments, and other relevant data provided by the cities (i.e., Anderson, Redding, and Shasta Lake) and Shasta County for our land use model.

49. **Is there an anticipated requirement for substantial modifications to the existing "ShastaSim" model?**
Evaluating the existing integrated land use and travel model (ShastaSIM) entails examining how well it performs, finding significant differences between its predictions and reality, and determining where it can be made better. This could involve updating population, land use, public spaces, transit services, as well as incorporating additional features like telecommuting, Transportation Networking Companies (TNCs), micro-mobility, and so on. Following this evaluation, the consultant needs to create a plan to update and calibrate the model to make it more accurate and efficient within the available project budget.

50. **The first sentence of Task 2 says, "The primary objective is to thoroughly explore and assess our integrated land use and travel model, slated for potential readiness by mid-2024." Could a more defined timeline be provided? How will the study schedule be impacted in case the aforementioned is not achieved by mid-2024?**
We're currently working on our land use model within the CUBE Land software, aiming to have it completed by June 2024. Meanwhile, our latest version of the travel model (ShastaSIM) was adopted in December 2023 and is now ready for exploration to identify any required updates and calibration. If, for any reason, we're unable to develop the land use model as planned, we'll proceed with the travel model, although this scenario seems less likely.

51. **Task 2: Data Collection and Updating the Required Prediction Models — The subtasks do not include an activity to update the model, but the task deliverables include an updated model. Please clarify if the consultant needs to update the model or not.**
The primary objective of Task 2 is to collect data and update the models. All the subtasks are essential steps towards achieving this goal. Assessing the integrated land use and travel model involves reviewing its performance, identifying discrepancies, and pinpointing areas for improvement (e.g., updated information for population, land use, public spaces, transit utilities, and more functionality such as telecommuting, transportation networking companies (TNC), micro-mobility, …).

52. **Could SRTA kindly confirm whether it's seeking a COTS solution or a custom solution?**
Commercial Off-The-Shelf (COTS) solutions provide convenience and rapid implementation, whereas custom solutions offer personalized features and adaptability to address unique requirements. The decision between these options relies on a number of factors, including costs, maintenance upkeep, usability, necessary technical capabilities of staff, etc. SRTA will rely on

consultants to weigh these factors and make recommendations on which route SRTA should puruse and will be informed by needs identified in Tasks 1 and 2.

53. **Task 3.2, Dashboard Design: Please provide existing SRTA guidance and standards related to accessibility, data governance, QA/AC testing and data privacy / security assuming that these will need to be adopted for the project. If these documents do not exist, please advise which standards should be adopted.**
    The California Open Data Handbook is a guide to help organizations like SRTA share data with the public in an accessible and usable way. It emphasizes value, quality, standards, and governance, serving as a resource for organizations and anyone interested in enhancing online data accessibility.

54. **Task 3.3, Real Time Integration: Does SRTA currently collect any real time data or is real time data available from other agencies?**
    SRTA does not currently collect any real time data. However, some real time data may be available in RITIS. RITIS is a system that collects lots of different kinds of information about transportation, like traffic data from sensors, weather updates, and even crowd-sourced data from apps like Waze. It also keeps track of things like incidents on the road and transit alerts.

55. **How many years of data does SRTA have in various data systems, and how would it rate the quality of data for each system? Additionally, does SRTA possess an ER diagram explaining current data models/systems, and what is the expected source-wise data growth rate in terms of percentage on a yearly basis?**
    Task 2.2, "Data Source Investigation," involves the consultant identifying suitable data sources for this project based on the identified needs in Task 1. This includes evaluating data quality, accuracy, and compatibility with an integrated model. However, current SRTA's related data inventory encompasses diverse sources, including Teralytics data from 2019, motor vehicle travel data gathered from 215 HPMS locations in both 2019 and 2022, and bicycle/pedestrian travel data collected from up to 40 locations during those same years, with future plans for data collection in 2025. Additionally, SRTA has access to RITIS, a system aggregating transportation data such as traffic sensor information, weather updates, crowd-sourced data, incidents, and transit alerts. SRTA does not have an ER diagram and specific growth rates for individual data sources.

56. **How frequently does SRTA anticipate needing updates to the dashboard and its underlying data?**
    Federal performance measures 1, 2, and 3 are typically updated annually. Performance metrics related to SRTA's Regional Transportation Plan are updated every four years.

57. **Can you provide examples of the types of visualizations and metrics that stakeholders expect to see on the dashboard?**
    This task may include but is not limited to providing data, maps, figures, and reports for current and predicted housing and infill development opportunities, traffic count, pedestrian and bicycle counts, Vehicle Miles Traveled (VMT), Level of Service (LOS), risk spots for accidents, health, safety, and environmental impacts, etc.
    An example of the desired data to share can be found in this travel model output map: https://srta.maps.arcgis.com/apps/webappviewer/index.html?id=c0bd3c155dec42828cd6bbecb24933bd

The Regional Data Center operated by SLOCOG can also serve as an example of the type of data that should be shared: https://data-drive-slocog.hub.arcgis.com/

58. **What level of interactivity and customization are you expecting from the dashboard? Are there any specific features or functionalities you envision for user interaction and scenario analysis?**
The dashboard should display the results generated by the model and include features for users to input data and generate predictions or trends. Additionally, users should have the ability to interact with the dashboard by selecting regions (such as cities, counties, census block groups, or specific areas using tools like polygons or rectangles), time frames, and particular metrics of interest.

59. **Could the SRTA please confirm the utilization of dashboard/reporting tools? If affirmative, could SRTA please specify the particular solutions employed?**
Confirming the utilization of dashboard/reporting tools involves several key steps. Initially, identifying stakeholders and defining the key metrics are essential. It's crucial to review the design of the dashboards/reports, ensuring they are user-friendly and present relevant information. Providing adequate user training and ongoing support is vital for effective utilization. Monitoring usage data, gathering feedback, and assessing the impact of the tools on decision-making are also integral parts of the process. Addressing any barriers to utilization and communicating results to stakeholders help drive adoption. Finally, iterating and improving the tools based on feedback and usage data ensure their ongoing relevance and effectiveness in the organization.

60. **Task Deliverables for Task 2 and Task 3: Are you looking for a cloud-based or on-premise solution? Kindly mention if you have a preference for any technology/tool (E.g. Microsoft/Oracle/Google/AWS/SnowFlake).**
The proposed dashboard is a way to monitor our regional data and see all the most important metrics at a glance. The visualizations on this dashboard can come from underlying models or underlying reports. This dashboard combines on-premises and cloud data, providing a consolidated view of data. In the process of creating the dashboard, the consultant needs to carefully explore all available platforms and tools to find the best fit for SRTA's needs.

61. **Does SRTA have a presence in cloud technologies?**
No.

62. **Does SRTA use any Project Management, Version controlling tool such as Azure DevOps, JIRA, etc.?**
No.

63. **Is there any preference for development framework such as Agile/Scrum?**
No, both Agile and Scrum emphasize collaboration, continuous improvement, and customer satisfaction, making them effective methodologies for managing complex software development projects.

64. **How many environments does SRTA have in the present technology stack?**
In a typical technology stack, there are three primary environments: development, staging, and production. The development environment is where code is written and tested, usually locally or on a shared development server. Staging serves as a testing ground to simulate the production

environment before changes are deployed. Production is the live environment accessed by end-users. However, the specifics of these environments are not determined by SRTA. Instead, it falls upon the responsibility of consultants to suggest suitable environments based on project requirements and best practices, ensuring optimal development, testing, and deployment processes.

65. **Task 3, Subtask 3.8 Deployment — Does the client have a means of hosting the dashboard? Or is the consultant responsible for hosting? If so: What is the time frame over which the dashboard is expected to be hosted? What technology will the client use for hosting?**
SRTA is open to consultant recommendations for various options, such as establishing its own server, utilizing cloud services like Amazon Web Services (AWS), Microsoft Azure, or Google Cloud Platform (GCP), or employing platforms like Heroku or DigitalOcean. These recommendations will be assessed by the consultant based on criteria such as ease of use, security, and alignment with SRTA's requirements.

66. **Task 3, Task Deliverables: Is the 'toolkit' that is mentioned a separate product from the 'dashboard'? Or should the toolkit be part of the dashboard?**
The toolkit will be part of the dashboard.

67. **Task 3.7, Training - User Support: It is assumed that the user support system will need to be managed and maintained by SRTA staff since this will need to continue beyond the contract. Please confirm.**
According to our schedule, we anticipate completing the draft version of the dashboard by the end of the fiscal year 2024-2025. The consultant will then have enough time during the following fiscal year, 2025-2026, to establish and finalize the user support system and provide training to the SRTA staff to manage the system beyond that.

68. **Task 3.7, Training - Refreshers: It is assumed that the refresher session will need to be managed by SRTA staff since this will need to happen beyond the contract. Please confirm.**
According to our schedule, we anticipate completing the draft version of the dashboard by the end of the fiscal year 2024-2025. The consultant will then have enough time during the following fiscal year, 2025-2026, to offer refresher training sessions if needed to keep users updated on any changes, or new features and provide training to the SRTA staff to manage it beyond that.

69. **Task 3.7, Training - Feedback Incorporation: It is assumed that the feedback would be incorporated into future updates of the dashboard outside this contract. Please confirm.**
According to our schedule, we anticipate completing the draft version of the dashboard by the end of the fiscal year 2024-2025. The consultant will then have enough time during the following fiscal year, 2025-2026, to use feedback from users during training sessions to make improvements to both the dashboard and the training materials.

70. **Who are the members of the Project Advisory Committee (PAC), and what roles do they play in advising on the dashboard development?**
The PAC will comprise transportation engineering and transportation and land use planning professionals in Shasta County. Members may include representatives from SRTA staff, city development and public works directors from Anderson, Redding, and Shasta Lake, Shasta County resource management and public works directors, the Shasta County Air Quality Management District, and Caltrans District 2 officials. The responsibilities of PAC may include reviewing,

advising, and making recommendations regarding the dashboard development and enhancements, ensuring regional consistency in the dashboard development, assisting SRTA in reviewing compliance with current federal and state regulations and reviewing and recommending solutions for any errors or issues identified within the dashboard.

71. **Task 4: Advisory Committee Meetings — Is there a minimum number of PAC meetings? Would these meetings happen in-person or virtually?**
    There is no specific minimum or maximum number of meetings required. The ideal number will be determined collaboratively by the consultant and SRTA during the project. The format of the meetings is flexible and can be conducted in person, virtually, or through a hybrid approach.

72. **Task 5: Board Review/Approval — Is there a minimum number of TAC and board of directors' meetings? Would these meetings happen in-person or virtually?**
    According to the schedule, we expect to have three presentations for the TAC and board members. These presentations will tentatively include an update in February 2025, a draft presentation in December 2025, and the final product presentation in April 2026. Our TAC and board meetings are hybrid, allowing participation either virtually or in person.