

Dear **///Consultant///**:

This email serves as a reminder to please prepare for an interview if your firm/consultant team intends to submit a proposal for the Shasta Regional Transportation Agency's Low Stress Shasta project. If your firm/consultant team submits a proposal by the December 4, 2023 deadline, please expect a Zoom invite to follow the receipt of your proposal. All interviews will be held via Zoom and take place on Friday, December 8, 2023. Please keep this day reserved. We will not know the time of your interview until we have received all the proposals. Each interview will be up to 20 minutes long, and presentations should be prepared to meet the following format:

- Up to 5 minutes for introductions
- Up to 10 minutes for your presentation (see notes on presentation below)
- Up to 5 minutes for questions and answers

Preparation of Interview Presentation

Please consider the interview criteria from the RFP (in the table below) when crafting your presentation in response to the following questions:

1. Which tools/strategies do you recommend employing to meaningfully engage underserved, disadvantaged, sometimes indigenous, populations in small urban/rural communities?
2. Other agencies are also hiring consultants to help develop active transportation projects for grant applications. In spite of best laid plans, there is always a "crunch mode" before grant deadlines. How will SRTA and its partners know that your firm will have enough staff and the right staff to manage our needs for this large, complex project, and not sacrifice those needs, as the application deadline(s) near for multiple clients?
3. What are the best ways active transportation projects can increase ridership and be competitive in grant programs?
4. Walk us through how your team anticipates troubleshooting design issues that may pop-up.
5. Share with us some work samples (drawings, exhibits, and maps) that you think were particularly effective, given what you now know works well from recent ATP Cycles. The samples need not be from your firm, nor from the same project, but we ask you to share with us why these samples were so effective and how your team can match or exceed this quality. In your response, please carefully consider how the work will speak to different evaluators who have different professional backgrounds.

Criteria	Maximum Possible Points
Quality of consultant's presentation (content and visuals)	20
Quality of responses to interview questions	20
Qualifications and experience of the consultant team for work on ATP and similarly competitive active transportation funding programs.	10
Total	50

All questions and administrative matters should be communicated through srta@srta.ca.gov.

Sincerely,