

REQUEST FOR PROPOSALS

Legal Services

SRTA Solicitation Number: S-00045

Issued:	April 28, 2026
Contract Capacity:	Estimated budget of \$130,000
Performance Period:	Five years; July 1, 2026, through June 30, 2031.
Payment Method:	Time and Materials
Submissions Due:	3:00 p.m. PDT on May 22, 2026.
Contact Person:	Kelli Irving, Accounting Clerk

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

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



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Procurement Summary

The Shasta Regional Transportation Agency (SRTA) is the federally designated metropolitan planning organization (MPO) and state designated regional transportation planning agency (e.g., local transportation commission) (RTPA) for all of Shasta County. SRTA is a legally separate, independent special district serving our member agencies, which are represented by a board of directors made up of the cities of Anderson, Redding, and Shasta Lake, the county of Shasta, and a transit representative from the Redding Area Bus Authority (RABA). More information can be found on our website: <https://www.srta.ca.gov/27/About-Us>

SRTA seeks proposals from qualified legal firms to provide on-call legal services. This includes: advising and representing SRTA as the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Agency (RTPA), as well as matters related to the Landlord-Tenant relationship and Human Resources. Proposals submitted may be for all three of these services or for just one or two of these services.

This project is funded by multiple federal and state grants through the agency's indirect cost allocation plan and budgeted in SRTA's Overall Work Program. The estimated contract award budget for all three services is \$130,000 over five years, however, SRTA's primary objective is to find a legal firm or firms with competitive rates combined with relevant and desired amount of qualifications and experience. This procurement is not subject to prevailing wage. The initial contract is for five years until June 30, 2031, with options for two one-year contract extensions (see RFP details below).

About the Shasta Regional Transportation Agency (SRTA)

2026 SRTA Board of Directors

Board Member	Affiliation
Greg Watkins	City of Shasta Lake
Mike Gallagher	City of Anderson
Tenessa Audette, <i>Vice Chair</i>	City of Redding
Kevin Crye, <i>Chair</i>	Shasta County, District 1
Chris Kelstrom	Shasta County, District 5
Corey Harmon	Shasta County, District 3
Erin Resner	Redding Area Bus Authority

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

About the Shasta Region

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

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

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

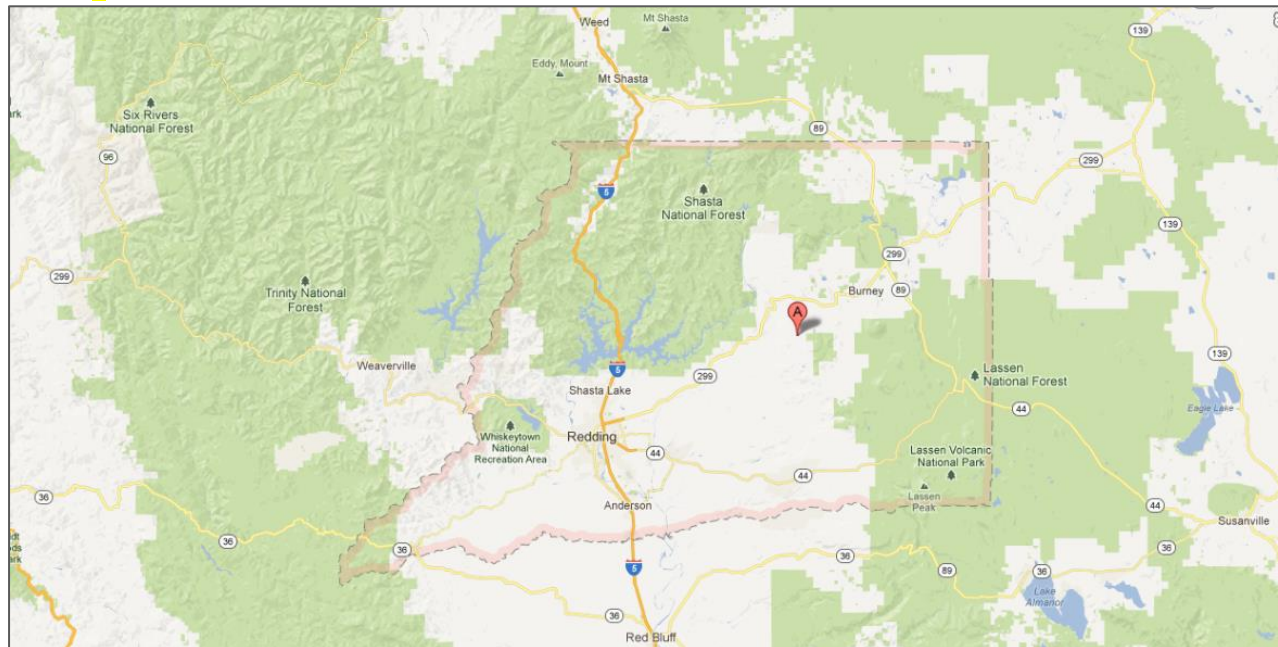
Agency Partners

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

Geographic elevations range from 425 feet on the valley floor to over 10,000 feet in Lassen Volcanic National Park. The region is surrounded by mountains to the west, north, and east. The Sacramento River flows through the center of the county and down the Sacramento Valley to the south. These attributes have contributed to the region's establishment as a center for recreation and tourism.

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

Figure 1 – General Map of the Shasta Region



Project Background

The Shasta Regional Transportation Agency (SRTA), studies the region's transportation needs, prepares transportation-related plans and programs and administers various transportation federal and state funding programs and grants. Legal counsel is required in three areas of operation, and SRTA will accept proposals for one or more of the areas, as prospective proposers are qualified to provide. The three areas are:

1. General Agency Operations:
 - a. Assist with reviewing and approving agreements, contracts and policies as well as providing support and answering questions as they arise. This includes contracts with consultants hired to assist with projects as well as federal, state, and local agencies, including but not limited to: California Department of Transportation (Caltrans), California Air Resources Board (CARB), Strategic Growth Counsel (SGC), California Transportation Commission (CTC), California Department of Housing and Community Development (HCD), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), other MPO and RTPA, cities, and counties, and non-profit organizations.

- b. Provide counsel to the board of directors, applicable committees, and staff regarding compliance with California's Ralph M. Brown Act and any other applicable federal or state laws.
 - c. Provide assistance to staff, as needed, in administration of public works contracts.
 - d. Legal counsel will also need to attend SRTA board of directors' meetings at SRTA's office in Redding, CA, approximately six times per year. You can see our current meeting schedule for the next year here:
https://www.srta.ca.gov/DocumentCenter/View/10224/7-2_Meeting_Schedule
- 2. Human Resources Compliance:
 - a. Provide support for Human Resources, primarily to assist with reviewing and updating an employee handbook annually to stay in compliance with federal and state employment laws.
 - b. Periodic review of employment agreement between the SRTA Board of Directors and the Executive Director.
 - c. Other services related to labor and employment law may be periodically necessary. Legal counsel may need to periodically work with SRTA's Human Resources consultant.
- 3. Landlord/Tenant:
 - a. SRTA owns the building at 1255 East St. Redding, CA and has two additional tenants that occupy the building. Legal support and assistance with matters that may arise in relation to these leases may be needed on occasion. Current lease agreements will terminate in August of 2026 and March 2031 and SRTA will need to renegotiate the terms with either an amendment or a new lease.
 - b. Additional tenants in the building include:
 - i. Suite 100 – Mt. View Physical Therapy
 - ii. Suite 201 – Sierra-Sacramento Valley EMA Agency

About Your Proposal

Project Scope of Work

SRTA is seeking a qualified legal firm, or firms, to provide legal counsel services. Firms must demonstrate a minimum of five years of experience representing Public Agencies, particularly local jurisdictions, special districts, and/or regional planning agencies in California, and be familiar with applicable federal and state law, including the Brown Act and government contracting. SRTA also has a need for Human Resources legal support as well as landlord legal support.

A proposal may be submitted for all SRTA's legal needs: General Agency Operations; Human Resources Compliance; and Landlord/Tenant Matters. Additionally, prospective counsel may submit for only one or two of these services in which they meet the qualifications. SRTA will consider contracting with more than one attorney if needed to meet all of the agency's legal needs, but SRTA's preference will be to hire one legal firm or team to handle all agency needs. **SRTA does not anticipate litigation services under this contract. If litigation arises, SRTA reserves the right to procure separate legal services.**

1. General Agency Operations:

Task 1: Contract Initiation and Management

A kick-off meeting with SRTA's Executive Director and the selected legal counsel will be held at the beginning of the contract to establish and agree upon the communication protocols, roles, responsibilities and expectations. SRTA staff will explain the needs of the agency and invoicing procedures.

Task 2: Review, Draft, Revise and Approve Agreements, Contracts and Policies.

SRTA works with various consultants and agencies to carry out the transportation needs, operations, and plans of the Shasta region and thus enters into agreements and contracts which require review and approval by legal counsel. New agency policies, updates or other written material related to SRTA operations will also require legal review, approval, drafting, or revision.

Task 3: Attend SRTA Board of Directors' Meetings.

Approximately six times per year, SRTA holds a board of directors' meeting to have proposed transportation plans, or other matters presented to the board for informational purposes or to request approval to proceed. During these meetings, SRTA legal counsel must be available to be present in person to potentially address and advise on matters as they arise and to provide direction to the board of directors to avoid any conflicts with existing laws.

Task 4: Respond to Circumstances and Questions.

The Executive Director or other SRTA staff members may need to contact legal counsel regarding SRTA's operations, for legal advice or questions through various communication such as email or telephone as they arise. Legal counsel should be able to respond either by phone or email within the same day or 24 hours on urgent matters, 48 hours on routine inquiries and within 3-5 business days on complex/non-urgent requests, so as to not to hinder or delay SRTA operations.

Task 5: Act as Legal Counsel to SRTA

If needed, legal counsel will provide legal representation to SRTA, its officers and employees, including, appearing in court, preparing and filing needed documents and providing copies to SRTA. This includes assisting the Executive Director with settlement evaluations and negotiations.

2. Human Resources Compliance:

Task 6: Review, Update, and Approve SRTA Employee Handbook and Respond to Employment Related Matters.

SRTA has an employee handbook that needs to be reviewed and approved by legal counsel annually, to comply with any updated laws. This may include drafting and revising as needed. See current handbook (page 439) of SRTA's Policies & Procedures Manual: <https://www.srta.ca.gov/DocumentCenter/View/5077/SRTA-Policies--Procedures---Amended-2-26-26?bidId=>

Legal counsel may also need to respond to, assist and advise with matters regarding employment, which may include review and drafting or editing documents. Below are some example matters that may arise:

- Employment health benefits
- Employee/Employer CalPERS benefits
- CalPERS contracts
- Personnel procedures
- Administrative procedures
- OSHA compliance
- Equal opportunity practices (At-Will employment)

SRTA's employees are not part of any union contract or collective bargaining agreement. All matters related to employee wages, hours, benefits, safety conditions, etc., are handled under SRTA's Human Resources Policies and Procedures handbook and are regularly reviewed by the Executive Director and SRTA Board of Directors as needed. The Executive Director does have an employment agreement with the SRTA Board of Directors.

3. Landlord-Tenant:

Task 7: Review, Revise, Draft, and Approve documents regarding Landlord-Tenant Agreements as well as Respond, Assist and Advise on Landlord-Tenant Matters.

SRTA has two tenants that occupy the building at 1255 East St. Redding, CA and may need legal assistance with reviewing, re-vising or drafting documents in relation to the agreements between SRTA and tenant. SRTA may also need to contact legal counsel for questions, advice or for other assistance regarding the landlord-tenant relationship via email, telephone or other communication means.

At a minimum, submitted proposals should address the tasks highlighted above that correspond to the services legal counsel is submitting a proposal for. SRTA welcomes additional suggestions and innovative approaches to help achieve project goals.

Project Schedule/Timeline

The initial contract duration is five years and is expected to begin on or around July 1, 2026, with the end of contract occurring on June 30, 2031. There will be an option to extend the agreement annually for two years, which would extend the contract to June 30, 2033, if those options are exercised by SRTA.

SRTA estimates approximately 70 hours per year of legal services, based on the current contract's average annually billed hours, however the number of hours needed could differ depending on need. The majority of hours billed are unscheduled as most hours are "as needed" to address SRTA operational needs with few known events such as board meetings, tenant lease agreements, etc. Board meetings typically occur on the fourth Thursday of the month for the months of February, April, June, October, and December. However, even-numbered years include a scheduled board meeting in September. Meeting times may vary though typically they range from 1.5 to 3 hours long.

Proposal Contents

Written proposals submitted in response to this RFP shall not exceed 35 pages (excluding attachments). Proposals should be clearly labeled regarding which services the firm intends to provide. SRTA is open to contracting with multiple firms if needed to secure services for all three needs.

At a minimum, the following information should be included and clearly labeled as follows:

Introduction

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

Proposal and Work Plan

- Statement of understanding of the scope of work that illustrates the legal firm's familiarity with SRTA's legal needs, goals and expectations as well as a discussion of a technical approach and management approach.

- Work plan and schedule to complete the project scope of work identifying the availability of the attorney, ability to respond to emergency situations and ability to attend SRTA board meetings.

Project Team

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

Resumes

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

Team Experience

- This segment should highlight or expand upon project experience. Elaborate on the proposed team's previous work as a team with other key staff and proposers listed.
- Describe staffing capability, workload, and record of meeting schedules on similar projects. Also describe ability to adapt to unexpected work, and describe the feasibility of oversight, ability, and willingness to respond to SRTA requirements for this procurement. Finally, prospective legal counsel should provide 2-3 examples of proactive risk mitigation.
- Demonstrate experience with (in order of priority): 1) MPO/RTPA clients; 2) other municipal or regional agency clients; 3) other non-governmental client experience.
- Describe the teams, tools, resources, approach and strategy for successfully managing the needs of past or current clients similar to SRTA's legal needs and the ability and availability of prospective legal counsel to meet those needs.
- Proposer should provide a summary of experience with meeting and complying with local, state and federal legislation and requirements for clients.
- Proposer should explain why their team should be selected and include any other information they feel is relevant.

Example Projects

- A representative list of at least three client references from within the last five years including:
 - Client name
 - Type of legal services rendered
 - Dates of service
 - Client contact information
- Proposers should also provide a statement indicating there is no past or current client conflicts of interest by legal counsel in representing SRTA. Proposers shall also provide disclosure of representation of member agencies, representation of tenants, and will have an ongoing duty to disclose conflicts during contract.

Cost Proposal

- The proposal shall be a firm offer for a minimum of 90 days and contain a statement to that effect. The proposal shall contain a statement that all activities performed within the proposed scope of work will be performed at a not-to-exceed price.
- Cost proposal worksheet, including: rates per hour (by personnel) and any other fees that may be included, as well as any anticipated changes in cost over the term of the contract.
- The cost proposal shall be fully inclusive of all services, overhead, and direct expenses, including the possibility of travel, how the attorney anticipates covering the cost, whether attorney or SRTA is responsible, or other anticipated costs in relation to it.

Addenda and Questions About This RFP

Interested applicants must subscribe to SRTA's bid posting webpage at <http://www.srta.ca.gov/bids.aspx> so that they are notified of any addenda to the RFP or responses to questions received. All questions regarding this RFP will be responded to collectively and made available for all interested applicants via the bid posting webpage on SRTA's website.

Questions may be submitted via email to srta@srta.ca.gov to be addressed by SRTA staff. All responses to questions will be posted on the [SRTA website](#) no later than May 13, 2026.

Procurement Schedule

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

Table 1 – Procurement Schedule

Tasks	Deadline
Release RFP	April 28, 2026
Interested Vendor Questions Due	5:00 p.m. May 8, 2026
SRTA Response to Vendor Questions	No later than May 13, 2026
Vendor Proposals Due	3:00 p.m. PDT May 22, 2026 (no postmarks accepted)
Evaluation and Ranking of Proposals	May 25 - June 2, 2026
Interviews (if necessary)	May 28 - June 2, 2026
Legal Firm-SRTA contract negotiation, including budget and scope of work	June 3-17, 2026
SRTA Board of Directors Approval	June 24, 2026
Anticipated Contract Start	July 1, 2026

Proposal Submittal

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

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

Proposal submittals must be received at the SRTA office before 3:00 p.m. PDT on May 22, 2026.

No proposals will be accepted after this time. **Postmarks are not acceptable.** Proposal receipt will be acknowledged by email.

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

Proposal Evaluation

A panel will be formed to evaluate the proposals via consensus scoring and make a recommendation in consultation with the executive director, which will then go to the SRTA Board of Directors for approval. The proposal evaluation will be based on the scoring criteria presented in Table 2, with extra points added if proposer is able to submit for more than one of SRTA's legal service needs.

Table 2 – Proposal Scoring Criteria

Criteria	Maximum Possible Points
Thoroughness of proposal at addressing the project's scope of work and the project's overarching objectives.	25
Qualifications and similar experience of the firm and project team, including sub-consultants.	25
Cost and value of services to be provided.	20
Overall organization, value, appeal and thoroughness of proposal.	15
Ability of proposer to provide more than one service. (5 points for each service) RTPA, HR, and Landlord-Tenant.	15
Total	100

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

Table 3 – Interview Scoring Criteria (if conducted)

Criteria	Maximum Possible Points
Quality of legal firm’s presentation (content and visuals)	20
Quality of responses to interview questions	20
Qualifications and experience of the legal firm’s team	20
Total	60

Contract Amount and Award

The anticipated start date for the initial contract is July 1, 2026, with a June 30, 2031, contract expiration. Legal firm selection will be based on the average scores of the evaluation committee based on the criteria listed above. The total amount budgeted for this effort for all three services is \$130,000 for five years.

Barring any delays (e.g., the need for a budget amendment, extension of the RFP response date, etc.), the SRTA Executive Director will schedule the proposed technical services agreement for consideration by the SRTA Board of Directors on June 24, 2026. The agreement is not in force until approved by the SRTA Board of Directors and written authorization to proceed is provided to the selected legal firm.

Options

SRTA intends to contract for an initial term of five years but reserves the option to extend the contract annually for up to an additional two years beyond the initial five-year period, provided there is no change to the maximum contracted compensation. Such extensions would not be automatic and would be entered into writing by both parties before becoming effective.

Additional Information and Terms

Standard Services Agreement

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

Protest Procedure

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

Debriefing

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

Public Records Act

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

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

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

Modification or Withdrawal of Proposal

Any proposal received prior to the deadline may be withdrawn or modified either personally, through e-mail, or by written request of the consultant. To be considered, the modification must be received in writing (email acceptable) prior to the deadline. Proposals may be withdrawn following the proposal deadline for good cause; please consult with the RFP contact person to discuss this.

RFP Addendum or Addenda

Any changes to the RFP will be made by written addenda issued by SRTA and shall be considered part of the RFP. The RFP deadline may be extended dependent upon the nature of the changes issued. Upon issuance, such addenda shall be incorporated into the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation. Any addenda will be posted on-line only. It will be the consultant’s responsibility to assure that all addenda are incorporated into the proposal as required according to all the terms and conditions for submittal of the proposal. In no event will SRTA modify the RFP with less than five (5) days remaining to the deadline, without extending the RFP deadline.

Verbal Agreement or Conversation

No prior, current, or post-award verbal conversations or agreement(s) with any officer, agent, or employee of SRTA shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.

Special Funding Considerations

Any contract resulting from this RFP will be financed with funds available to SRTA. The contract for this service is contingent upon the provision of these funds to SRTA. In the event these funds are reduced or eliminated, SRTA reserves the right to terminate or revise any contract.

Alternatives

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

Equal Employment Opportunity/Affirmative Action

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

Appendix

Attachment A: SRTA's Current Website: <https://www.srta.ca.gov>

Attachment B: Protest Procedures: [05-Protest-Procedures-for-Procurements-updated-December-11-2025](#)

Attachment C: Example Technical Services Agreement

<https://www.srta.ca.gov/DocumentCenter/View/5589/2026-Technical-Services-Agreement-Draft>