

REQUEST FOR PROPOSALS

SHASTA REGIONAL ACTIVE TRANSPORTATION NETWORK

SRTA Solicitation Number: S-00005

Issued:	February 10, 2021
Contract Capacity:	Budget of up to \$767,000
Performance Period:	April 27, 2021 – June 30, 2023
Payment Method:	Procurement by Competitive Proposal for Services Other Than Architectural and Engineering (\$5,000 and above)
Submissions Due:	5:00 p.m. PST on Tuesday, March 23, 2021

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



2021 SRTA Board Members and Agency Partners

Board Members

Leonard Moty, Chair
Greg Watkins, Vice Chair
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Affiliation

County of Shasta, District 2
City of Shasta Lake
City of Anderson
County of Shasta, District 1
County of Shasta, District 3
Redding Area Bus Authority
City of Redding

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)

Introduction

The Shasta Regional Transportation Agency (SRTA) seeks proposals (35 pages or fewer) from qualified consultants to prepare public outreach, conceptual drawings, way-finding system planning documents, and grant applications for walking and biking facilities (for all ages and abilities) for competition in California's Active Transportation Program (ATP) and other grant programs.

This project has been funded by SRTA and Caltrans through regional funds and the California State Highway Account, and is made possible by a [Caltrans Sustainable Transportation Planning Grant](#).

Background

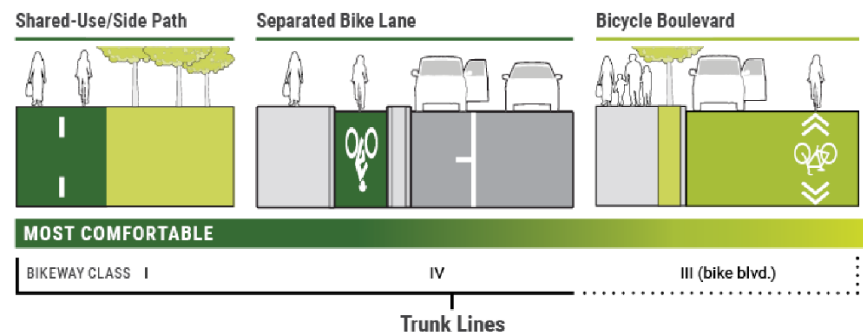
SRTA and delivering agencies in the Shasta Region have developed a strategic plan for a safe, comfortable, intuitive network of key active transportation corridors, called "Trunk Lines" (see pp. 3-7 of the [GoShasta Regional Active Transportation Plan](#), and conceptual map below). Based on public input from the regional GoShasta planning effort, delivering agencies are working to identify facilities for these corridors as well as connecting facilities and any other improvements to walking and biking conditions.

Figure 1 Conceptual Trunk Line Network



Trunk lines are high-comfort, high-volume walking and biking facilities likely to compete well in the state Active Transportation Program. They will serve the region's strategic growth areas (SGAs), which focus on job growth, increased housing density, mixed-use infill and redevelopment, and multi-modal infrastructure, services, and programs. These facilities will ideally integrate active

Figure 1 Trunk Lines



transportation infrastructure with affordable housing and/or mixed-use developments. The high-comfort facilities will connect users of all ages and abilities to major destinations within and between the region's strategic growth areas and disadvantaged communities. Facilities that connect these corridors to the rest of the active transportation network play an important role, and grants from other programs (Urban Greening Grant Program, Environmental Enhancement & Mitigation Program, Transformative Climate Communities, Highway Safety Improvement Program, etc.) will help fund those projects. All facilities will build off improvements already made by delivering agencies and be informed by not just the GoShasta Plan, but also by relevant downtown plans, circulation elements, etc.

Construction of a high-comfort active transportation network is dependent on competitive grant funding. The Active Transportation Program (ATP) is the primary source of active transportation funding in California, is very competitive, and includes an intensive application effort such that delivering agencies in the Shasta Region only submit a couple applications per grant cycle, or none at all. To maximize the competitiveness of delivering agency ATP applications, SRTA is supporting those agencies' efforts to increase the number and quality of applications, focusing on large, transformative projects that would be both competitive and justify the substantial resources involved with submitting applications. While SRTA's support will lead to the development of delivering agency applications for competition in the ATP and applications for other grant programs with active transportation project awards, it is the ATP that sets the bar for grant application quality. Consequently, SRTA is soliciting proposals from consultants or teams of consultants with successful ATP track records and experience in:

1. Developing and executing multifaceted public engagement strategies (including but not limited to social media campaigns and content, visualizations, surveys, corridor segment renderings, project boards, etc.);
2. Partnering with community organizations to set up and manage temporary built environment demonstrations;
3. Designing and planning a regional way-finding system;
4. Preparing conceptual drawings (Caltrans Project Study Report (PSR)-Equivalent) and cost estimates in consultation with delivering agencies and SRTA, and informed by on-site analysis (including identification of corridor constraints and potential remediation strategies) and public engagement;
5. Writing clear, competitive ATP grants (experience with active transportation grants from other programs is welcome);
6. Reviewing ATP grants (experience with active transportation grants from other programs is welcome); and

7. Augmenting SRTA's ATP technical assistance to delivering agencies.

Delivering agencies will work with the consultant team on developing the proposed scopes of work, schedules, estimates, and plans, and must approve these, prior to submitting the applications agreed upon by SRTA and those agencies.

Geography & Study Area

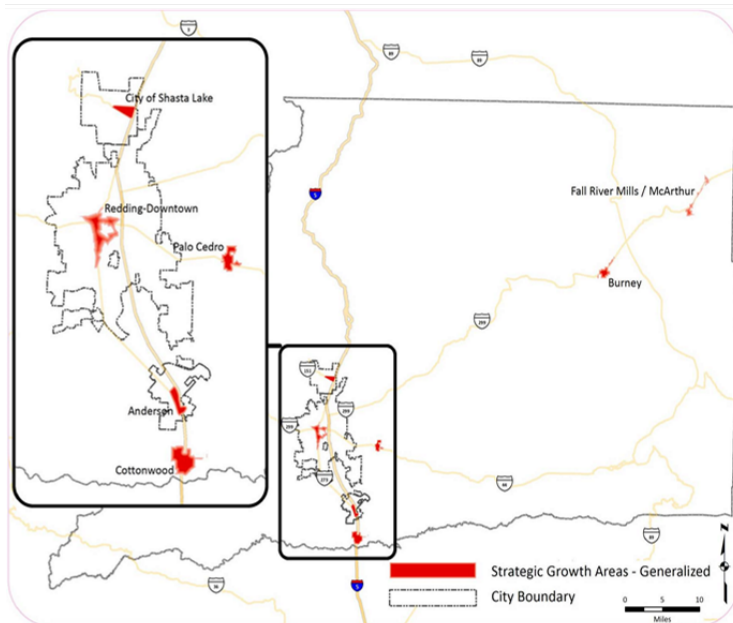


View of Lassen Peak from
State Route 44

Shasta County is located at the geographic center and transportation crossroads of California's North State region. The nearest large city is Sacramento, 150 miles to the south on the Interstate 5 (I-5) corridor. The region is largely rural in character and geographically separated from other California metropolitan regions. The county has one of the lowest population densities in the state, with 49 persons per square mile across 3,785 square miles compared to the statewide average of 239.¹

The county is home to approximately 180,000 residents, about 80% of which live in the south-central urbanized area along I-5. There are a few key urbanized zones that are reflected in the region's SGAs. The SGAs include the cities of Anderson, Redding and Shasta Lake along with the unincorporated communities of Cottonwood, Palo Cedro, and Burney. Redding is the county seat and the region's primary socio-economic center.

Strategic Growth Areas (source: 2018 Regional Transportation Plan/Sustainable Communities Strategy)



Project Scope of Work

SRTA is seeking a qualified consultant to develop creative proposals for public engagement, conceptual designs, wayfinding planning, and grant writing for Shasta Trunk Lines, feeder routes, and other active transportation facilities. The following scope of work and deliverables represent minimum needs that proposals must address. The contract between SRTA and the consultant will serve as a master agreement and general authorization to identify project needs based on this scope of work.

While preparation of 10-20 grant applications is anticipated, facility needs and the precise number of applications to be developed will be determined as part of the initial efforts outlined in this RFP. As needs are identified, SRTA and the consultant will develop tasks and negotiate budgets for individual work authorizations derived from the scope of work below. The rates provided in the consultant team's proposal will be used to negotiate the budget for each work authorization. Each work authorization will serve as a fixed-fee contract based on completion of deliverables.

Submitted proposals must include the tasks outlined below.

1. Grant Administration

This task is necessary for the routine processing of invoices, as well as quarterly reports to Caltrans.

Task 1.1: Invoicing

Routine invoicing specific to individual work authorizations.

Responsible Party: SRTA, Consultant

Task 1.2: Reporting

Quarterly reports to Caltrans.

Responsible Party: SRTA

Task #	Deliverable
1.1	Invoices
1.2	Quarterly reports

2. Outreach and Stakeholder Communication

This task includes a workshop to kick off the project with partners. The task also outlines the anticipated communication structure between SRTA, the consultant, Caltrans, and project partners. Sub-tasks on public engagement meetings and temporary built environment demonstrations are included as different means of engaging diverse community members of the Shasta Region, including its disadvantaged population. This task also includes a technical memo to document the public engagement performed.

Task 2.1: Workshop

Workshop between SRTA, consultant, project partners, advisory committees, and community organizations. The purpose of the workshop is to describe the regional active transportation vision. The workshop should include guest speaker presentations from experts on effective

strategies for safe transportation systems, increasing walking and bicycling mode shares, and an overview of project types well suited to different grant programs offering active transportation awards.

Responsible Party: SRTA, consultant

Task 2.2: Project Administration

Conduct project team meetings and communication. Establish a schedule of at least six meetings or conference calls, as needed, with SRTA and project partners to review ongoing work; discuss upcoming tasks; schedule engagement events, etc.; and ensure clear, open interagency communication and coordination. SRTA and consultant will meet once or twice a week, as determined by demand, to discuss project administration and development, and the consultant will deliver action notes from those meetings. The consultant engineer shall liaise with engineers from delivering agencies as warranted by project development, including but not limited to public input that may inform facility and design.

Responsible Party: SRTA, consultant

Task 2.3: Public Engagement

Propose creative, multifaceted strategies for engaging the public in person and online. At a minimum, these should include traditional approaches such as public engagement campaigns and content for series of social media posts, physical and online surveys, visualizations, project layout boards, etc. However, unconventional approaches such as videos, youth ambassadors, and/or other creative ideas should also be proposed for integration into the overall strategy.

There should be 2-4 different public engagement opportunities such as events and/or neighborhood focus groups per active transportation project, ideally piggybacking with on-going physical (pending easement of COVID restrictions) and online community events. Event planning and participation should include other organizations (e.g. community organizations, church groups, Healthy Shasta, community centers, etc.). Events may be combined with stakeholder interviews, site visits, etc. The consultant team should reserve a budget line item to provide direct support for community organizations to maximize efforts to engage disadvantaged communities. The type of organization may be determined after contract award, depending on each active transportation project location.

Physical and online outreach materials should include Spanish translations. Spanish language translation will be offered for public engagement meetings if needed. Residents from engagement events should be encouraged and motivated to speak at final presentations (see Task 6.3).

Consultant engineers and grant writers will be expected to join planners on at least two visits to the region to participate in corridor audits for each application and to become familiar with general sentiment at public engagement events.

Responsible Party: SRTA, consultant

Task 2.4: Temporary Built Environment Demonstrations

Reserve a line item from the budget to provide direct support for community organizations to set up, manage, and remove temporary built environment demonstrations. The type of organization may be determined after contract award, depending on each active transportation project location. Depending on each community organization's level of experience, the consultant will provide training, as demand warrants, to set up temporary cycle tracks, bulb-outs, parklets, etc., during the public engagement period. Planning and selection of demonstrations must be coordinated with delivering agencies.

Demonstrations represent an important way to introduce residents to corridor concepts. Bidders should prioritize demos that minimize time for set-up and disassembly, maximize safety, and are easily adaptable to serve as demonstrations for other projects on contract, offering cost efficiency regardless of the number of demos selected. The total number of demos will be determined as needs are identified and will be integrated into individual work authorizations.

Responsible Party: SRTA, consultant

Task 2.5: Technical Memo on Public Engagement and Stakeholder Communication

Provide a technical memo summarizing public engagement, stakeholder communication, and results.

Responsible Party: Consultant

Task #	Deliverables
2.1	Stimulating workshop posters, speaker list, attendee list, power point presentations, refreshments (photos from workshop)
2.2	Project team list, sign-in sheets, agendas, meeting notes, project updates (in meeting notes), presentation material, schedule of meetings with all partners
2.3	Schedules, notes, invitations, participation counts from outreach meetings, public engagement campaign, content for social media posts (English & Spanish); survey(s), results, and analysis of results; project layout boards
2.4	Photos, video, and/or list of concept approval by residents
2.5	Technical memorandum summarizing public engagement and stakeholder communication and results

3. Shasta Active Transportation Network Expansion

This task involves coordination with delivering agencies on preparing necessary application documents and drawings, as well as conducting site visits to collect data that may inform those work products. The task also involves planning a wayfinding system that is unique to jurisdictions and offers a cohesive logic for interagency active transportation.

Task 3.1: Conceptual Corridor Alignments and Layouts

After delivering agencies and SRTA agree on active transportation projects for this effort, determine a scope of work for each, informed by public engagement and delivering agency

design preferences. Each project should meet the needs of the public and delivering agencies while meeting the highest standards of the corresponding grant program in order to compete effectively.

Analyze corridors, in person, with a team of planners, engineers, and topical experts (consultants and partner agency/organization staff). This team of qualified and licensed professionals will identify right-of-way constraints, environmental limitations, opportunities to reduce costs, and other discoveries that may impact each active transportation project's cost, scope, and delivery. The analysis may be combined with residents as a public engagement activity. Consultant engineers will communicate with engineers from delivering agencies on design preferences for each project.

Transit partners should be consulted to ensure alignments include comfortable connections to transit.

Generally, up to three alternatives should be needed for an anticipated 10 to 20 active transportation projects. The exact scope of work will be specified in each individual work authorization. At the start of the public engagement period, alignments and layouts will portray high-level concepts and illustrations.

Responsible Party: Consultant

Task 3.2: Alignment and Layout Recommendations (Including Preliminary Cost Estimates)

Consultant engineers will coordinate with delivering agency engineers to recommend active transportation alignment and layout designs for up to 20 active transportation projects in and between SGAs informed by input received from community engagement. By the time grant writing reviews begin, the conceptual drawings must be equivalent to a PSR. The detail-rich PSR-equivalent drawings may include but not be limited to plan-views and cross sections delineating right-of-way, culverts, utilities, retaining walls, over/underpasses, state highway and railroad infrastructure, etc.; as well as vetted solutions for problem intersections. Prepare other grant-related supporting documents, as needed, by partners for the PSR-equivalent. (E.g. Engineer's Cost Estimate, Engineer's Checklist, right-of-way checklist, and other requirements determined by the ATP or other grant programs.)

Responsible Party: SRTA, Consultant

Task 3.3: Wayfinding Signage and Trail Maps

In coordination with SRTA and local jurisdictions, design wayfinding and other signage, including trail maps – both physical on-site resources and a web-accessible map. The city of Redding has taken a lead on this and will likely serve as inspiration for an intuitive and cohesive regional wayfinding system with design aspects unique to local jurisdictions. Work with SRTA and partners to integrate the wayfinding symbols, terminology, etc. into a web-accessible active transportation route/trail map.

Responsible Party: SRTA, Consultant

Task 3.4: Technical Memo for Alignments, Layouts, and Wayfinding System

Summary of non-motorized network corridor alignments and layouts, as well as the agreed-upon wayfinding system.

Responsible Party: Consultant

Task #	Deliverable
3.1	Notes from walk/bike audits and other corridor analyses. Up to three different alignment and layout alternatives for 10 to 20 corridors in and between SGAs
3.2	Recommended alignments and PSR-Equivalent layouts for 10 to 20 corridors in and between SGAs (incl. cross sections). Grant-related supporting documents
3.3	Sketches or photos of wayfinding system's different sign types and URL to web-accessible trail map
3.4	Technical memorandum summarizing corridor alignment and layout results, as well as the agreed-upon wayfinding system.

4. Grant Writing

This task involves the assembly of data and creation of exhibits necessary to give applications from the Shasta Region a competitive edge in competition for grant awards. Up to three DRAFT grant applications will be prepared for each active transportation project before the FINAL application is submitted.

Task 4.1: Technical Assistance

The consultant will provide SRTA with a list of data required for each application. SRTA and delivering agency staff will work with the consultant to retrieve the background data (photos, crash history, GIS data, etc.) necessary for composing responses to the application. Some tasks may require field visits which should be coordinated with public engagement events, walk/bike audits, etc. Based on local data, the consultant should recommend context-appropriate strategies and treatments for reducing crashes and increasing active transportation mode share for all ages and abilities. The consultant will also be responsible for translating data into simple, "evaluator-friendly" exhibits (maps, figures, charts, tables, etc.) in the applications; providing existing, supportive academic exhibits; and identifying any data beyond the minimum requirements needed to secure a distinct competitive edge in the grant programs.

- List of data required to assemble each application.
- Application exhibits, including those based on assembled local data.
- Succinct technical memo tying additional data requests to grant program guidelines and/or components of winning grant applications from previous cycles.

Responsible Party: Consultant

Task 4.2: Grant Writing and Integration of Feedback

The consultant will prepare 10 to 20 grant applications (to be initiated with individual work authorizations following contract award). The consultant will use data collected with SRTA and delivering agencies from the Shasta Region to respond to application questions. Answers will clearly contextualize each active transportation project's need, solution, and projected use in a

way that convinces different evaluators (planners, engineers, advocates, etc.) of the unique merit to active transportation users in the region and to award high scores.

The consultant will present complete draft versions of the applications to 1) SRTA and applicable local partners, and 2) Shasta's Grant Application Review Panel (see Task 5).

- 10 to 20 DRAFT applications for each of the three layers of review, including data and support files in Microsoft Word format for SRTA, Caltrans, and delivering agencies.
- 10 to 20 complete FINAL applications, including data and support files in Microsoft Word format for SRTA, Caltrans, and delivering agencies.

Responsible Party: Consultant

Task #	Deliverable
4.1	Application data lists and exhibits; Technical memo tying specific data to winning grant applications
4.2	10 to 20 DRAFT applications (MS Word); 10 to 20 complete FINAL applications (MS Word)

5. Shasta's Grant Application Review Panel

This task involves the consultant assembling a team of diverse and impartial active transportation program experts (volunteers or part of the consultant team), for this task alone, to evaluate the DRAFT grant applications and provide critical feedback. The experts should be familiar with the different competitive active transportation funding programs and shall have significant experience with the California Transportation Commission's Active Transportation Program. The panel review will be integrated into individual work authorizations.

Task 5.1: Review DRAFT Grant Applications and Provide Feedback

- Review DRAFT grant applications against grant program scoring rubrics to generate anticipated scores.

Responsible Party: Consultant

Task #	Deliverable
5.1	Bulleted list of critical feedback and recommendations (based on grant program scoring rubrics and guidance) specific to each application

6. Final Report

This task involves the preparation of the draft final report, final report, as well as the presentation of the final report to decision makers. The final report is the compilation of technical memos that were prepared for previous tasks over the course of the project and includes the project results in one document. This task will likely constitute its own work authorization.

Task 6.1: Draft Final Report

- Prepare draft final report with implementation and next steps, circulate for review, and make revisions as appropriate.

Responsible Party: SRTA, Consultant

Task 6.2: Final Report

- Final report printing (10 color copies) and circulation.

Responsible Party: Consultant

Task 6.3: Presentation of Final Report

- Prepare power points for presenting the final report (totaling 6-8 final presentations) to project team boards and councils, Caltrans executive management, SRTA board, and advisory committees. Participants from engagement meetings (Task 2.3) will be invited to speak at the final presentations.

Responsible Party: Consultant

Task #	Deliverable
6.1	Draft final report with implementation and next steps
6.2	Final report (10 color copies) in printed and digital formats
6.3	Presentations (6-8) to project team boards and councils, Caltrans executive management and SRTA board

Timeline

An anticipated project schedule is provided below. The schedule will include more specific dates as needs are identified. Bidders should keep in mind anticipated deadlines for ATP Cycle 6 and other relevant grant programs.

Figure 4 – Tentative Project Timeline

Task	Action	Begin Date	End Date
1	Grant Administration	4/27/2021	6/30/2023
2	Outreach and Stakeholder Communication	4/27/2021	3/1/2022
3	Shasta Active Transportation Network Expansion	4/27/2021	3/1/2022
4	Grant Writing	10/1/2021	1/1/2023
5	ATP Grant Application Review Panel	2/1/2022	12/31/2022
6	Final Report	11/30/2022	2/28/2023

Proposal Contents

Written proposals shall not exceed 35 pages (including attachments). At a minimum, the following information should be included and clearly labeled:

1. Transmittal letter--signed by an officer who may contractually bind the business, with a description of the firm containing the firm name, firm address, firm's status as a DBE or non-DBE, age of the firm, NAICS code, and annual gross receipts (may be a range). 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 for each work authorization, as mutually determined as needs are identified. The statement shall also indicate that the work performed on all applications be developed within the allocated budget of \$767,000. Describe the bidder's capacity to deliver the multiple, complex applications without compromising their quality.
2. Statement of understanding of the scope of work, as well as illustrating consultant's familiarity with Shasta County and active transportation needs of the region.
 - Discussion of a technical approach and management approach.
3. List of the personnel on the project team, including a summary of their qualifications, work experience (resumes may be included as an attachment), and anticipated share of the project workload (by percentage). The project team includes sub-consultants proposed for use. Please note that SRTA must approve any personnel changes in advance.
4. ATP Philosophy for Success – Describe what the consultant considers to be critical elements of preparing successful ATP applications.
5. Skills and Work Experience – Explain consultant team's exposure to the ATP, and the application evaluation process. Provide a list of all ATP applications completed, by cycle, where the consultant played a lead or primary role, including ATP project description, services provided, and contact information for the client reference.
6. Links to online examples of previous ATP grant applications (minimum of two preferred) from the above list (see #5).
7. Cost proposal worksheet outlining the consultant team's competitive rates for personnel and materials. Rates shall be fully inclusive of all services, overhead, direct expenses, and profit.
8. How the respondent heard of the procurement.

RFP Questions, Contact Person, and Schedule

Questions

Questions concerning this RFP will be responded to collectively and made available for interested applicants via the SRTA website. All email inquiries must be submitted no later than 5:00 p.m. PST on Thursday, March 4, 2021, to the below contact person. **Questions taken from prospective vendors, and responded to by SRTA staff, will be reported on SRTA's bid posting webpage.** All responses to questions will be posted on the [SRTA website](http://www.srta.ca.gov/bids.aspx) no later than Monday, March 8, 2021. 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 for responses to questions received.

Contact Person

Email: srta@srta.ca.gov

Email Subject Line: QUESTIONS RE SHASTA REGIONAL AT NETWORK RFP

Attn: Keith Williams, AICP, Senior Transportation Planner

Shasta Regional Transportation Agency

Schedule

The RFP schedule follows.

Figure 5 – Anticipated RFP Schedule

Tasks	Deadline
Release RFP	February 10, 2021
Interested Vendor Questions Due	5:00 p.m. PST, March 4, 2021
SRTA Response to Vendor Questions	No later than March 8, 2021
Vendor Proposals Due	5:00 p.m. PST, March 23, 2021 (no postmarks accepted)
Evaluation and Ranking of Proposals	March 30, 2021
Interviews (highest ranked proposals)	April 6, 2021
Consultant-SRTA Contract, including Budget and Scope of Work	April 12-April 27, 2021
SRTA Board of Directors Approval	April 27, 2021
Contract Start	April 27, 2021

Proposal Evaluation

A panel will be formed to evaluate the proposals 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 Figure 6.

Figure 6 – Proposal Scoring Criteria

Criteria	Maximum Possible Points
Thoroughness of proposal and meeting the RFP project scope of work and the project's overarching objectives of preparing competitive grant-ready applications for the ATP and other programs	25
Qualifications and relevant ATP experience of the consulting firm and project team with large, complex applications including technical expertise in engineering, planning, and design.	25

Value of services to be provided	15
Familiarity with the Shasta Region, including local active transportation needs, transportation issues, and municipal processes	10
Innovative ideas to meet RFP objectives and receive high scores from ATP evaluators	10
References who received ATP application assistance from the consultant	10
DBE participation level	5
Total	100

The highest ranked consultants will be invited to a Zoom interview. SRTA will provide interviewees with a list of questions related to the evaluation criteria below (Figure 7) beforehand. Presentations will be allowed, with a specified time limit. The interview score will then be added to the statement score to determine the final ranking. The evaluation panel will then make a recommendation based upon the final ranking, which will be reviewed by the executive director before being considered by SRTA's Board of Directors for approval.

Figure 7 – Interview Scoring Criteria

Criteria	Maximum Possible Points
Quality of staff for work to be done	20
Experience with similar kinds of work	15
Understanding of the work to be done	15
Total	50

Contract Amount and Award

The project budget is \$767,000, depending on delivering agency interest in developing grant proposals. The contract will provide a general authorization to develop applications for active transportation projects regionwide. Scopes of work for individual work authorizations will be determined as needs are identified. Budgets will be negotiated based on those scopes and consistent with the rates provided in #7 of Proposal Contents (see above). Each work authorization will serve as a fixed-fee contract based on completion of deliverables.

The anticipated start date is April 27, 2021, with a June 30, 2025 contract expiration to conclude any follow-up activities. Consultant selection will be based on a combination of the proposal and interview scoring criteria listed above.

The SRTA Executive Director will approve the technical services agreement once authorized by the SRTA Board of Directors on April 27, 2021. The agreement is not in force until approved by the SRTA Board of Directors and the Executive Director authorizes the selected consultant to proceed.

Standard Consulting Agreement

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

Protest Procedure

All protests will follow the SRTA protest procedures for procurements as delineated in Appendix 1.

Debriefing

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

Proposal Submittal

Please submit consultant proposals to:

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

Submittals must be received at the SRTA office before **5:00 p.m. PST on March 23, 2021**. No proposals will be accepted after this time. **Postmarks are not acceptable**. Consultants may forward their proposal by email or by mail, or delivery service. Proposal receipt will be acknowledged by email.

The cost of preparing and submitting a proposal, pre-contract meetings, and participating in an interview 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.

Additional Information and Terms

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.

DBE Requirement: SRTA has determined that disadvantaged business enterprises, as defined in 49 CFR Part 26, will have the opportunity to compete fairly for contracts financed, in whole or in part, with federal funds. For this procurement, SRTA has a disadvantaged business enterprise (DBE) goal of 5%. SRTA encourages respondents to include the participation of DBE businesses within your proposal.

Equal Employment Opportunity/Affirmative Action: In awarding a contract to a consultant, SRTA includes language within the contract which requires the consultant to certify their compliance with federal regulations.