

STAFF REPORT



MEETING DATE:	June 28, 2016
SUBJECT:	Authorize Executive Director to Issue a Request for Proposals for the GoShasta Regional Active Transportation Plan
AGENDA ITEM:	5-8
STAFF CONTACT:	Keith Williams, Associate Transportation Planner

STAFF RECOMMENDATION:

It is recommended that the board of directors authorize the executive director to issue a request for proposals (RFP) for up to \$250,000 in consultant support to prepare the GoShasta Regional Active Transportation Plan consistent with the attached draft scope of work.

DISCUSSION:

SRTA was awarded a \$250,000 Active Transportation Program grant by the California Transportation Commission (CTC) in March, 2016, to develop the GoShasta Regional Active Transportation Plan (GoShasta). The development of GoShasta will include data, policies, programs and projects, as well as a plan unique to the city of Redding in order to address their specific needs. The attached scope of work includes data collection, public outreach, and planning that will serve as the foundation for successful active transportation grant applications from local agencies.

An RFP is needed to acquire services for much of the work. A three-year contract is proposed to adhere to grant guidelines and to allow for any unexpected delays in the consultant carrying out the scope of work (see attachment). The anticipated schedule is from October 2016 to December 2017.

The recommended consultant would be considered by the SRTA Board of Directors at the September meeting.

ALTERNATIVES:

The board of directors may request specific modifications to the attached scope of work or refer the matter back to staff for additional information.

OTHER AGENCY PARTICIPATION:

Local agencies and Caltrans District 2 staff will review the scope of work and RFP, and local agency representatives will be invited to participate on the RFP review panel. The CTC administers the grant funds.

FINANCING:

The total project cost including staff time is \$313,000, of which \$250,000 is grant funded. \$288,196 has been programmed in the 2016/17 OWP under Work Element 703.04. The remaining funds will be programmed in the following year.

Daniel S. Little, AICP, Executive Director

Attachment: GoShasta Scope of Work (Working draft to be presented at TAC)