

STAFF REPORT



MEETING DATE:	October 22, 2019
SUBJECT:	Authorize Technical Services Agreement for Active Transportation Program (ATP) Cycle 5 Grant Writing
AGENDA ITEM:	11
STAFF CONTACT:	Keith Williams, AICP, Senior Transportation Planner

SUMMARY:

SRTA circulated a request for proposals (RFP) for Active Transportation Program (ATP) Cycle 5 grant writing assistance. **///XX///** proposals were received and evaluated. Staff recommends entering into an agreement with **///Consultant(s)///** for **\$###,###**. Consensus scores are provided for consideration by the board of directors.

STAFF RECOMMENDATION:

It is recommended that the board of directors authorize the executive director to enter into a technical services agreement (TSA) with **///Consultant(s)///** to write up to 11 ATP grant applications, for a term ending June 30, 2022, not to exceed **\$###,###**.

DISCUSSION:

The Shasta Region's vision for active transportation, as determined through the regional GoShasta planning effort, is to create a healthy, appealing, and competitive alternative to driving. Instrumental to this vision is the concept of trunk lines, i.e. safe, comfortable, intuitive, high-quality walking and bicycling facilities connecting major destinations in and between the region's strategic growth areas and activity centers.

SRTA's Sustainable Shasta program supports local agency trunk line projects by providing focused public outreach and conceptual drawings to help agencies secure funding from competitive grant programs such as California's ATP. To maximize the competitiveness of local agency ATP applications and to reduce staff time spent on grant preparation, at the June 2019 meeting, the board of directors directed SRTA staff to procure a consultant to help prepare ATP Cycle 5 grant applications.

///XX/// proposals were received and evaluated by a panel of staff and representatives from Caltrans District 2, the county of Shasta, and the cities of Redding, Anderson, and Shasta Lake. Consensus results of the evaluation are summarized below:

Lead Consultant	Consensus Score (out of 100)
Alta Planning + Design	
California Consulting	

Dokken Engineering	
Evan Brooks Associates	
GHD	
Grant Management Associates	
Green DOT Transportation Solutions	
Sperry Capital Inc.	

The proposal submitted by **///Consultant///** was ranked highest, with the deciding factor being the **///Deciding factor///**. The proposed scope of work and cost proposal are provided by attachment and will be incorporated into the technical services agreement.

Work on the grant applications will involve a collaborative process between the consultant and staff from SRTA, local agencies, and Caltrans. The deadline to submit applications to the Active Transportation Program has not yet been announced by the California Transportation Commission but is anticipated to be in June 2020.

ALTERNATIVES:

The board of directors may select another proposer or direct staff to recirculate the RFP.

OTHER AGENCY INVOLVEMENT:

The cities of Anderson, Redding and Shasta Lake; the county of Shasta; and Caltrans District 2 are project partners. Staff from each of these agencies participated in the review of consultant proposals. **///The Technical Advisory Committee (TAC) concurs with the staff recommendation///**.

FISCAL IMPACT:

The **///Consultant's///** budget for the project will be paid out of SRTA's Non-Motorized Program. There is currently a balance of \$758,860 in uncommitted funds available for new projects. If awarded, the ATP Cycle 5 grant writing budget of **\$###,###** represents **#%** of this balance, and **\$###,###** would remain in the program.

Daniel S. Little, AICP, Executive Director

Attachment: **///Consultant(s)///** Scope of Work and Cost Proposal (*Not Available for TAC*)