

## Appendix A – 2017-18 SRТА-City of Shasta Lake Scope of Work

### Amendment 1 – January 2018

#### Work Element: 902.01 – Cascade Boulevard Sustainable Development Assessment

#### Project Description:

Provide an assessment of Cascade Boulevard between its intersection with Shasta Dam Boulevard and the City limits on the south for upgrade to Complete Street standards. The intent will be to ready the corridor for a grant application to implement Complete Streets standards.

#### Tasks & Deliverables:

<b>Product 1: RFP/PSA</b>			
<b>Task/Activity : Procurement</b>		<b>Resp. Agency</b>	<b>Schedule</b>
1.1	Develop and distribute RFP for professional services to prepare assessment. Coordinate procurement with SRТА.	COSL/SRTA	Jan – Apr 2017
1.2	Consultant consideration and selection; Signed PSA by Consultant and City Manager	COSL/SRTA	
<b>Product 2: Surveying/ Data Collection/GIS Map</b>			
<b>Task/Activity : Data Collection</b>		<b>Resp. Agency</b>	<b>Schedule</b>
2.1	Survey to validate existing right of way in the project area. Locate positions of all access and structures in relation to the existing right of way.	COSL/ Consultant	Mar 2017 – Jun 2018
2.2	Provide survey and GIS maps highlighting transportation infrastructure (right of way, structures, vehicle access, etc.) to include General Plan and Zoning designations, and current land uses. Identify non-conforming issues for access and setbacks.		
2.3	Identify right of way needs and develop GIS map to provide maximum provision of Complete Street standards. Identify potential areas for abandonment of right of way where excess may occur. Identify any environmental or permit issues that impact access or Complete Streets components. Develop preliminary plans for right of way in order to estimate improvement costs.		
2.4	Identify private and public sources for funding as well as process and timeline needed to install Complete Street features, construction needs and a timeline for constructing Complete Street standard improvement. Identify non-conforming access and/or improvements.		

<b>Product 3: Public Engagement</b>			
<b>Task/Activity</b>		<b>Resp. Agency</b>	<b>Schedule</b>
3.1	Workshop in the project area for property and business owners to discuss existing and proposed right of way and right of way improvements to provide Complete Street standard improvements.	COSL/ Consultant	Mar 2017 – Jun 2018
<b>Product 4: Assessment Report</b>			
<b>Task/Activity</b>		<b>Resp. Agency</b>	<b>Schedule</b>
4.1	Report prepared with analysis (including costs), conclusions and recommendations concerning provision of Complete Street Standards to the project area to be presented to City Council. Provide draft report to SRTA for review and comment.	COSL	Mar 2017 – Jun 2018
4.2	Presentation to the Shasta Lake City Council.	COSL	
4.3	Presentation to the SRTA Board of Directors.	COSL	

Project eliminated from agreement per city of Shasta Lake Public Works Director Jeff Tedder's email to SRTA Executive Director Dan Little.

**Work Element: 902.02 – Micro-Transit Analysis & Recommendations**

Project Description:

Develop alternative options for transit services for residents and businesses in Shasta Lake using micro transit or public transit including costs associated with system initialization, potential integration with RABA and long-term operational costs. Options will include use of electric vans or buses.

Tasks & Deliverables:

<b>Product 1: Procurement: RFP and Consultant Selection</b>			
<b>Task/Activity</b>		<b>Resp. Agency</b>	<b>Schedule</b>
1.1	Develop and distribute RFP for professional services to prepare assessment. Coordinate procurement with SRTA.	COSL/SRTA	Jan – Feb 2017
1.2	Consultant consideration and selection; signed PSA by consultant and City Manager.		
<b>Product 2: Summary of data collection (needs/resources/options)</b>			
<b>Task/Activity</b>		<b>Resp. Agency</b>	<b>Schedule</b>
2.1	Assemble existing applicable transit ridership data, including data from the most recent Short Range Transit Plan, Unmet Transit Needs, and other applicable resources so as not to repeat previous efforts. Identify data gaps and develop plan for filling essential gaps.	COSL/ Consultant	Mar 2017 – Feb 2018

2.2	Evaluate existing models and best practices of micro-transit service delivery and apply to the local context of the city of Shasta Lake.		
2.3	Develop service options based on graduated budget assumptions, costs and resources available.		
2.4	Select preferred option in consultation with community, RABA, SRTA, and other community partners/stakeholders. Provide detail outline of capital, operation, and other costs required to fund the project through existing revenues and prospective grant opportunities. Provide all data/metadata files and technical memo.		
<b>Product 3: Public Engagement and Survey Results</b>			
<b>Task/ Activity:</b>		<b>Resp. Agency</b>	<b>Schedule</b>
3.1	Distribute potential user survey through utility bill insert or other media. Provide results in table format and spatially via GIS map. Survey to be completed by the City in coordination with the consultant. Results and GIS map provided by Consultant.	COSL/ Consultant	Mar 2017 – Feb 2018
3.2	Hold workshop to include survey takers and the general public regarding possible micro-transit service options. Consultant to provide workshop in collaboration for logistics with the City.		
<b>Product 4: Report and Recommendations</b>			
<b>Task/Activity</b>		<b>Resp. Agency</b>	<b>Schedule</b>
4.1	Report prepared with analysis (including costs), conclusions and recommendations regarding micro transit service options. Provide draft report to SRTA for review and comment.	COSL/ Consultant	Mar 2017 – Feb 2018
4.2	Presentation to the Shasta Lake City Council.		
4.3	Presentation to the SRTA Board of Directors.	COSL	

  
 Daniel S. Little, AICP, Executive Director  
 Shasta Regional Transportation Agency

1-22-18  
 Date

  
 John Duckett, City Manager  
 City of Shasta Lake

1-12-2018  
 Date

**Appendix B - Budget**  
 Shasta Regional Transportation Agency  
 Fiscal Year 2017-18 Sub-Recipient Budget for Pass-Through Funds  
 Sub-Recipient: City of Shasta Lake

Amendment 1 - January 2018

Work Element	Project Name	SRTA Project Manager	City of Shasta Lake Project Manager	PPM	FHWA PL	FTA 5303	Proposition 84	RSTP Exchange	Non-Federal Match^	Total
902.01	Cascade Blvd Sustainable Development Assessment	Dan Wayne	Debbie Israel		<del>\$ 45,000</del>				<del>\$ 7,941</del>	<del>\$ 52,941</del>
902.02	Micro-Transit Analysis & Recommendations	Sean Tiedgen	Farhad Mortazavi		\$ 27,500				\$ 4,853	\$ 32,353
<b>TOTAL</b>				\$ -	\$ 27,500	\$ -	\$ -	\$ -	\$ 4,853	\$ 32,353
<b>TOTAL AMOUNT AVAILABLE TO SUB-RECIPIENT</b>				\$ -	\$ 27,500	\$ -	\$ -	\$ -	\$ -	\$ 27,500

^ WE 902.01 match is in-kind (\$5,294) and cash (\$2,647); WE 902.02 match is in-kind (\$3,235) and cash (\$1,618)

Project 902.01 eliminated from FY 2017/18 Sub-Recipient Cooperative Agreement per city of Shasta Lake Public Works Director Jeff Tedder's 1/3/2018 email request to SRTA Executive Director Dan Little.

Accepted:



Daniel S. Little, Executive Director, AICP  
 Shasta Regional Transportation Agency

1-22-18

Date



John Duckett, City Manager  
 City of Shasta Lake

1-12-2018

Date

## City of Shasta Lake

P.O. Box 777 • 1650 Stanton Drive  
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Fax: 530-275-7414  
Website: [www.cityofshastalake.org](http://www.cityofshastalake.org)



January 12, 2018

Dan Wayne  
Shasta Regional Transportation Agency  
1255 East Street, Suite 202  
Redding, CA 96001

RE: Fiscal Year 2017/18 Sub-Recipient Cooperative Agreement Amendment 1

Dear Mr. Wayne,

As requested, please find enclosed two signed copies of the amended Appendices A and B to the Fiscal Year 2017/18 Sub-Recipient Cooperative Agreement Amendment 1 between the Shasta Regional Transportation Agency and the City of Shasta Lake.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. N. Duckett, Jr.", is written over the word "Sincerely,".

John N. Duckett, Jr.  
City Manager

cc: File - SRTA

**RECEIVED**  
JAN 18 2018  
SHASTA REGIONAL  
TRANSPORTATION AGENCY