

STAFF REPORT



MEETING DATE:	April 28, 2022
SUBJECT:	Approve Resolution 22-07, Authorizing the Executive Director to Enter into a Joint Powers Agreement with Caltrans to Develop the State Route 273 Comprehensive Multimodal Corridor Plan
AGENDA ITEM:	15
STAFF CONTACT:	Michael Kuker, Associate Transportation Planner

SUMMARY:

In order for SRTA and Caltrans to consolidate grant funds as planned to prepare the SR 273 Multimodal Corridor Plan, it is necessary for SRTA and Caltrans to enter into a joint powers agreement. It is recommended that the board of directors delegate this authority to the executive director so that work on the plan may begin as soon as possible.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Adopt Resolution 22-07 (attached) delegating authority to the executive director to enter into a joint powers agreement with Caltrans for the purpose of developing the SR 273 Comprehensive Multimodal Corridor Plan ; and
2. Authorize the executive director to provide certifications, assurances, and any other requested information to Caltrans, and make administrative amendments.

DISCUSSION:

In June 2021, the board of directors accepted a \$500,000 Caltrans Strategic Partnerships grant to fund the State Route 273 Northern Section Multimodal Corridor Plan. Shortly afterwards, Caltrans District 2 received a \$500,000 Special Studies grant to prepare a multimodal corridor plan for the southern section of SR 273. To minimize overhead costs and ensure coordination and consistency, the two grants are being combined as one project, with SRTA as the lead agency.

As part of this administrative process, SRTA is required to enter into a joint powers agreement (JPA) with the the State of California, acting through its Department of Transportation (Caltrans). The JPA was developed by Caltrans and is currently being finalized by their counsel, but was not ready in time to be included with this staff report. A near-final draft copy of the JPA has been provided for internal review by SRTA staff. The draft agreement defines the purpose of this planning effort, roles and responsibilities of the two signatory entities, funding sources, invoicing procedures, scope of work, anticipated schedule, and legal relations and responsibilities.

In the interest of reducing any further delay to the start of the planning effort, it is recommended that the board authorize the executive director to enter into this agreement once it has been finalized by Caltrans and reviewed by SRTA counsel.

Approve Resolution 22-07, Authorizing the Executive Director to Enter into a Joint Powers Agreement with Caltrans to Develop the State Route 273 Comprehensive Multimodal Corridor Plan

April 28, 2022

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ALTERNATIVES:

The board of directors may choose to wait until the agreement has been finalized and approve it at the June board of directors meeting. This would delay the start of the planning effort.

OTHER AGENCY INVOLVEMENT:

The Technical Advisory Committee (TAC) concurs with the staff recommendation.

FISCAL IMPACT:

The JPA allows SRTA to accept Caltrans District 2's \$500,000 Special Studies grant. A new work element (707.09B) has been created in Amendment #2 to the Fiscal Year 2021/22 Overall Work Program (see Agenda Item 5-6) as well as the FY 2022/23 Overall Work Program (see Agenda Item 11), to receive funds and carry out the project scope of work. Expenditures will be split and billed equally to this work element, and the companion work element created for SRTA's Sustainable Communities Planning Grant (707.09A).



Sean Tiedgen, AICP, Executive Director

Attachments:

- A:** Resolution 22-07: Authorize the Executive Director to Enter into a Joint Powers Agreement with Caltrans to Develop the State Route 273 Comprehensive Multimodal Corridor Plan
- B:** Joint Powers Agreement (JPA) for State Route 273 Multimodal Stewardship, Safety, and Equity Study

RESOLUTION



RESOLUTION NUMBER:	22-07
SUBJECT:	Authorize the Executive Director to Enter into a Joint Powers Agreement with Caltrans to Develop the State Route 273 Comprehensive Multimodal Corridor Plan

WHEREAS, State Route (SR) 273 is one of the most complex corridors in the Shasta Region, connecting two city downtown centers with a system primarily built for vehicles and providing little infrastructure for people without access to vehicles or those who would choose to walk or bike if such infrastructure was available; and

WHEREAS, lack of such infrastructure warrants a need to address equity concerns in this rural region by identifying needs for a multimodal transportation network in the area; and

WHEREAS, SRTA and Caltrans are partnering to develop a comprehensive multimodal corridor plan with projects that allow a cultural change, and also by developing tools and performance measures to create a transportation system that will embrace the needs of all; and

WHEREAS, this project was divided between SRTA and Caltrans District 2 (north and south sections) to leverage funds for planning purposes; and

WHEREAS, SRTA and Caltrans District 2 were provided with funds to study the route in two major efforts to help connect people to places and residents to services while looking at ways to move people and goods along a route that has high speeds, many access points, and high vehicle and truck volumes; and

WHEREAS, SRTA and Caltrans want to achieve a high-level planning document that evaluates the safety, security, and accessibility of SR 273 Corridor for motorized and non-motorized users, and increases the safety, accessibility, and mobility of people and freight; and

WHEREAS, Article 1, Chapter 5, Division 7, Title 1 of the California Government Code 6500 et.seq, authorizes joint exercise by two or more public agencies of any power common to the contracting parties; and

WHEREAS, SRTA and Caltrans wish to define their respective obligations, rights, and responsibilities regarding the preparation of a comprehensive multimodal corridor plan for State Route 273;

NOW, THEREFORE, BE IT RESOLVED that the Shasta Regional Transportation Agency:

1. Delegates authority to the executive director to enter into a joint powers agreement with the State of California, acting through its Department of Transportation, for the purpose of developing the State Route 273 Comprehensive Multimodal Corridor Plan; and
2. Authorizes the executive director to provide certifications, assurances, and any other requested information to Caltrans, and make administrative amendments as appropriate.

PASSED AND ADOPTED this 28th day of April 2022, by the Shasta Regional Transportation Agency.

Baron Browning, Chair
Shasta Regional Transportation Agency

Exhibit A
JOINT POWERS AGREEMENT (JPA) FOR STATE ROUTE 273
MULTIMODAL STEWARDSHIP, SAFETY, AND EQUITY STUDY

THIS AGREEMENT is entered into, effective on the last date that a copy of it is signed by all the signatories, between the State of California, acting through its **Department of Transportation**, hereinafter referred to as "**STATE**," and the **Shasta Regional Transportation Agency**, hereinafter referred to as "SRTA," together referred to as "PARTIES."

WITNESSETH

RECITALS:

1. This agreement is made pursuant to the provisions of Article 1, Chapter 5, Division 7, Title 1 of the California Government Code 6500 et.seq, which authorizes joint exercise by two or more public agencies of any power common to the contracting parties. The PARTIES to allocate their respective obligations relative procuring and administering a consultant contract for the preparation of planning document(s)
2. State Route (SR) 273 is one if not the most complex corridors in District 2. SR 273 connects two city downtown centers with a system only built for vehicles and not providing infrastructure to many people without access to vehicles or those, who would choose to walk or bike if such infrastructure was available. Lack of such infrastructure warrants a need to address equity concerns in this rural region by identifying needs for a multimodal transportation network in their town. STATE and SRTA are partnering to develop planning documents/study for projects that create a cultural change, and also by developing tools and performance measures to create a transportation system that will embrace the needs of all.
3. This project was broken up between PARTIES (north and south sections) to leverage funds for planning purpose. PARTIES were provided with funds to study the route in two major efforts to help connect people to places, residents to services while looking at ways to move people and goods along a route that has high speeds, many access points, high vehicle and truck volumes.
4. PARTIES want to achieve a high-level planning document that investigates the safety, security, and accessibility of SR 273 Corridor for motorized and non-motorized users, and increases the safety, accessibility, and mobility of people and freight.
5. The following attachments are incorporated into the JPA by reference:

Exhibit A

Attachment 1: Resolution

Attachment 2: Consultant – Scope of Work

Attachment 3: Estimated Budget

Attachment 4: Caltrans and SRTA Representatives

AGREEMENT

The purpose of this agreement is for the PARTIES to partner in the effort to procure a consultant who is going to prepare SR 273 Corridor Multimodal Stewardship, Safety, and Equity Study and develop a planning document in consultation with PARTIES, hereinafter referred to as PROJECT. The agreement between the PARTIES and consultant will include project initiation, stakeholder and public outreach, gathering information on existing conditions, conduct baseline performance assessment, identify potential projects and strategies, analyze improvement strategies, select and prioritize solutions, develop a draft and final report, and board review and approval.

The Scope of Work shown below reflects the anticipated process and deliverables for the PROJECT.

Exhibit A
Section I STATE's Role and Responsibilities

6. STATE was awarded a grant of \$500,000.00 and will be providing that money to SRTA for the consultant as defined in Attachment 2, to use for the PROJECT.
7. STATE will be directly involved in the PROJECT by commenting and approving the PROJECT and Request For Proposal (RFP) for the consultant contract, consultant interviews, scoring and ultimately selection. STATE will review the technical analysis / assessment, public outreach, review, and approval of quarterly progress reports of PROJECT and final plan development and completion. STATE's duties within these tasks are as followed:
 - a. Project Initiation
 - i. Plan and conduct an internal kick-off meeting between SRTA, STATE and consultant team.
 - ii. Provide a contact list of individuals representing primary stakeholders.
 - iii. Participate in interviews with regional partners and stakeholders.
 - b. Stakeholder and Public Outreach
 - i. Develop a list of regional stakeholders.
 - ii. Organize a SR 273 Multimodal Corridor Plan (MCP) Project Advisory Committee.
 - iii. SRTA and STATE will work with the consultant in developing and/or approving the materials.
 - iv. Provide SRTA 's disadvantaged communities analysis (see RTP/SCS) and U.S. Department of Transportation's Rebuilding American Infrastructure with Substantiality and Equity (RAISE) Areas of Persistent Poverty to help inform outreach.
 - v. Support consultant in identifying, community stakeholders, information gatekeepers, and other partners needed to ensure successful outreach.
 - vi. Review and comment on draft material and provide staff support to the Consultant.
 - vii. Reserve locations/facilities for events.
 - viii. Participation and general support needed to prepare and administer the open houses.
 - ix. SRTA, STATE and the consultant will plan and administer a public visioning event.
 - x. Participation and general support needed to prepare and administer the kick-off event.
 - xi. Work with SRTA and local jurisdictions to develop a set of mutually agreed upon corridor goals, objectives, and performance to help inform and guide the rest of the planning effort. The goals should

Exhibit A

reflect public input solicited in the previous subtasks and shall with state, regional, and local goals.

- xii. Review and advise.
- c. Gather Information on Existing Conditions
 - i. Provide any relevant and available materials
 - ii. Review suggestions and provide feedback.
 - iii. Provide regional traffic data and forecast information.
 - iv. Will accompany consultant to various locations along the corridor to help provide context to existing corridor conditions and/or point out known areas of key challenges.
- d. Conduct Baseline Performance Assessment
- e. Identify Potential Projects and Strategies
 - i. Review and comment on findings.
 - ii. Suggest additional projects and/or strategies for consideration, if needed.
- f. Analyze Improvement Strategies
 - i. Assist consultant in gathering information as needed.
 - ii. Review and comment on findings.
- g. Select and Prioritize Solutions
 - i. Help select and prioritize solutions, based on the corridor goals and objectives developed in Task 2.6. in Attachment 2.
 - ii. Present to SRTA Board of Directors for comment and direction.
- h. Develop Draft Reports
 - i. Review and comment on working draft.
 - ii. Review and comment on public draft.
 - iii. Present to the Board of Directors.
 - iv. Present to the local jurisdictions.
- i. Develop Final Report
 - i. Review and approve and send to the Board of Directors for review and approval.
- j. Board Review and Approval
 - i. Caltrans District 2 will review and adopt

The Scope of Work shown below reflects the anticipated process and deliverables for the PROJECT.

Exhibit A
Section II SRTA's Role and Responsibilities

8. SRTA will be the agency preparing the RFP and procuring the consultant.
9. By signing this Agreement, SRTA will certify that it shall comply with the State Contracting Manual (SCM), including, but not limited to Section 3.06 (E)(3) and that the subcontractor will be selected pursuant to a competitive bidding process that seeks at least three (3) bids from responsible bidders. Once SRTA has selected a subcontractor, this Agreement shall be amended to specify the operating terms of the subcontract, including, but not limited to personnel performing/administering the work, scope of work, and budget detail. The subcontract and amendment to this Agreement shall be of no force and effect unless approved in writing by Caltrans.
10. SRTA will be the implementing agency responsible for ensuring the completion of the PROJECT.
11. SRTA was awarded a grant of \$500,000.00 which it will use towards PROJECT.
12. IF the budget overruns the amount shown in the **Attachment 3 - Budget Estimate**, SRTA shall- provide additional funds using nonstate dollars.
13. SRTA will make sure the deliverables for the consultant, as identified in Attachment 2 will be in the consultant contract. See Attachment 2 for the Consultant's Responsibilities and Deliverables.
14. SRTA will be directly involved in the development and review of the RFP, consultant interviews, scoring and ultimately selection. And review and of technical analysis/assessment, public outreach, review and approval of quarterly progress reports and request for reimbursements and final plan development and completion. SRTA duties within these tasks are as followed:
 - a. Project Initiation
 - i. Plan and conduct an internal kick-off meeting between SRTA, STATE and consultant.
 - ii. Provide a contact list of individuals representing primary stakeholders.
 - iii. Participate in interviews with regional partners and stakeholders.
 - b. Stakeholder and Public Outreach
 - i. Develop a list of regional stakeholders.
 - ii. Organize a SR 273 MCP Project Advisory Committee.
 - iii. SRTA and STATE will work with the consultant in developing and/or approving the materials.

Exhibit A

- iv. Provide SRTA's disadvantaged communities analysis (see RTP/SCS) and U.S. Department of Transportation's RAISE Areas of Persistent Poverty to help inform outreach.
 - v. Support consultant in identifying, community stakeholders, information gatekeepers, and other partners needed to ensure successful outreach.
 - vi. Review and comment on draft material and provide staff support.
 - vii. Reserve locations/facilities for events.
 - viii. Participation and general support needed to prepare and administer the open houses.
 - ix. SRTA, STATE and the consultant will plan and administer a public visioning event.
 - x. Participation and general support needed to prepare and administer the kick-off event.
 - xi. Work with SRTA and local jurisdictions to develop a set of mutually agreed upon corridor goals, objectives, and performance to help inform and guide the rest of the planning effort. The goals should reflect public input solicited in the previous subtasks and shall with state, regional, and local goals.
 - xii. Review and advise.
- c. Gather Information on Existing Conditions
- i. Provide any relevant and available materials
 - ii. Review suggestions and provide feedback.
 - iii. Provide regional traffic data and forecast information.
 - iv. Will accompany consultant to various locations along the corridor to help provide context to existing corridor conditions and/or point out known areas of key challenges.
- d. Conduct Baseline Performance Assessment
- i. STRA can provide relevant traffic counts from Regional Traffic Count projects.
 - ii. Provide ShastaSIM Regional Travel Demand Model access and data.
- e. Identify Potential Projects and Strategies
- f. Analyze Improvement Strategies
- i. Assist consultant in gathering information as needed.
 - ii. Review and comment on findings.
- g. Select and Prioritize Solutions
- i. Help select and prioritize solutions, based on the corridor goals and objectives developed in Task 2.6.
 - ii. Present to SRTA Board of Directors for comment and direction.
- h. Develop Draft Reports
- i. Review and comment on working draft.
 - ii. Review and comment on public draft.

Exhibit A

- iii. Present to the Board of Directors.
- iv. Present to the local jurisdictions.
- i. Develop Final Report
 - i. Review and approve and send to the Board of Directors for review and approval.
- j. Board Review and Approval
 - i. SRTA will review and adopt

The Scope of Work shown below reflects the anticipated process and deliverables for the PROJECT.

Section III – FUNDING

15. STATE and SRTA will be combining their funds together. STATE was rewarded \$500,000.00 and SRTA was rewarded \$500,000.00 making the total of the project \$1,000,000.00. Both agencies will be sharing the cost of the project 50/50; however, if the budget overruns the amount shown in **Attachment 3 – Estimated Budget** SRTA shall provide additional funds using non state dollars.

A detailed breakdown of the two funding sources below:

STATE Contribution into this Agreement:

State Route 273 Multimodal Stewardship, Safety, and Equity Study

- **Award Amount:** \$500,000.00
- **Not to Exceed Amount:** \$500,000.00
- **Fund Source:** State Planning and Research Part I (SPR)
 - Funding: 80% Federal, 20% State (0890/0046)
 - Eligibility:
 - Planning- Planning Activities
 - Federal Highway Administration (FHWA): SOW and Equipment

SRTA Contribution into this Agreement:

State Route 273 Northern Section Multimodal Corridor Plan

- **Award Amount:** \$500,000.00
- **Fund Source:** Sustainable Transportation Planning Grants – Strategic Partnerships – Federal Highway Administration State Planning and Research Part I
 - **Public Transportation Account (PTA)**
 - Funding: 100% State (0046)
 - Eligibility:
 - Planning- Planning Activities
- **Local Match Amount (Cash):** \$125,000.00

Exhibit A

Invoicing and Payment:

16. Contractor shall be reimbursed for actual labor hours accrued in performance of this JPA, in accordance with Agreement Number 74A1322 and the JPA budget, **Attachment 3**.

Contractor shall also be paid for Other Direct Costs (OCD's), that are specifically identified in this JPA and approved in advance by Caltrans Contract Manager, in accordance with Agreement Number 741322 and the JPA Budget, **Attachment 3**. The total amount payable by Caltrans under this JPA, including all Labor Costs and OCD's shall not exceed \$500,000.00.

- A. For services satisfactorily rendered and approved by the Caltrans Contract Manager, and upon receipt and approval of the invoices, **CALTRANS** agrees to compensate SRTA in accordance with the Scope of Work, Schedule, and Costs, in **Attachment 2 and Attachment 3**. Incomplete or disputed invoices shall be returned to **SRTA**, unpaid, for correction.
- B. Invoices shall be itemized in accordance with **Attachment 3** and shall be signed and submitted in triplicate not more frequently than monthly, and at minimum quarterly in arrears of the service.
- C. Each invoice shall include:
- 1) Agreement Number.
 - 2) Date(s) of Service.
 - 3) Location of Service.
 - 4) Service Month.
 - 5) Number of Hours by Name and Classifications.
 - 6) Hourly Rates.
 - 7) Receipts for Material and Supplies
- D. Each invoice shall be submitted in triplicate to:

California Department of Transportation
Office of System Planning, MS 5
Attention: Natalie Kinney
1657 Riverside Drive
Redding, CA 96001

Natalie.Kinney@dot.ca.gov

Exhibit A

Section IV

Legal Relations and Responsibilities:

1. Nothing within this Agreement is intended to create duties or obligations to or rights in third parties not parties to this Agreement.
2. All obligations of STATE under the terms of this Agreement are subject to the appropriation of resources by the Legislature, the State Budget Act authority, and the allocation of funds by the California Transportation Commission if necessary.

INDEMNITY PROVISIONS:

1. Neither STATE, nor any of its officers and employees, are responsible for any injury, damage, or liability occurring by reason of anything done or omitted to be done by SRTA its contractors, sub-contractors, and/or its agents under or in connection with any work, authority, or jurisdiction conferred upon SRTA under this AGREEMENT. It is understood and agreed that SRTA to the extent permitted by law, will defend, indemnify, and save harmless STATE, and all of its officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, but not limited to, tortious, contractual, inverse condemnation, or other theories and assertions of liability occurring by reason of anything done or omitted to be done by SRTA, its contractors, sub-contractors, and/or its agents under this AGREEMENT.
2. Neither SRTA, nor any of its officers and employees, are responsible for any injury, damage, or liability occurring by reason of anything done or omitted to be done by STATE, its contractors, sub-contractors, and/or its agents under or in connection with any work, authority, or jurisdiction conferred upon STATE under this AGREEMENT. It is understood and agreed that STATE, to the extent permitted by law, will defend, indemnify, and save harmless STATE and all of its officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, but not limited to, tortious, contractual, inverse condemnation, or other theories and assertions of liability occurring by reason of anything done or omitted to be done by STATE, its contractors, sub-contractors, and/or its agents under this AGREEMENT.

Exhibit A

Term of Agreement:

3. This JPA shall begin on **May 1, 2022** (Effective Date) and shall terminate on the sooner of **February 28, 2024**, or return of the funds under Section.

This Agreement shall become effective on the last date that a copy of it is signed by all the signatories and shall remain in full force until the end of the project (February 28, 2024), unless there is an amended or terminated at any time upon mutual consent of the parties or until terminated by either party for cause.

Amendments.

This JPA may be amended by mutual written agreement of CALTRANS and SRTA.

Disputes

SRTA shall meet, confer, and attempt in good faith to resolve any disputes involving performance under this Agreement. Disputes that are not resolved by SRTA Parties shall, upon written request by any one of the SRTA Parties involved in the dispute, be submitted to non-binding mediation by a mediator agreed upon by the SRTA Parties involved in the dispute. If the SRTA Parties involved in the dispute cannot agree on a mediator, they shall ask the American Arbitration Association to appoint a mediator. Each party shall bear its own costs of participating in the mediation.

Termination

This JPA may be terminated by either party for any reason by giving written notice to the other party at least 30 days in advance of the effective date of such termination. In the event of termination by said notice, funds reimbursed to SRTA/Consultant will include all authorized non-cancelable obligations and prior costs incurred.

Insurance

SRTA shall require all its subcontractors to furnish a Certificate of Insurance for Commercial General Liability Insurance, Professional Liability Insurance, Automobile Liability insurance, and evidence of valid Workers' Compensation coverage, in effect for the term of this Agreement, which names **CALTRANS** as an additional insured in an amount of \$1 million per person and \$2 million in aggregate. In addition, **SRTA** shall require its subcontractors to indemnify, defend, and hold harmless **CALTRANS** to the same extent as they do under their contracts with **SRTA**.

Incorporation by Reference. Attachments 1, 2, 3, and 4 to this JPA are hereby made a part of this JPA by reference.

Electronic Signatures.

Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this JPA are intended to authenticate this writing and to have the same force and effect as manual signatures for this JPA.

Exhibit A

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

SHASTA REGIONAL
TRANSPORTATION AGENCY

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

APPROVED:

APPROVED:

By:

By:

Date:

Date:

Attachment 1: Resolution

Place holder

Attachment 2: Consultant Responsibilities and Deliverables

CONSULTANT SCOPE OF WORK (FOR INCLUSION IN PROPOSALS AND BUDGET)			
Task	Consultant Responsibilities & Deliverables	SRTA Role	STATE (Caltrans D2) Role
1.	Project Initiation		
	Task Objective: To ensure clarity and consensus regarding project objectives, consultant and SRTA and Caltrans D2 roles, and administrative functions (i.e. reporting, invoicing, etc.). Also, to identify – and subsequently avoid – potential pitfalls to the planning process.		
1.1	Participate in a project kick-off meeting organized by SRTA.	<ul style="list-style-type: none"> Plan and conduct an internal kick-off meeting between SRTA staff, Caltrans D2 staff and consultant team. Provide a contact list of individuals representing primary stakeholders. Participate in interviews with regional partners and stakeholders. 	<ul style="list-style-type: none"> Plan and conduct an internal kick-off meeting between SRTA staff, Caltrans D2 staff and consultant team. Provide a contact list of individuals representing primary stakeholders. Participate in interviews with regional partners and stakeholders.
1.2	Organize and administer a project kick-off meeting for regional partners.		
1.3	Interview key regional partners and community stakeholders.		
	<p>The consultant shall participate in an internal kick-off meeting with SRTA and Caltrans staff; plan and conduct an external kick-off meeting with regional partners identified by SRTA; and perform introductory interviews with key regional partners (e.g., Redding Rancheria, RABA, local agencies, etc.) and community stakeholders (e.g., large employers, schools, etc.) to gain a better understanding of expectations for project management, communications, and potential sensitivities that may affect the planning process.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> One multi-day site visit by consultant project manager and essential project support staff. External kick-off meeting agenda and minutes. Summary of interviews performed and key takeaways. 		
2.	Stakeholder and Public Outreach		

Task Objective & Future Application: To engage both traditional and non-traditional stakeholders in the planning process by increasing public awareness, access to information, and opportunity to influence key decisions. Public input obtained through this effort will inform future project development and funding recommendations. The SR-273 Multimodal Corridor Plan Project Advisory Committee (PAC) members will help to ensure that the plan and the recommendations are vetted within their respective agencies/organizations, and will provide a collective recommendation to the SRTA Board of Directors at the time of adoption.				
2.1	Organize and conduct SR-273 Multimodal Corridor Plan (MCP) project advisory committee (PAC).	<p>The consultant shall develop agendas, provide written and oral project updates, facilitate discussions, and document stakeholder participation and input received.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Three site visits (if feasible) by consultant project manager. • Project advisory committee meeting agendas. • Project updates to project advisory committee meetings and facilitate their participation. • Documentation of input received. 	<ul style="list-style-type: none"> • Develop a list of regional stakeholders. • Organize a SR-273 MCP Project Advisory Committee. 	<ul style="list-style-type: none"> • Develop a list of regional stakeholders. • Organize a SR-273 MCP Project Advisory Committee.
2.2	Plan and administer an online public outreach campaign for the SR-273 Multimodal Corridor Plan.	<p>The consultant shall develop a project website. This website will be the primary means for distributing information about the planning process. The consultant shall also advise and support SRTA and Caltrans D2 in developing online tools used to collect public and stakeholder input, including: a community survey; a tool for reviewing and commenting on draft documents; and an interactive ArcGIS map or maps.</p>	<ul style="list-style-type: none"> • SRTA will work with the consultant in developing and/or approving the materials • Provide SRTA’s disadvantaged communities analysis (see RTP/SCS) and U.S. Department of 	<ul style="list-style-type: none"> • Caltrans D2 will work with the consultant in developing and/or approving the materials • Provide SRTA’s disadvantaged communities analysis (see RTP/SCS) and U.S. Department of Transportation’s
2.3	Develop performance measures for both equity and safety issues			
2.4	Perform targeted outreach in disadvantaged communities (DACs) and			

	<p>Areas of Persistent Poverty.</p>	<p>The consultant should have a skilled graphic designer as part of their team to help develop a project logo, graphics for presentations, social media, outreach events, etc.</p> <p>The consultant shall prepare press releases, social media posts, and email blasts that direct audiences to the website for project-related documents and opportunities to participate in planning and decision-making processes. The materials should avoid jargon and should explain complex concepts and materials in a way that is easy to understand.</p> <p>The consultant will use recently established equity tools to develop performance measures for equity and safety issues and develop a toolbox to address future equity and safety issues.</p> <p>The consultant shall develop a community survey and other outreach strategies that effectively engage disadvantaged communities (as identified in the latest Transit Needs Assessment and Regional Transportation Plan). Potential strategies could include direct outreach at locations along the corridor (e.g., mobile home parks, schools, shopping centers, public health centers, etc.) information booths at regional</p>	<p>Transportation’s RAISE Areas of Persistent Poverty to help inform outreach.</p> <ul style="list-style-type: none"> • Support consultant in identifying, community stakeholders, information gatekeepers, and other partners needed to ensure successful outreach. 	<p>RAISE Areas of Persistent Poverty to help inform outreach.</p> <ul style="list-style-type: none"> • Support consultant in identifying, community stakeholders, information gatekeepers, and other partners needed to ensure successful outreach.
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		<p>events (e.g., fairs, farmers’ markets, etc.), outreach on public transit routes on the corridor, or other methods not listed here. These tools will better understand neighborhood-specific mobility barriers within the project area and identify corresponding services, programs, and infrastructure that may be used to overcome these challenges. Consultant is to work with Caltrans D2 Public Information Office for consistency and language.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Project website content. • Documentation of outreach efforts and materials. • Public notifications and documentation of their distribution. • Quantification/measurement of efficacy (e.g., number of exposures, etc.) • Toolbox to assess and address equity and safety issues through performance measures 		
<p>2.5</p>	<p>Plan and administer a minimum series of four (4) public open houses.</p>	<p>The consultant shall take the lead role in planning and conducting at least four (4) public open houses held in Redding and Anderson. The initial series of two (2) open houses will be scheduled at or near the beginning of the planning process. The goal of the initial two workshops will be to help identify issues, challenges, and locations</p>	<ul style="list-style-type: none"> • Review and comment on draft materials and provide staff support. 	<ul style="list-style-type: none"> • Review and comment on draft materials and provide staff support. • Reserve locations/facilities for events.

		<p>that should be addressed; to identify ways people currently use the corridor; to identify ways people would like to use corridor; and to help identify any functional segments (i.e., “corridors within the corridor”) that may exist. In addition, the consultant will help identify the gaps in the system (both existing and historical barriers) that can be addressed to make the corridor and transportation system more equitable for all.</p> <p>A participatory budget planning tool should be part of the open houses to help community members prioritize improvements and illustrate various cost/benefit tradeoffs to the public. This may only be appropriate for the second series of workshops.</p> <p>Towards the end of the planning process (during Task 7), another series of at least two (2) open houses will be held to share findings from earlier outreach activities; presenting draft recommendations; and facilitating community consensus. The consultant shall prepare invitations and produce all handouts and visual aids for the open houses. All advertising, sign-in attendance sheets, and public input received shall be documented and attached to the final report.</p>	<ul style="list-style-type: none"> • Reserve locations/facilities for events. • Participation and general support needed to prepare and administer the open houses. 	<ul style="list-style-type: none"> • Participation and general support needed to prepare and administer the open houses.
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		<p>Note: Due to the uncertainties caused by the COVID pandemic, the consultant should allow for the potential for these workshops to be online only. Additional virtual outreach might need to be considered as well.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Meeting-related collateral. • Appendix to Final Report: Documentation of public outreach activities and input. • One multi-day site visit by consultant project manager and project support staff to conduct and document the 4 (four) or more regional public open houses. 		
<p>2.6</p>	<p>Plan and administer a public visioning event.</p>	<p>To take full advantage of this planning opportunity, a public visioning event will be held after the initial round of open houses. The purpose of this event is to facilitate unconstrained brainstorming among the public and partner agencies about the future of the SR-273 Corridor and how the existing transportation and equity challenges identified in the open houses and other outreach may be addressed. The consultant will provide one or more keynote speakers to speak at a public visioning event. The speaker(s) should be a recognized authority on planning with excellent public speaking skills. The ideal</p>	<ul style="list-style-type: none"> • SRTA and the consultant will plan and administer a public visioning event. • Review and comment on draft materials and provide staff support. • Reserve location/facility for 	<ul style="list-style-type: none"> • Caltrans D2 and the consultant will plan and administer a public visioning event. • Review and comment on draft materials and provide staff support. • Reserve location/facility for public kick-off event. • Participation and general support needed to prepare

		<p>speaker could explain complex concepts in simple, memorable ways to diverse stakeholders and excite them about potential solutions. The speaker(s) should share current best practices to address the deficiencies previously identified during outreach (including the first series of open houses) and help expand the realm of what is considered possible in our communities. The speaker(s) will also meet in a closed event with elected officials and/or jurisdictional staff in advance to help achieve partner buy-in.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Meeting-related collateral. • Appendix to Final Report: Documentation of visioning event and input. • One multi-day site visit by speaker(s), consultant project manager, and support staff to conduct and document the kickoff event. 	<p>public kick-off event.</p> <ul style="list-style-type: none"> • Participation and general support needed to prepare and administer the kick-off event. 	<p>and administer the kick-off event.</p>
<p>2.7</p>	<p>Develop corridor goals, objectives, and performance measures.</p>	<p>After gathering information on existing conditions (Task 2), the initial round of open houses (Task 2.4), and the visioning event (Task 2.5), the consultant will assist SRTA and partner agencies in developing a mutually agreed-upon document defining corridor goals, objectives, and performance</p>	<ul style="list-style-type: none"> • Work with Caltrans D2, the City of Redding, the City of Anderson, and Shasta County to develop a set of mutually agreed- 	<ul style="list-style-type: none"> • Work with SRTA, the City of Redding, the City of Anderson, and Shasta County to develop a set of mutually agreed-upon corridor goals,

		<p>measures to help inform subsequent tasks. This document should incorporate public input solicited in the previous sub-tasks and align with the state corridor plan process, state goals, regional goals, and local goals.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> Corridor goal and objective document (see pages 21–22 of Caltrans Corridor Planning Process Guide) 	<p>upon corridor goals, objectives, and performance measures to help inform and guide the rest of the planning effort. The goals should reflect public input solicited in the previous subtasks and shall align with state, regional, and local goals.</p>	<p>objectives, and performance measures to help inform and guide the rest of the planning effort. The goals should reflect public input solicited in the previous subtasks and shall align with state, regional, and local goals.</p>
2.8	<p>Develop a “Share the Road” Campaign for the trucking industry</p>	<p>The consultant will create and implement a “share the road” campaign to educate the trucking and freight industry and sharing the road with all users.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> Campaign materials. 	<ul style="list-style-type: none"> Review and advise 	<ul style="list-style-type: none"> Review and advise
3.	Gather Information on Existing Conditions			
<p>Task Objective & Future Application: Corridor information is collected and gathered to inform an understanding of the corridor context, and current and possible future conditions, with the understanding that future conditions may vary depending on the planning choices made between now and that time. This task may occur simultaneously with Task 2 and should inform how outreach is performed.</p>				
3.1	<p>Collect information on corridor context</p>	<p>The consultant will collect information and produce a document describing the</p>	<ul style="list-style-type: none"> Provide any relevant and available materials 	<ul style="list-style-type: none"> Provide any relevant and available materials
3.2	<p>Literature review</p>			

<p>3.3</p>	<p>Identify and gather any additional data needs</p>	<p>corridor’s context, including (but not necessarily limited to):</p> <ul style="list-style-type: none"> • Current context (population, employment, travel demand) • Future context (population, employment, travel demand) • Location, purpose, and users • Network and corridor designations 	<ul style="list-style-type: none"> • Review suggestions and provide feedback. • Provide regional traffic data and forecast information 	<ul style="list-style-type: none"> • Review suggestions and provide feedback. • Provide regional traffic data and forecast information
<p>3.4</p>	<p>Site visit/in-field corridor assessment</p>	<ul style="list-style-type: none"> • Issues of regional significance • The most current planning efforts and studies (local, regional, state), • Operational conditions in the corridor (bottlenecks, travel times, demand, and delay trends, etc.) • Travel patterns (O-D, time-of-day, day of the week, different modes and mode choice in the corridor, trip purposes, socioeconomic characteristics, industry concentrations, employment, etc.) • Community characteristics • Land use and place types (current and future) • System characteristics (freeway/highway, arterial, transit stops and routes, freight, complete streets) • Environmental scan • Climate change vulnerabilities 	<ul style="list-style-type: none"> • SRTA staff will accompany consultant staff to various locations along the corridor to help provide context to existing corridor conditions and/or point out known areas of key challenges. 	<ul style="list-style-type: none"> • Caltrans D2 staff will accompany consultant staff to various locations along the corridor to help provide context to existing corridor conditions and/or point out known areas of key challenges.

		<p>The consultant will shoot drone and ground-level footage of key areas of the corridor to help illustrate the challenges faced by various corridor users. The ground-level footage should include footage that shows the corridor experience of people who walk, bike, roll, and/or take transit and should be taken using a lens with a focal length of no less than 50mm to properly mimic human sight. This footage may be used on the project website, at outreach workshops, in social media, and future grant applications.</p> <p>The consultant may suggest additional topics to consider as part of the corridor context that may be helpful in the planning process.</p> <p>Deliverables:</p> <ul style="list-style-type: none">• At least one site visit (project manager and additional staff as needed/appropriate). These should be conducted while at the region for other events (e.g., kickoff meeting(s), outreach events(s)), if possible, to minimize unnecessary travel/lodging costs.		
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		<ul style="list-style-type: none"> • Edited clips of video illustrating current challenges suitable for use in future grant applications, social media, 273 MCP outreach, etc. • Archive of raw footage used to create the edited clips. • Technical memo summarizing findings, outlining corridor description, basic system characteristics of the corridor and its unique elements within a larger national, State, and regional context. • Construct an ArcGIS online tool with a geo database and shapefiles. 		
4.	Conduct Baseline Performance Assessment			
Task Objective & Future Application: Identify and quantify performance issues, which will help inform Task 5. Does the corridor operate as a cohesive whole, or does it operate as a series of smaller, largely self-contained corridors? If the latter, what are they, how do they function, and who do they serve? Should these “mini-corridors” be considered individually, with their own unique challenges and goals?				
4.1	Perform corridor performance assessment	<p>These assessments should go beyond describing a single “normal” operational condition derived from the average of different attributes. If adequate data is available or may be acquired, the consultant should describe and identify operational conditions within the corridor in these situations:</p> <ul style="list-style-type: none"> • Extreme weather • Special events • Major incidents 	<ul style="list-style-type: none"> • SRTA can provide relevant traffic counts from Regional Traffic Count project 	
4.2	Perform freeway, highway, and arterial network performance assessment			

4.3	Perform transit and rail network performance assessment	<p>The criteria used to perform assessments may vary depending on the goals, objectives, and measures agreed-upon in Task 2.6 and will be agreed upon by the corridor team. However, typical criteria may include (but not necessarily be limited to): bottleneck location, delay, speed, productivity, peak hour excessive delay, travel time reliability, safety, pavement condition, transit ridership, transit service on-time percentage, transit service hours and frequency, number/type of transit-supportive infrastructure in corridor, freight productivity, truck VMT, truck travel time reliability, container transfers, type/number of complete street features within corridor, gap analysis, active transportation travel demand, active transportation level of traffic stress, active transportation safety, first/last mile access to transit, and multimodal network connectivity.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Technical memo summarizing findings, including baseline performance levels. • A map and supporting documents to help identify DACs and areas of persistent poverty. 		
4.4	Perform freight assessment			
4.5	Perform complete streets / active transportation assessment			
4.6	Disadvantaged / unserved communities and areas of persistent poverty assessment			
4.7	Forecast future performance	Using the region's adopted ShastaSIM Regional Travel Demand Model, the consultant will identify the scale and scope	<ul style="list-style-type: none"> • Provide ShastaSIM Regional Travel 	

		<p>of performance issues in the future if no action is taken or if only already approved investments move forward.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Technical memo summarizing findings. 	Demand Model access and data.	
4.8	Develop system profiles	<p>The consultant will develop system profiles to help visualize the results of the performance assessments. The purpose of these profiles is to characterize corridor performance and help identify issues to address. At a minimum, the consultant will develop system profiles for mobility, reliability, safety, and sustainability.</p> <p>For example, a system profile for sustainability might include pollutant and GHG emission estimates, VMT per capita in areas served by the corridor, and measures of multimodal accessibility and connectivity for households and employers.</p> <p>Profiles should also be created for any functional segments (i.e., “corridors within the corridor”) identified in previous tasks. Additional profiles may be suggested by the consultant or partner agencies.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Technical memo summarizing findings. 		
5.	Identify Potential Projects and Strategies			
	Task Objective & Future Application: Identify potential projects and strategies for analysis and evaluation (Task 6).			

5.1	Identify freeway/highway/arterial projects and strategies	<p>Based on deliverables from Tasks 2-4, the consultant will identify potential projects and strategies to address the identified deficiencies and needs</p> <p>Projects and strategies identified for evaluation will clearly identify the corridor objectives they address.</p> <p>Consideration should be made of projects already planned and listed in the RTP, including whether those projects should be modified.</p> <p>Once a set of projects and strategies are identified for evaluation, consultant will help SRTA, Caltrans D2, and partner agencies consider how they may be integrated or otherwise work together to achieve maximum benefit. (This helps the planning team to consider a holistic or “system” solutions rather than standalone approaches.)</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Technical memo listing identified projects. Information provided for each identified project should include: project name, location, type, short description/scope, short statement of purpose/need, and estimated total cost (capital + support). • Provide a toolbox of possible solutions for each unique segment 	<ul style="list-style-type: none"> • Review and comment on findings. • Suggest additional projects and/or strategies for consideration, if needed. 	<ul style="list-style-type: none"> • Review and comment on findings. • Suggest additional projects and/or strategies for consideration, if needed.
5.2	Identify transit projects and strategies			
5.3	Identify complete streets projects and strategies			
5.4	Identify freight projects and strategies.			
5.5	Identify climate change adaptation and resiliency projects and strategies.			
5.6	Define improvement projects			
5.7	Consider corridor integration options			

6. Analyze Improvement Strategies				
Task Objective & Future Application: Evaluation of a broad set of solutions for the corridor that can address the identified issues and opportunities.				
6.1	Group strategies into scenarios and evaluate.	<p>The consultant will group possible improvement projects and strategies into scenarios to be evaluated. The consultant will then analyze the scenarios to evaluate the impact of potential investments on corridor performance. Assumptions made in earlier steps may be reassessed and modified if necessary.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Qualitative analysis of performance impact in matrix format. • Evaluation results in a matrix format that outlines evaluation results of projects and strategies tested, grouped by scenario or project type. 		
6.2	Perform feasibility study of reverting Downtown Redding one-way streets to two-way streets.	<p>The Downtown Redding Transportation Plan (December 2016) identified the restoration of two-way streets as “warrant[ing] additional study” but beyond the scope of the plan “due to budgetary constraints.” The consultant will conduct a study on the feasibility of a full and/or partial reversion of existing one-way highway couplets to two-way streets to improve safety, business conditions, mobility, and connectivity.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Feasibility study 	<ul style="list-style-type: none"> • Assist consultant in gathering information as needed. • Review and comment on findings. 	<ul style="list-style-type: none"> • Assist consultant in gathering information as needed. • Review and comment on findings.

<p>6.3</p>	<p>Perform feasibility study of a roundabout installation at the intersections of Market Street, Pine Street, and Cypress Avenue.</p>	<p>The Downtown Redding Transportation Plan (December 2016) identified a potential roundabout at the Cypress/Pine/Market Street intersection as “warrant[ing] additional study” but beyond the scope of the plan “due to budgetary constraints.” The consultant will conduct a study to determine the feasibility of improving safety, connectivity, and mobility for all modes of movement by installing a roundabout at this key intersection at the southern gateway to Downtown Redding.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Feasibility study, including 30% designs if a roundabout is determined to be feasible. 	<ul style="list-style-type: none"> • Assist consultant in gathering information as needed. • Review and comment on findings. 	<ul style="list-style-type: none"> • Assist consultant in gathering information as needed. • Review and comment on findings.
<p>7. Select and Prioritize Solutions</p>				
<p>Task Objective & Future Application: A recommended set of solutions for the corridor that can address the identified issues and opportunities and that align with the region’s regional transportation plan (RTP) and sustainable communities strategy (SCS). Adopted findings and recommendations from the SR-273 Multimodal Corridor Plan will inform development of the 2022 (and subsequent) RTP/SCS to help the region meet its more aggressive 2035 greenhouse gas emission reduction target. SRTA anticipates developing new policies, programs, and investment strategies to systematically implement the RTP/SCS. Forecast and modeled data will be used to set performance targets and track progress toward desired outcomes. The ultimate outcome is a more sustainable, adaptive, and resilient package of potential projects.</p>				
<p>7.1</p>	<p>Select and prioritize corridor solutions.</p>	<p>The consultant will help SRTA and its partner agencies to select and prioritize projects and strategies that can address the identified issues and opportunities in the project area.</p>	<ul style="list-style-type: none"> • Help select and prioritize solutions, based on the corridor goals and objectives developed in Task 2.6. 	<ul style="list-style-type: none"> • Help select and prioritize solutions, based on the corridor goals and objectives developed in Task 2.6. • Present to SRTA Board of Directors for

		<p>Deliverables:</p> <ul style="list-style-type: none"> • Project list prioritized and assigned short-, medium-, or long-term horizons based on need and potential grant funding. • A “toolbox” of conceptual (30%) drawings and designs based on stakeholder input that can be used to help address identified deficiencies. If funds do not allow drawings and designs for all proposed solutions at this time, they may be prioritized in consultation with SRTA and partner agencies based on timeframe, likelihood of funding, or other factors. • Summary of next steps towards implementation, including identification of possible fund sources. • Packaged sets of multimodal projects strategically designed to reinforce one another and achieve progress across multiple corridor performance goals. • Preliminary designs of high-priority projects needed to compete for state and federal capital grant funds. 	<ul style="list-style-type: none"> • Present to SRTA Board of Directors for comment and direction. 	<p>comment and direction.</p>
8.	Develop Draft Reports			
<p>Task Objective & Future Application: The draft plan will synthesize the information collected and developed in Tasks 2–7 into a shared regional vision for the future of the SR-273 corridor and clearly outline SRTA and partner roles in achieving that vision. The vision need not be a uniform design corridor-wide, but should consider the presence, if any, of “corridors within the corridor” and the surrounding contexts. The draft plan will be shared with partner agencies and the public for review and comment, which will be incorporated into the final plan.</p>				

<p>8.1</p>	<p>Prepare working draft for SRTA/Caltrans staff review.</p>	<p>The consultant shall utilize previously completed technical memos and findings as the basis for developing a cohesive and comprehensive working draft report. The body of the report shall be concise and written for non-technical audiences. Exhibits, tables, and other infographics shall be used wherever appropriate to convey technical concepts in a more approachable manner. The plan should include an implementation schedule (if possible) as well as the identification of responsibilities. The plan will outline how the corridor will be expected to operate, including recommended technical, organizational, and institutional arrangements necessary to achieve expected benefits. Technical documentation of the planning process, public input, data, performance measure methodology, and other such elements shall be attached as appendices to the report.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Working draft report 	<ul style="list-style-type: none"> • Review and comment on the working draft report. 	<ul style="list-style-type: none"> • Review and comment on the working draft report.
<p>8.2</p>	<p>Prepare public review draft for SRTA staff review.</p>	<p>The consultant shall integrate staff input and direction received in response to the working draft report into a public review report. The consultant shall widely advertise the availability of the public review draft report and be available (in person or via video or teleconference) to participate in meetings with the project</p>	<ul style="list-style-type: none"> • Review and comment. • Present to Board of Directors. • Present to local jurisdictions. 	<ul style="list-style-type: none"> • Review and comment. • Present to Board of Directors. • Present to local jurisdictions.

		PAC, the SRTA TAC, and the Board of Directors. Deliverables: <ul style="list-style-type: none"> Public draft report 		
9.	Develop Final Report			
	Task Objective & Future Application: The final plan will provide a shared regional vision for the future of the SR-273 corridor and clearly outline SRTA and partner roles. The plan will be referenced when developing and recommending specific projects, policies, programs, and other activities to the SRTA Board of Directors and partner agencies.			
<i>Not applicable.</i>	Prepare final draft for SRTA staff review.	<p>The consultant shall integrate partner and public feedback in response to the public review draft report into a final draft to be presented to the SRTA Board of Directors for adoption.</p> <p>The consultant needs to know all entities that provide electronic or information technology or related services posted online by Caltrans must comply with Government Code Sections 7405 and 11135 and the Web Content Accessibility Guidelines (WCAG) 2.0 or subsequent version, published by the Web Accessibility Initiative of the world Wide Web Consortium at a minimum Level AA success. All entities will respond to and resolve any complaints/deficiencies regarding accessibility brought to their attention.</p> <p>The Caltrans Web Accessibility for All (CWAA) project was initiated to respond to AB 434 mandating that all public web content must be ADA compliant and</p>	<ul style="list-style-type: none"> Review, approve, and send to the Board of Directors for review and approval. 	<ul style="list-style-type: none"> Review, approve, and send to the Board of Directors for review and approval.

		<p>certified as such. The Contractor shall ensure that all reports submitted to Caltrans comply with AB 434 (Baker, Statutes of 2017) and the Americans with Disabilities Act of 1990. All electronic and information technology products submitted under this agreement shall be compliant so they can be web posted without further modification.</p> <p>Final deliverable reports prepared under this agreement and submitted in electronic format must meet the requirements of AB 434 and the Americans with Disabilities Act of 1990.</p> <p>All electronic products prepared for Caltrans shall be accessible to persons with disabilities, including those with vision, hearing, cognitive, and mobility impairments. The following paragraphs summarize the requirements for preparing Caltrans reports in conformance with AB 434 and the Americans with Disabilities Act of 1990.</p> <p>The following paragraphs summarize the requirements for preparing Caltrans reports:</p> <ul style="list-style-type: none">a) Electronic documents with images: Provide a text equivalent for every non-text element (including photographs, charts and equations) in all publications prepared in electronic format. The Contractor shall use descriptions such as		
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		<p>"alt" and "longdesc" for all non-text images or place them in element content. "Text equivalent" means text sufficient to reasonably describe the image. Images merely decorative require only a very brief "text equivalent" description. However, images that convey information important to the content of the report require text sufficient to reasonably describe that image and its purpose within the context of the report.</p> <p>b) Electronic documents with complex charts or data tables:</p> <p>When preparing tables heavily designed, prepare adequate alternate information so assistive technologies can read them out. Identify row and column headers for data tables. Provide the information in a non-linear form. Markups shall associate data cells and header cells for data tables with two or more logical levels of row and column headers.</p> <p>c) Electronic documents with forms:</p> <p>When electronic forms are designed to be completed online, the form shall allow people using assistive technology to access the information, field elements, and functionality required for</p>		
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		<p>completion and submission of the form, including all directions and cues.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Final report in color hardcopy (15 copies) • Final report in PDF/A format and editable electronic format (e.g., Adobe InDesign, Microsoft Word, etc.) • Outreach materials explaining the final adopted plan, including a press release, social media content explaining elements of the report, and material to be incorporated into the primary SRTA website once the project website goes offline. 		
10.	Board Review and Approval			
Task Objective & Future Application: Achieve formal buy-in from the SRTA board and other governing bodies as appropriate so the SR-273 Multimodal Corridor Plan may be implemented.				
10.1	Present final draft to SRTA Board of Directors for approval at a regularly scheduled meeting.	<p>The consultant shall verbally and visually summarize the SR-273 Multimodal Corridor Plan process, findings, and recommendations at a SRTA Board of Directors meeting.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Site visit by project manager to present findings to the SRTA Board of Directors • Presentation materials 	<ul style="list-style-type: none"> • SRTA Board of Directors will review and approve. 	<ul style="list-style-type: none"> • Caltrans D2 will review and adopt.

Attachment 4 Caltrans and SRTA Representative

In consideration of the foregoing and the mutual promises of the parties hereto, **LOCAL AGENCY** and **CALTRANS** agree as follows:

1. Notification of Parties

- A. **AGENCY's** Project Manager is Sean Tiedgen, stiedgen@srta.ca.gov, (530) 262-6190.
- B. **CALTRANS'** Contract Manager is Natalie Kinney, Natalie.kinney@dot.ca.gov, (530) 782-3303. "Contract Manager" as used herein includes his/her designee.
- C. All notices herein provided to be given, or which may be given, by either party to the other, shall be deemed to have been fully given when made in writing and received by the parties at their respective addresses:

Shasta Regional Transportation Agency (SRTA)

Attention: Sean Tiedgen, Executive Director

Phone Number: (530) 262-6190

Email: stiedgen@srta.ca.gov

1255 East Street, Suite 202

Redding, CA 96001

California Department of Transportation

District 2, System Planning

Attention: Natalie Kinney, Associate Transportation Planner

Phone Number: (530) 782-3303

Email: Natalie.kinney@dot.ca.gov

1657 Riverside Drive

Redding, CA 96001

2. If either of these parties are changed or if there are changes to address or telephone number(s), the other party shall be notified in writing.