



BOARD OF DIRECTORS REPORT

MEETING DATE: JUNE 1, 2021 **AGENDA ITEM: #8**
DEPARTMENT: PLANNING
TYPE: ACTION ITEM
PREPARED BY: VALERIE WHITE, PURCHASING AGENT _____
Signature
REVIEWED BY: JERRY ESTRADA, GENERAL MANAGER _____
Signature
SUBJECT: SHORT RANGE TRANSIT PLAN CONTRACT RECOMMENDATION

RECOMMENDATION:

Based upon the discussion that follows, staff recommends that the Board authorize a contract award to Stantec Consulting Services (Stantec) to identify the necessary resources and priorities for MTD to continue to provide quality transit services for the five-year planning horizon by developing a Short Range Transit Plan (SRTP) for a firm, fixed fee of \$114,999.

DISCUSSION:

An SRTP is required by any transit operator directly receiving federal funds (per statutory provisions set forth in 49 U.S.C. 5303-4 and 23 U.S.C. 134-135). A comprehensive SRTP can become a useful guide to advance performance-based operations, grow ridership and identify financial resources. The Planning Department at MTD is committed to making sure such plans are cooperative and prioritized community outreach in an SRTP Scope of Services. Defined SRTP goals included:

- Analyzing and reporting on *Existing Conditions*, based on both existing pandemic conditions and pre-pandemic conditions.
- Performing a *Community Needs Assessment*, which comprises of Board and stakeholder input along with bilingual community-wide outreach to assess the transit needs of different segments of the population.
- Systematizing with the goals, objectives, and strategies of *Strategic Plan 2016-2021*, the *Zero-Emission Bus Feasibility Study: ZEB Power Modeling*, and MTD’s recently developed *Facilities Master Plan*, which assessed and provided recommendations to address MTD’s facility needs and the needs of the agency as MTD moves towards a fully battery-electric fleet by 2030.

The last SRTP adopted by MTD’s Board was in 2014 and was developed in-house. Grant opportunities provided to transit operators for the development of an SRTP are made available and have been applied for by MTD staff three times, with the last application approved. MTD’s objective is to utilize the 2020 awarded Sustainable Communities Grant to engage with a professional planning consultant that will offer broader and more combined experiences to develop MTD’s system optimization plans with consideration of short and long term opportunities, trends, and challenges of local, regional, and national public transit. In addition, having an updated SRTP will present MTD more competitively in future applications for funding.

BOARD OF DIRECTORS REPORT

SOLICITATION:

On February 4, 2021, MTD issued a Request for Proposals (RFP). The opportunity was posted on MTD's website, and public notices were placed in the *Ventura County Star* and *Santa Barbara News-Press*. In addition, prior to the RFP staff conducted a thorough market analysis/research to connect and engage with transit planning consultants. Conclusively, 19 firms were directly provided with the RFP. However at the time of the submittal due date on March 24, 2021, Stantec was the only responding party.

Immediately, staff contacted non-bidding firms to determine the reason for a Single Bid. Potential sources unanimously identified high demand and heavy workload commitments for transit consulting –circumstances beyond MTD's control. In addition, the Sustainable Communities Grant had timeline constraints that did not allow for any further delays to the schedule. Thus, MTD staff continued with the solicitation process and evaluated Stantec's proposal.

The proposal was deemed both responsive and responsible. Steve Maas, MTD Grants and Compliance Manager, and Hillary Blackerby, MTD Planning and Marketing Manager, independently reviewed and scored the proposals, yielding a combined score of 18.85 of 20 possible points after review of the technical qualifications, community outreach effectiveness, personnel, work plan, and price. Stantec's proposal highlighted 30 years of experience with more than 250 transit systems across North America, including previous consulting work with MTD. The Stantec team specializes in community engagement, and the proposed analysts in transit demand and route performance demonstrated results confirmed by work references. In the work plan, at times Stantec exceeded the Scope of Services requirements with their initial offer. Staff then requested a Best and Final Offer (BAFO) which resulted in a price proposal at \$114,999.

BUDGET & FUNDING:

As mentioned, the primary funding source for the SRTP is the *FY 2020-21 Caltrans Sustainable Transportation Planning – Sustainable Communities Grant*, a Federal Transit Administration 5304 fund, awarded to MTD for \$100,039. This required a local contribution at a minimum of \$12,961 in matching funds. So, the total Grant application project cost estimate was \$113,000. The offer from Stantec for \$114,999 is \$1,999 over the initial Grant budget. This increases MTD's local, cash contribution from the operating budget to a total of \$14,960.

PRICE ANALYSIS:

Prior to the solicitation, staff performed an Independent Cost Estimate (ICE) reviewing SRTP contracts with transit consulting firms at six other transit systems. The budgetary estimate anticipated \$132,281. Given Stantec's offer is \$17,282 less than the ICE, staff has deemed the price to be fair and reasonable.

CONTRACT AWARD & EXECUTION:

If the contract award is authorized by the Board today, staff will issue Stantec a *Notification of Contingent Award* indicating MTD's intent to execute a contract for the development of an SRTP upon verification of the necessary insurance for an SRTP. Once all required documents are received/verified the contract will be executed and project work will commence immediately.

ATTACHMENT:

- Short Range Transit Plan with Stantec Consulting Services Agreement (including Scope of Services, Proposal and BAFO)

Santa Barbara Metropolitan Transit District
Short Range Transit Plan

MASTER AGREEMENT with Stantec Consulting Services Inc.

THIS AGREEMENT is entered into by and between Santa Barbara Metropolitan Transit District, an incorporated transit district under Sections 95000, et seq. of the California Public Utilities Code ("MTD"), and Stantec Consulting Services Inc., a New York design and consulting firm ("Contractor"), at Santa Barbara, California, as of the later date set forth below the signatures executing this Agreement.

WHEREAS:

- A. MTD desires to engage Contractor for the development of MTD's Short Range Transit Plan (the "Project");
- B. Contractor represents that it has the knowledge and experience to carry out the Project, and desires to carry out the Project pursuant to the terms and conditions hereof, and;
- C. Based upon the representations made by Contractor, MTD desires to retain the services of Contractor to carry out the aforesaid Project, upon the within terms and conditions.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

- 1. Effect of Recitals. The foregoing recitals are hereby made express provisions of this Agreement.
- 2. FTA Provisions. The Project is funded in part by the Federal Transit Administration of the U.S. Department of Transportation and, as such, this Agreement is subject to the terms and conditions contained in *Federal Transit Administration: Contract Provisions* which is attached hereto as Exhibit "A" and incorporated herein by this reference.
- 3. Public Works Provisions. Not applicable to this agreement.
- 4. Scope of Services. MTD has heretofore issued on February 17, 2021, the Scope of Services contained in Request for Proposals for Short Range Transit Plan, a true copy of which is attached hereto as Exhibit "B" and incorporated herein by this reference.
- 5. Proposal. Contractor has heretofore submitted on March 23, 2021, a proposal to carry out the Project, and subsequently a Best and Final Offer on May 4, 2021, true copies of relevant parts that are attached hereto as Exhibit "C" and incorporated herein by this reference.
- 6. Order of Control. Contractor shall carry out the Project described in Exhibit "B" to this Agreement for the price quoted in Exhibit "C". All work and services shall be performed according to and controlled by the terms and provisions of this Agreement and the exhibits attached hereto. In the event of any conflict between the contract documents, the following order of control shall prevail: MTD Master Agreement, Exhibit "A", Exhibit "B", Exhibit "C".
- 7. Contract Price. Contractor shall carry out the Project for a fixed price of \$114,999 with progressive payments which is in accordance with Exhibit "C".
- 8. Payment. Contractor shall submit invoice to MTD upon completion of each Project Task. Payment from MTD shall be made to Contractor no later than thirty (30) days after acceptance by MTD (see paragraph 15) and receipt of a valid invoice, which shall be sent via email to: Santa Barbara MTD, Attn: Hillary Blackerby at hblackerby@sbmtd.gov with a copy to AP@sbmtd.gov.
- 9. Taxes. MTD is exempt from the payment of Federal Excise and Transportation taxes. Unless specified otherwise in the Agreement, MTD is subject to applicable California Sales Tax for Santa Barbara County which shall have been included in the Contractor's proposal price and shall be included on the Contractor's invoice.
- 10. Project Schedule. Performance shall commence within five calendar days of the date of the notice to proceed.

11. Delivery & Freight. Unless specified otherwise in the Scope of Services, any item provided under this Agreement shall be delivered FOB Santa Barbara to 550 Olive Street, Santa Barbara, CA 93101. Any Project freight and delivery charges shall have been already included in the Contractor's proposal price and shall not be paid otherwise by MTD.

12. Title & Risk of Loss. The Contractor shall have title to and bear the risk of any loss of or damage to any item provided hereunder until delivered and, if applicable pursuant to this Agreement or standard industry practice, installed or otherwise set up for usage. Upon such delivery and applicable installation and setup, title shall pass from the Contractor to MTD, and the Contractor's responsibility for loss or damage shall cease, except for loss or damage resulting from the Contractor's negligence. Such passing of title shall not constitute acceptance of an item by MTD. The Contractor shall further warrant that the title to any item provided hereunder is free from all claims, encumbrances and liens.

13. Damages. All losses or damages arising from any unforeseen circumstances, either natural or artificial, which may be encountered by the Contractor during the performance of the Project under this Agreement shall be sustained solely by the Contractor. This provision shall also apply to losses or damages resulting from any act or omission not authorized by this Agreement on the part of the Contractor or any agent or person employed by the Contractor.

14. Defective, Damaged or Noncompliant Work. Any items, services, work or systems acquired pursuant to this Agreement found to be defective, damaged or non-compliant with the Scope of Services at the time of delivery or installation shall be replaced by the Contractor without additional cost to MTD. If the Contractor should fail to promptly comply with any order to replace or repair any defective items, services, work or systems, MTD shall have the authority to deduct the cost of such replacement or repair from any compensation due or to become due to the Contractor. Nothing in this section shall limit or restrict any warranty provisions of this Agreement or any exhibits hereto.

15. Acceptance. All items, services, work or systems to be furnished by the Contractor pursuant to this Agreement shall be subject to acceptance by MTD. MTD shall inspect such deliverables to determine acceptability no later than ten (10) calendar days after said deliverables are received and, if applicable under the Agreement or standard industry practice, installed or otherwise set up for usage. Acceptance shall occur when it is determined by MTD that all items, services, work or systems provided pursuant to this Agreement are in compliance with the Scope of Services or any other applicable contract documents. Upon acceptance, formal notification thereof shall be made by MTD via notice to the Contractor.

16. Warranty. The Contractor shall warrant to MTD that, for five (5) years after MTD's full acceptance of items, services, work or systems, each shall conform with the requirements hereof and be free of defects. In addition to other remedies which may be available, MTD may at its option return any non-conforming or defective items to the Contractor and/or require correction or replacement of said item when the defect is discovered, all at the Contractor's risk and expense. If MTD does not require such correction or replacement of non-conforming or defective items, the Contractor shall repay such portion of the payment specified herein or such additional amount as is equitable under the circumstances. The rights of MTD hereunder are in addition to, and not limited by, the Contractor's standard warranties. Acceptance of items, services, work or systems by MTD, or payment therefor, shall not relieve the Contractor of its obligations thereunder.

17. Changes. Any changes or modifications to this Agreement must be in writing, and agreed to by both parties.

18. Insurance.

a. Contractor's Insurance Representations to MTD.

i. It is expressly understood and agreed that the insurance coverages required herein:

A. represent MTD's minimum requirements and are not to be construed to void or limit Contractor's indemnity obligations as contained in this Agreement nor represent in any manner a determination of the insurance coverages Contractor should or should not maintain for its own protection; and

B. are being, or have been, obtained by Contractor in support of Contractor's liability and indemnity obligations under this Agreement. Irrespective of the requirements as to insurance to be carried as provided for herein, the insolvency, bankruptcy, or failure of any insurance company carrying insurance

of Contractor, or the failure of any insurance company to pay claims accruing, shall not be held to affect, negate, or waive any of the provisions of this Agreement.

ii. Failure to obtain and maintain the required insurance shall constitute a material breach of, and default under this Contract. If Contractor shall fail to remedy such breach within five (5) business days after written notice by MTD, Contractor will be liable for any and all costs, liabilities, damages and penalties resulting to MTD from such breach, unless a written waiver of the specific insurance requirement(s) is provided to Contractor by MTD. In the event of any failure to Contractor to comply with the provisions of this portion of the Agreement, MTD may, without in any way compromising or waiving any right or remedy at law or in equity, on notice to Contractor, purchase such insurance, at Contractor's expense, provided that MTD shall have no obligation to do so and if MTD shall do so, Contractor shall not be relieved of or excused from the obligation to obtain and maintain such insurance amounts and coverages.

b. Conditions Affecting All Insurance Required Herein.

i. Cost of Insurance. All insurance coverage shall be provided at Contractor's sole expense.

ii. Maintenance of Insurance. All insurance coverage shall be maintained in effect with limits not less than those set forth below at all times during the term of this Agreement.

iii. Status and Rating of Insurance Company. All insurance coverage shall be written through insurance companies admitted to do business in California and with a Best's Financial Strength Rating of A- or better, as shown in the on-line version of Best's Rating & Criteria Center.

iv. Restrictive, Limiting, or Exclusionary Endorsements. All insurance coverage shall be provided to Contractor Parties in compliance with the requirements herein and shall contain no endorsements that restrict, limit, or exclude coverage in any manner without the prior express written approval of MTD.

v. Limits of Liability. The limits of liability may be provided by a single policy of insurance or by a combination of primary and umbrella policies, but in no event shall the total limits of liability available for any one occurrence or accident be less than the amount required herein.

vi. Notice of Cancellation, Nonrenewal, or Material Reduction in Coverage. In the event of cancellation, nonrenewal, or material reduction in coverage affecting the certificate holder, thirty (30) days prior written notice shall be given to the certificate holder by certified mail, return receipt requested, except in the event of cancellation for nonpayment, in which event fifteen (15) days prior written notice shall be given. If insurer will not include in its coverage such written notifications, it shall be incumbent upon Contractor to comply with such written notification requirements.

vii. Additional Insured Status. Additional insured status shall be provided in favor of MTD and its officers, employees and agents, including consultants, on all liability insurance required herein except workers' compensation/employer's liability and the certificate of insurance shall reflect same. Such additional insured coverage shall be primary to and shall seek no contribution from all insurance available to MTD, with MTD's insurance being excess, secondary, and noncontributing.

viii. Waiver of Subrogation. All insurance coverage carried by Contractor required herein shall provide a waiver of subrogation in favor of MTD for all loss covered by such insurance, and Contractor waives all rights of action against MTD for such loss.

ix. Primary Liability. All insurance coverage required herein shall be primary to and shall seek no contribution from all insurance available to MTD, with MTD's insurance being excess, secondary, and noncontributing. Where necessary, coverage shall be endorsed to provide such primary liability, and the certificate of insurance shall reflect same.

x. Deductible/Retention. All insurance required for this project shall have a maximum deductible or self-insured retention of \$10,000 per policy.

xi. Claims Against Aggregate. MTD must be notified in writing by Contractor at MTD's address set forth herein immediately upon knowledge of possible claims against Contractor that might cause a reduction below seventy-five (75%) of any aggregate limit of any primary policy.

c. Commercial General Liability Insurance.

- i. Coverage. Such insurance shall cover liability arising out of all locations and operations of Contractor, including but not limited to liability assumed under this Agreement (including the tort liability of another assumed in a business contract). Defense shall be provided as an additional benefit and not included within the limit of liability.
- ii. Form. Commercial General Liability Occurrence form, at least as broad as an unmodified ISO CG 00 01 10 93 or its equivalent.
- iii. Amount of Insurance. Coverage shall be provided with limits of not less than:
- | | |
|---|-------------|
| A. Each Occurrence Limit | \$1,000,000 |
| B. General Aggregate Limit | \$2,000,000 |
| C. Product-Completed Operations Aggregate Limit | \$2,000,000 |
| D. Personal and Advertising Injury Limits | \$1,000,000 |
| E. Fire Damage (any one fire) | \$50,000 |
| F. Medical Expense (any one person) | \$5,000 |
- iv. Required Endorsements.
- A. Additional Insured status as required in 18(b)(vii), above.
- B. Notice of Cancellation, Nonrenewal, or Material Reduction in Coverage, as required in 18(b)(vi), above.
- C. Personal Injury Liability: The personal injury contractual liability exclusion shall be deleted.
- D. Primary Liability, as required in 18(b)(ix), above.
- E. Waiver of Subrogation, as required in 18(b)(viii), above.
- F. Continuing Commercial General Liability Insurance: Contractor shall maintain such insurance in identical coverage, form, and amount, including required endorsements, for at least three (3) years following the date of acceptance by MTD of the last bus built pursuant to this Agreement.
- d. Auto Liability Insurance.
- i. Coverage. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned).
- ii. Form. Business Auto Form (at least as broad as an unmodified ISO CA 0001 or its equivalent).
- iii. Amount of Insurance. Coverage shall be provided with a limit of not less than \$1,000,000, combined single limit.
- iv. Required Endorsements.
- A. Additional Insured status as required in 18(b)(vii), above.
- B. Notice of Cancellation, Nonrenewal, or Material Reduction in Coverage, as required in 18(b)(vi), above.
- C. Waiver of Subrogation, as required in 18(b)(viii), above.
- e. Workers' Compensation/Employer's Liability Insurance.
- i. Coverage. Such insurance shall cover liability arising out of Contractor's employment of workers and anyone for whom Contractor may be liable for workers' compensation claims. Workers' compensation insurance is required, and no "alternative" forms of insurance shall be permitted.
- ii. Amount of Insurance. Coverage shall be provided with a limit of not less than:
- | | |
|---------------------------|--|
| A. Workers' Compensation: | Statutory limits |
| B. Employer's Liability: | \$1,000,000 each accident and disease. |
- iii. Required Endorsements.
- A. Notice of Cancellation, Nonrenewal, or Material Reduction in Coverage, as required in 18(b)(vi), above.
- B. Waiver of Subrogation, as required in 18(b)(viii), above.

f. Excess Liability Insurance.

i. Coverage. Such insurance shall be excess over and be no less broad than all coverages described above and shall include a drop-down provision.

ii. Form. This policy shall have the same inception and expiration dates and the commercial general liability insurance required above.

iii. Amount of Insurance. Coverage shall be provided with a limit of not less than \$1,000,000.

g. Professional Errors & Omissions Liability Insurance.

i. Coverage. Such insurance shall cover claims alleged to arise out of the negligent performance of Contractor's professional services.

ii. Amount of Insurance. Coverage shall be provided with a limit of not less than \$1,000,000 annual aggregate.

h. Other Insurance. MTD shall have the right, exercisable in its sole judgment at any time by giving prior written notice thereof to Contractor, to require Contractor to increase the limit and coverage amount of any insurance Contractor is required to maintain pursuant to this Agreement to an amount that MTD may, in its sole judgment, deem reasonably sufficient; and purchase other insurance and/or endorsement in such amounts or types as MTD may reasonably require from time to time.

19. Bonding. Not applicable to this agreement.

20. Termination. For applicable terms, refer to Paragraph 21 (Termination) in *Federal Transit Administration: Contract Provisions* which is attached hereto as Exhibit "A".

21. Liquidated Damages. Not applicable to this agreement.

22. Infringement of Patents. The Contractor agrees that it will, at its own expense, defend all suits and proceedings instituted against MTD and pay any award of damages assessed against MTD in such suits or proceedings, insofar as the same are based upon any claim that the items, services, work, systems, or any part thereof, or any tool, or process used in or for the Project, constitutes an infringement of any legal United States copyright or patent. MTD agrees that it will give the Contractor prompt notice in writing of the institution of the suit or proceeding and permits the Contractor through its counsel to defend the same and gives the Contractor all information, assistance and authority necessary for the Contractor to do so. In case said items, services, work, systems, or any part thereof, or any tool, or process used in or for the Project, is in such suit held to constitute infringement and use of same is enjoined, the Contractor shall, at its own expense and at its option, either procure for the MTD the right to continue using said items, services, work, systems, or any part thereof, or any tool, or process used in or for the Project, or replace same with non-infringing equipment, or modify it so it becomes non-infringing.

23. Rights in Data. Definitions. The term "subject data" used in this clause means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under this Agreement. Subject data includes graphic or pictorial delineation in media such as drawings or photographs; text in specifications or related performance or design-type documents; machine forms such as punched cards, magnetic tape, or computer memory printouts; and information retained in computer memory. Examples include, but are not limited to: computer software (including, but not limited to, source codes), engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information. The term "subject data" does not include financial reports, cost analyses, and similar information incidental to contract administration. *MTD Rights.* MTD reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for MTD purposes, any subject data or copyright. As used in the previous sentence, "for MTD purposes," means use only for the direct purposes of MTD. Without the copyright owner's consent, MTD may not extend its license to any other party. *Public Information.* When MTD awards a contract for experimental, developmental, or research work, it is MTD's general intention to increase transportation knowledge available to the public, rather than to restrict the benefits resulting from the work to participants in that work. Therefore, unless MTD determines otherwise, MTD and the Contractor performing experimental, developmental, or research work required by the contract agrees to permit MTD to make available to the public, either MTD's license in the copyright to any subject data developed in the course of that contract, or a copy of the subject data first produced under the

contract for which a copyright has not been obtained. If the experimental, developmental, or research work, which is the subject of the underlying contract, is not completed for any reason whatsoever, all data developed under that contract shall become subject data and shall be delivered as MTD may direct.

24. Indemnification. The Contractor shall, to the extent permitted by law protect, indemnify, defend, and hold MTD and its officers, employees and agents, including consultants, harmless from and against any and all liabilities, damages, claims, demands, liens, encumbrances, judgments, awards, losses, costs, expenses, and suits or actions or proceedings, including reasonable expenses, costs and attorneys' fees incurred by MTD and its officers, employees and agents, including consultants, in the defense, settlement or satisfaction thereof, for any injury, death, loss or damage to persons or property of any kind whatsoever, arising out of, or resulting from, the acts, errors or omissions of the Contractor, including acts, errors or omissions of its officers, employees, servants, agents, subcontractors and suppliers; and upon receipt of notice and if given authority, shall settle at its own expense or undertake at its own expense the defense of any such suit, action or proceeding, including appeals, against the MTD and its officers, employees and agents, including consultants, relating to such injury, death, loss or damage. Each party shall promptly notify the other in writing of the notice or assertion of any claim, demand, lien, encumbrance, judgment, award, suit, action or other proceeding hereunder. The Contractor shall have sole charge and direction of the defense of such suit, action or proceeding. The MTD shall not make any admission which might be materially prejudicial to the Contractor unless the Contractor has failed to take over the conduct of any negotiations or defense within a reasonable time after receipt of the notice and authority above provided. The MTD shall at the request of the Contractor furnish to the Contractor all reasonable assistance that may be necessary for the purpose of defending such suit, action or proceeding, and shall be repaid all reasonable costs incurred in doing so. The MTD shall have the right to be represented therein by advisory counsel of its own selection at its own expense. The obligations of the Contractor under this clause shall not extend to circumstances where the injury, or death, or damages is caused solely by the negligent acts, errors or omissions of the MTD, its officers, employees, agents or consultants, including negligence in the preparation of the Contract documents, or the giving of directions or instructions with respect to the requirements of the Contract by written order.

25. Notice. Notices in connection with this Agreement shall be made in writing and may be delivered either personally, by governmental postal service (regular, certified or registered), by private delivery service, or by email. Receipt shall be deemed to have occurred when actually made to the party or its designated agent. Such notices shall be properly addressed to the intended party as follows:

MTD:

Jerry Estrada, General Manager
 Santa Barbara Metropolitan Transit District
 550 Olive Street
 Santa Barbara, CA 93101
 Email: jestrada@sbmtd.gov

CONTRACTOR:

Sasha Pejic, PMP, Principal -Transportation
 Stantec Consulting Services Inc
 835 Paramount Drive, Suite 200
 Stoney Creek, Ontario, L8J 0B4
 Email: sasha.pejic@stantec.com

26. Attorney Fees and Costs. In the event of a controversy (including, but not limited to arbitration or an criminal or civil filing in a Federal Court or a court of any of the United States) between the parties with respect to the enforcement or interpretation of this Agreement, the prevailing party in such controversy shall be entitled to receive, in addition to such other award as the court may deem appropriate, full reimbursement for its court costs and reasonable attorney fees incurred therein.

27. Negation of Partnership. This Agreement creates a relationship between two independent contractors and does not, nor may it be interpreted to, create the relationship of joint venturers, partners, employee/employer, or any other business relationship.

28. No Assignment. This Agreement is not assignable by either party, and any attempt by either party to assign its obligations hereunder shall be void ab initio at the election of the other party, which election may be made by written notice within ten (10) days of the non-assigning party's receipt of actual knowledge of such attempted assignment. Notwithstanding the foregoing, however, at the election of the other party, the obligations and burdens of a party shall bind and apply to any permitted successor in interest or assignee of the business and/or operations of a party.

29. Partial Invalidity. In the event that any portion of this Agreement or any provision hereof shall be deemed as invalid as contrary to applicable law, the balance of this Agreement shall be enforced according to its term, and that portion found unenforceable shall be interpreted and enforced to the extent that it may be within said applicable laws.

30. Disputes. This Agreement shall be construed and all disputes arising therefrom shall be settled in accordance with the laws of the State of California. Venue for any dispute arising under this Agreement shall be in Santa Barbara, California. Any controversy or claim arising out of or relating to this Agreement shall be resolved by binding arbitration before a single arbitrator in accordance with the Commercial Arbitration Rules of the American Arbitration Association (“AAA”) then pertaining (available at www.adr.org), except where those rules conflict with this provision, in which case this provision controls. Any court with jurisdiction shall enforce this clause and enter judgment on any award. The arbitrator shall be selected within twenty business days from commencement of the arbitration from the AAA’s National Roster of Arbitrators pursuant to agreement or through selection procedures administered by the AAA. Within 45 days of initiation of arbitration, the Parties shall reach agreement upon and thereafter follow procedures, including reasonable limits on discovery, assuring that the arbitration will be concluded and the award rendered within no more than eight months from selection of the arbitrator or, failing agreement, procedures meeting such time limits will be designed by the AAA and adhered to by the Parties. The arbitration shall be held in Santa Barbara, California and the arbitrator shall apply the substantive law of California, except that the interpretation and enforcement of this arbitration provision shall be governed by the Federal Arbitration Act. Prior to commencement of arbitration, emergency relief is available from any court to avoid irreparable harm. **THE ARBITRATOR SHALL NOT AWARD EITHER PARTY PUNITIVE, EXEMPLARY, MULTIPLIED OR CONSEQUENTIAL DAMAGES.** Prior to commencement of arbitration, however, the Parties must attempt to mediate their dispute using a professional mediator from AAA, the CPR Institute for Dispute Resolution, or like organization selected by agreement or, absent agreement, through selection procedures administered by the AAA. Within a period of 45 days after the request for mediation, the Parties agree to convene with the mediator, with business representatives present, for at least one session to attempt to resolve the matter. In no event will mediation delay commencement of the arbitration for more than 45 days absent agreement of the Parties or interfere with the availability of emergency relief.

31. Prohibited Interest. The parties hereto covenant and agree that to their knowledge no board member, officer, or employee of MTD, during his/her tenure or for one year thereafter, has any interest, whether contractual, non contractual, financial or otherwise, in this transaction, or in the business of a contracting party other than MTD. If any such interest comes to the knowledge of either party at any time, a full and complete disclosure of all such information will be made in writing to the other parties, even if such interest would not be considered a conflict of interest under Article 4, Chapter 1, Divisions 4 and 4.5, Title I of the Government Code of the State of California.

32. Compliance with Laws and Regulations. Contractor shall warrant that in the performance of work under contract to MTD that they shall comply with all applicable federal, state and local laws and ordinances, and all lawful orders, rules, and regulations thereunder.

33. Audit and Inspection of Records. The Contractor shall agree that all materials supplied and services performed under the Project, facilities used in connection therewith, and records and documentation thereunto appertaining shall be subject to inspection, test, or audit by duly authorized representatives of MTD and the State of California. The Contractor agrees to maintain all required records relating to the Project for at least three years after MTD makes final payment and all other pending matters are closed.

34. Equal Employment Opportunity. For applicable terms, refer to Paragraph 24 (Civil Rights Requirements) in *Federal Transit Administration: Contract Provisions* which is attached hereto as Exhibit "A".

35. Entire Agreement. This Agreement and its attached exhibits constitute the entire agreement between the parties and shall be deemed to supersede and cancel any and all previous representations, understandings, or agreements between MTD and Contractor as to the subject matter hereof. This Agreement may only be amended by an instrument in writing signed by the parties.

36. No Waiver. The failure of either party at any time to require performance by the other party of any provision of this Agreement shall in no way affect that party's right to enforce such provisions, nor shall the waiver by either

party of any breach of any provision of this Agreement be taken or held to be a waiver of any further breach of the same provision.

37. Counterparts & Email. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement. The parties agree that a scanned and emailed signature may substitute for and have the same legal effect as the original signature.

38. Qualifications. Contractor or Contractor’s representative (Contractor) certifies that Contractor is qualified to do business and is in good standing in the State of California, and that Contractor has authority to enter into and perform its obligations under this Agreement, which constitutes a valid and binding obligation of Contractor.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed.

SANTA BARBARA MTD

STANTEC CONSULTING SERVICES INC

Jerry Estrada, General Manager

Sasha Pejic, PMP, Principal -Transportation

Date

Date

FEDERAL TRANSIT ADMINISTRATION

CONTRACT PROVISIONS

Short Range Transit Plan – Stantec Consulting Services Inc.

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1. **FLY AMERICA REQUIREMENTS (NOT APPLICABLE TO AGREEMENT)**
2. **BUY AMERICA REQUIREMENTS (NOT APPLICABLE TO AGREEMENT)**
3. **CHARTER BUS & SCHOOL BUS REQUIREMENTS (NOT APPLICABLE TO AGREEMENT)**
4. **CARGO PREFERENCE REQUIREMENTS (NOT APPLICABLE TO AGREEMENT)**
5. **SEISMIC SAFETY REQUIREMENTS (NOT APPLICABLE TO AGREEMENT)**
6. **ENERGY CONSERVATION REQUIREMENTS**

The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act. The Contractor agrees to include the requirements of this section in all subcontracts.

7. **CLEAN WATER REQUIREMENTS**

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000.

8. **BUS TESTING (NOT APPLICABLE TO AGREEMENT)**

9. **PRE-AWARD & POST-DELIVERY AUDIT REQUIREMENTS (NOT APPLICABLE TO AGREEMENT)**

10. **LOBBYING**

The Contractor certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (b) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]

(c) The Contractor shall require that the language of this certification be included in the award documents for all subawards exceeding \$100,000 at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this

transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.] Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure.

[Note: The Contractor shall have previously submitted to MTD a separately signed Lobbying Certification containing the above language for itself and any subcontracts exceeding \$100,000 as a condition of contract award.]

11. ACCESS TO RECORDS & REPORTS

(a) The Contractor agrees to provide MTD, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. Contractor also agrees, pursuant to 49 CFR 633.17 to provide the FTA Administrator or his authorized representatives including any PMO Contractor access to Contractor's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311.

(b) If contract is for a capital project or improvement (defined at 49 U.S.C. 5302(a)1) through other than competitive bidding, the Contractor shall make available records related to the contract to MTD, the Secretary of Transportation and the Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection.

(c) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(d) The Contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain same until MTD, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).

12. FEDERAL CHANGES

The Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between MTD and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

13. BONDING REQUIREMENTS (NOT APPLICABLE TO AGREEMENT)

14. CLEAN AIR

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

15. RECYCLED PRODUCTS (NOT APPLICABLE TO AGREEMENT)**16. DAVIS-BACON & COPELAND ANTI-KICKBACK ACTS (NOT APPLICABLE TO AGREEMENT)****17. CONTRACT WORK HOURS & SAFETY STANDARDS ACT (NOT APPLICABLE TO AGREEMENT)****18. [RESERVED]****19. NO GOVERNMENT OBLIGATIONS TO THIRD PARTIES**

(a) MTD and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to MTD, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

(b) The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

20. PROGRAM FRAUD & FALSE OR FRAUDULENT STATEMENTS & RELATED ACTS

a) The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

(b) The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

(c) The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

21. TERMINATION

(a) Termination for Convenience: MTD, by written notice, may terminate this contract, in whole or in part, when it is in the Government's interest. If this contract is terminated, MTD shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.

(b) Termination for Default

(1) If the Contractor fails to perform the services, within the time specified in this contract or any extension or if the Contractor fails to comply with any other provisions of this contract, MTD may terminate this contract for default. MTD shall terminate by delivering to the Contractor a Notice of Termination specifying the nature of default. The Contractor will only be paid the contract price for services performed in accordance with the manner of performance set forth in this contract.

(2) If this contract is terminated while the Contractor has possession of MTD goods, the Contractor shall, upon direction of MTD, protect and preserve the goods until surrendered to MTD or its agent. The Contractor and MTD shall agree on payment for the preservation and protection of goods. Failure to agree on an amount will be resolved under the Dispute clause.

(3) If, after termination for failure to fulfill contract obligations, it is determined that the Contractor was not in default, the rights and obligations of parties shall be the same as if the termination had been issued for the convenience of MTD.

(c) Opportunity to Cure: MTD in its sole discretion may, in the case of a termination for breach or default, allow the Contractor ten (10) days in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions. If Contractor fails to remedy to MTD's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within ten (10) days after receipt by Contractor of written notice from MTD setting forth the nature of said breach or default, MTD shall have the right to terminate the Contract without any further obligation to Contractor. Any such termination for default shall not in any way operate to preclude MTD from also pursuing all available remedies against Contractor and its sureties for said breach or default.

(d) Waiver of Remedies for any Breach: In the event that MTD elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this Contract, such waiver by MTD shall not limit MTD's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

22. GOVERNMENT-WIDE DEBARMENT & SUSPENSION

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the Contractor is required to verify that none of the Contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945. The Contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into. By signing and submitting its bid or proposal, the bidder or proposer certifies as follows: The certification in this clause is a material representation of fact relied upon by MTD. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to MTD, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

23. PRIVACY ACT (NOT APPLICABLE TO AGREEMENT)

24. CIVIL RIGHTS REQUIREMENTS

(a) Nondiscrimination: In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(b) Equal Employment Opportunity: The following equal employment opportunity requirements apply to the underlying contract:

(1) Race, Color, Creed, National Origin, Sex: In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 CFR Parts 60 et seq., (which implement Executive Order No.

11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(2) Age: In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(3) Disabilities: In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

The Contractor agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

25. BREACHES & DISPUTE RESOLUTION

This Agreement shall be construed and all disputes arising therefrom shall be settled in accordance with the laws of the State of California. Venue for any dispute arising under this Agreement shall be in Santa Barbara, California. Any controversy or claim arising out of or relating to this Agreement shall be resolved by binding arbitration before a single arbitrator in accordance with the Commercial Arbitration Rules of the American Arbitration Association ("AAA") then pertaining (available at www.adr.org), except where those rules conflict with this provision, in which case this provision controls. Any court with jurisdiction shall enforce this clause and enter judgment on any award. The arbitrator shall be selected within twenty business days from commencement of the arbitration from the AAA's National Roster of Arbitrators pursuant to agreement or through selection procedures administered by the AAA. Within 45 days of initiation of arbitration, the Parties shall reach agreement upon and thereafter follow procedures, including reasonable limits on discovery, assuring that the arbitration will be concluded and the award rendered within no more than eight months from selection of the arbitrator or, failing agreement, procedures meeting such time limits will be designed by the AAA and adhered to by the Parties. The arbitration shall be held in Santa Barbara, California and the arbitrator shall apply the substantive law of California, except that the interpretation and enforcement of this arbitration provision shall be governed by the Federal Arbitration Act. Prior to commencement of arbitration, emergency relief is available from any court to avoid irreparable harm. **THE ARBITRATOR SHALL NOT AWARD EITHER PARTY PUNITIVE, EXEMPLARY, MULTIPLIED OR CONSEQUENTIAL DAMAGES.** Prior to commencement of arbitration, however, the Parties must attempt to mediate their dispute using a professional mediator from AAA, the CPR Institute for Dispute Resolution, or like organization selected by agreement or, absent agreement, through selection procedures administered by the AAA. Within a period of 45 days after the request for mediation, the Parties agree to convene with the mediator, with business representatives present, for at least one session to attempt to resolve the matter. In no event will mediation delay commencement of the arbitration for more than 45 days absent agreement of the Parties or interfere with the availability of emergency relief. The Contractor agrees to include these requirements in all subcontracts.

26. PATENT & RIGHTS IN DATA (NOT APPLICABLE TO AGREEMENT)**27. TRANSIT EMPLOYEE PROTECTIVE AGREEMENTS (NOT APPLICABLE TO AGREEMENT)****28. DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

(a) This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. MTD's overall goal for DBE participation is 2.9%. A separate contract goal has not been established for this procurement.

(b) The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as MTD deems appropriate. Each subcontract the Contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

(c) [Reserved]

(d) The Contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the Contractor's receipt of payment for that work from the MTD. In addition, the Contractor may not hold retainage from its subcontractors.

(e) Contractor must promptly notify MTD whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The Contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of MTD.

29. NOTIFICATION OF LEGAL MATTERS TO THE FTA

If a current or prospective legal matter that may affect the Federal Government emerges, the Contractor must promptly notify the FTA Chief Counsel and FTA Region 9 Chief Counsel.

(a) The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government as a party to litigation or a legal disagreement in any forum for any reason.

(b) Matters that may affect the Federal Government include, but are not limited to, the Federal Government's interests in the Award funding this Agreement and any Amendments thereto, or the Federal Government's administration or enforcement of federal laws, regulations, and requirements.

(c) The Contractor must promptly notify the U.S. DOT Inspector General in addition to the FTA Region 9 Chief Counsel if the Contractor has knowledge of potential fraud, waste, or abuse occurring on a Project receiving assistance from FTA. The notification provision applies if a person has or may have submitted a false claim under the False Claims Act, 31 U.S.C. § 3729 et seq., or has or may have committed a criminal or civil violation of law pertaining to such matters as fraud, conflict of interest, bribery, gratuity, or similar misconduct involving federal assistance. Knowledge, as used in this paragraph, includes, but is not limited to, knowledge of a criminal or civil investigation by a Federal, state, or local law enforcement or other investigative agency, a criminal indictment or civil complaint, or probable cause that could support a criminal indictment, or any other credible information in the possession of the Contractor.

(d) The Contractor agrees to include this clause in each subcontract and any lower tier subcontracts financed in whole or in part with Federal assistance provided by the FTA under this Agreement.

30. INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in the most recent version of FTA Circular 4220.1, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any MTD requests which would cause MTD to be in violation of the FTA terms and conditions. The Contractor agrees to include the requirements of this section in all subcontracts.

31. DRUG & ALCOHOL TESTING (NOT APPLICABLE TO AGREEMENT)**32. INTELLIGENT TRANSPORTATION SYSTEM (ITS) (NOT APPLICABLE TO AGREEMENT)**

SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

Short Range Transit Plan

SCOPE OF SERVICES

I. INTRODUCTION & BACKGROUND

A. INTRODUCTION

This *Scope of Services* specifies the requirements for the contracted Consultant to complete a Short Range Transit Plan (SRTP) on behalf of the Santa Barbara Metropolitan Transit District (MTD). The consulting services consist of performing all of the “tasks” associated with preparing and presenting the SRTP. The Consultant shall provide all necessary resources including, but not limited to, qualified personnel, software, hardware, internet access, licenses, equipment, and supplies necessary to carry out and complete the SRTP per the MTD-provided task schedule. Project completion to be delivered by October 18, 2022, or sooner.

Funding for this project comes from the California Department of Transportation (Caltrans) Sustainable Communities Transportation Grants via the Federal Transit Administration 5304 program with the project being subject to applicable laws, regulations, terms, and conditions of these public agencies.

MTD has a long history of providing robust public transit on the South Coast of Santa Barbara County. Since the inception of the Federal Small Transit Intensive Cities (STIC) program in the early 2000s, MTD has qualified on all six measures, every year. The SRTP will provide a blueprint to ensure that MTD has the necessary resources to continue to provide the quality of transit service that residents of the service area expect as demand continues to grow.

MTD’s service area is 52 square miles and includes the cities of Santa Barbara, Goleta, and Carpinteria; and the unincorporated portions of the County of Santa Barbara between such cities including the areas of Montecito and Summerland. In fiscal year 2018-2019, service was accomplished with 42 routes; 219,861 annual service hours; 2,606,184 annual service miles; and 6,432,190 passenger trips. The impact of the COVID-19 health crisis beginning in March 2020 saw a reduction in that service, a major drop in bus capacity (due to physical distancing) and in ridership. Today, MTD’s Planning Department must constantly iterate and make contingency service plans based on pandemic conditions, school schedules, and bus operator availability. The largest source of uncertainty about service provision is whether or not local K-12, Santa Barbara City College (SBCC), and University of California, Santa Barbara (UCSB) campuses plan to bring students back to campuses. In non-pandemic times, students from these three entities make up approximately 30% of ridership. Future pressures of budget and bus operator availability will also inform the ability to maintain service levels. There are no fixed guideway or Bus Rapid Transit services provided by MTD. ADA paratransit service is provided under contract with a local non-profit agency. The ADA paratransit service is not subject to the SRTP specified herein.

MTD is operating with a fleet of 113 transit buses including 30-, 40-, and 60-foot models powered by renewable diesel, battery-electric, and hybrid diesel-electric engines and motors. MTD’s transit-related facilities include:

- Administrative, Operations, and Maintenance Facility (Terminal 1) located at 550 Olive Street, Santa Barbara, CA, 93101
- The Transit Center, MTD’s primary passenger facility, located at 1020 Chapala Street, Santa Barbara, CA 93101
- A second limited operations facility (Terminal 2) at 5353 Overpass Road, Goleta, CA 93111

MTD recently developed a *Facilities Master Plan* (FMP), which assessed and provided recommendations to address MTD's facility needs and the needs of the agency as MTD moves towards a fully battery-electric fleet by 2030. Also adopted by MTD is the *Strategic Plan 2016-2021* and the *Zero-Emission Bus Feasibility Study: ZEB Power Modeling*. The findings of these three documents should be taken into account in preparing the SRTP update.

MTD has approximately 208 employees. Bus operators, driver supervisors, mechanics, and service workers are represented by the Teamsters Local 186. Other than the General Manager, staff, and management are at-will employees.

The SRTP is under the purview of the General Manager and the MTD Planning & Marketing Department which in turn reports to MTD's Board of Directors (Board). MTD is governed by a Board made up of seven members. Two members are appointed by the County Board of Supervisors, two by the Santa Barbara City Council, one by the Goleta City Council, and one by the Carpinteria City Council. The seventh "at-large" member is appointed by the other six members of the Board. The Board normally meets at 8:30 AM on the first and third Tuesday of each month except during August and December when there are no scheduled meetings.

MTD will work with the Consultant to conduct robust public outreach, including a community listening workshop held on a weekend, pop-up workshops at major transit hubs, online survey, presentations at public meetings of other agencies and organizations, and engagement via traditional and social media. All outreach materials and surveys will be in English and Spanish, and the community workshop will have simultaneous interpretation into Spanish available. Depending on conditions related to the COVID-19 pandemic, outreach may be adapted to a virtual format, in part or in full.

Once the SRTP is complete, it will guide the Board's prioritization of capital and operating projects for the five-year planning horizon.

B. KEY GOALS AND OBJECTIVES

The following list of goals and objectives should be taken into account when developing the SRTP:

- Coordination with the goals, objectives, and strategies of MTD's *FMP*, *Strategic Plan: 2016-2021*, and *ZEB Power Modeling*
- Produce an *Existing Conditions Report* based on both existing pandemic conditions and pre-pandemic conditions
- Understanding and consideration of short and long term opportunities, trends, and challenges of local, regional, and national public transit
- Develop and execute a plan to conduct bilingual community-wide outreach to assess the transit needs of different segments of the population
- Assess pros and cons of ridership service versus cove rage service, recommending any reallocations of service to optimize the system
- Based on existing conditions, the Community Needs Assessment, input from the public, stakeholders, and the Board of Directors, and forecasted future service needs, develop an SRTP that, once implemented, will meet SBMTD's service and business objectives through the five-year planning horizon
- Integrate MTD's planned microtransit projects into an overall service plan
- Analyze and provide recommendations on strategies to prioritize transit in the public right-of-way throughout the region
- Develop a prioritized list of capital and operating projects for implementation over the five-year planning

horizon of the SRTP

II. COMMUNICATION

A. PRIMARY POINT OF CONTACT

A project manager for the Consultant team shall be designated to this project and serve as the primary point of contact with MTD. Consultant's project manager shall be responsible for all the coordination and communication within the Consultant team, as well as with the MTD. Any change in Consultant's key personnel after the award of the project must be approved by MTD before the change is made.

Hillary Blackerby, Planning and Marketing Manager will serve as the primary point of contact for the SRTP for MTD. Unless indicated otherwise, all communications and coordination of planning tasks and activities shall be through Ms. Blackerby.

B. PROGRESS REPORTS & PRESENTATIONS

The project will include project team meetings, frequent phone, and e-mail communication among MTD staff and the selected consultant team. At minimum, a monthly progress report shall be provided via email by the last business day of the month. The progress report will include a recap of key matters, data requests and decisions made at the last meeting with MTD. The California Department of Transportation (Caltrans) staff may be invited by MTD to the project team meetings. MTD will also aggregate the Consultant's progress reports into quarterly reports to Caltrans.

The Consultant shall present project work to MTD staff, committees, and by participating in public meetings with the Board and in the community. At MTD's discretion, presentations may be made via teleconferencing or in person. All public Board meetings must include an accompanying PowerPoint Presentation (.pptx), as well as a written one-page executive summary of the presentation in Word (.docx), submitted to Ms. Blackerby at least ten days prior in order to be reviewed, approved, and placed as a meeting agenda item. All draft version of SRTP shall be delivered in advance of any public meeting to Ms. Blackerby in PDF and Word (.docx) format.

C. INVOICES

Invoices provided by the Consultant shall contain at minimum the task number completed and delivered to MTD's satisfaction, budget spent to-date, budget remaining, and percentage estimate of completion. Consultant shall ensure the project remains on time and within budget. Invoices are to be delivered to Ms. Blackerby via email for review and approval with a copy simultaneously sent to AP@sbmtd.gov.

D. PUBLIC RECORDS

All deliverables shall become the property of MTD and a matter of public record which may be reproduced, distributed, published or electronically posted without restrictions.

III. PROJECT INITIATION – TASK 1

Task #1	Summary of Deliverables
1.1	Kick-Off Meeting, Project Management Plan
1.3	Existing Conditions Report, including a Community Needs Assessment

TASK 1.1 KICK-OFF MEETING

Timeline: May 2021

Deliverables: Kick-Off Meeting; Project Management Plan; Progress Report(s); Invoice

Consultant shall hold a kick-off meeting with Ms. Blackerby and MTD staff to discuss the grant procedures and project expectations. The kick-off meeting agenda will include handling internal and external communications, decision-making methodologies, and assumptions (i.e. assumptions about data availability, communication issues, travel, task elements, etc.) as well as outline a work task break-down structure, project schedule, and project budget that details how expenses and time will be allocated, the expectations for invoicing, reporting, and all other relevant project information.

Consultant shall develop a list of data requirements that MTD will work with the Consultant to collect. The Consultant will have ultimate responsibility for the acquisition of key data elements.

Consultant shall document the Kickoff Meeting by submitting a comprehensive Project Management Plan. The Project Management Plan will serve as the dual understanding between the Consultant and MTD of the scope, goals, budget, timeline, and deliverables of a project. As such, MTD shall have the option to review, provide comments, and/or request revisions prior to acceptance.

TASK 1.2 [RESERVED FOR MTD ACTION]**TASK 1.3 IDENTIFY EXISTING CONDITIONS**

Timeline: May 2021- August 2021

Deliverables: Existing Conditions Report including a Community Needs Assessment, Progress Report(s), Invoice

Consultant shall gather existing conditions and background data by identifying opportunities and constraints that should be used to guide the preparation of the Plan, including existing and planned land uses, population characteristics, and ridership projections within MTD's service area.

Prepare *Existing Conditions Report*, this shall include, but not limited to:

- Key data for all services including current data on overall operations, operating costs, funding, assets, ridership, miles, hours, fare box recovery ratio, and available system capacity (data should be compiled at the route level where possible).
- Gather data on population characteristics, travel behavior, travel patterns, and projections for Santa Barbara MTD's service area communities; include any major changes to student on-campus learning and activities at Santa Barbara City College (SBCC) and University of California, Santa Barbara (UCSB). Identify and describe disadvantaged communities and the impact of transit.
- Evaluate demographic trends to identify growth markets. This shall be used to determine growth patterns/areas that have had the greatest positive impact on transit market share and ridership.
- Review demographic shifts, both residential and commercial, that may impact/attract transit riders.
- Prepare a profile of socio-economic conditions in the service area and summary of current transportation options. The profile shall also include projected population levels and characteristics, and planned developments in Santa Barbara.

- The written summary shall include graphics showing the coverage and intensity of services, current ridership, and productivities by service type plus an inventory of capital assets.
- A COVID-19 impact report will provide narratives, data, or visuals that will assist MTD in understanding the impact of COVID-19 and the recovery effort on MTD’s service area population and their travel patterns.
- An area map shall be included showing current or emerging activity centers and large trip generators in Santa Barbara, as well as major destinations.

The Community Needs Assessment will encapsulate the data in the *Existing Conditions Report* that will be used to evaluate current transit operations and identify:

- any route timing and stop location needs;
- any potential efficiency gains that can be realized; and
- any other improvements that will promote transit services on the South Coast.

IV. PUBLIC OUTREACH & BOARD INPUT – TASK 2

Major community outreach and presentations and consultation with the Board will take place in this phase. COVID-19 requirements may change the exact strategies for outreach, but it will still be robust and will engage a broad cross-section of the community.

Task #2	Summary of Deliverables
2.1	Present Existing Conditions Report: PowerPoint Presentation
2.2	Community Workshop, Outreach & Survey: PowerPoint, Workshop Materials & Summary
2.3	Present Preliminary Draft Plan: PowerPoint Presentation
2.4	Present Draft Final Plan: PowerPoint Presentation

TASK 2.1 PRESENT EXISTING CONDITIONS REPORT

Timeline: August 2021

Deliverables: Board Meeting Presentation, PowerPoint Presentation, Presentation Executive Summary, Progress Report(s), Invoice

MTD and Consultant staff shall present the *Existing Conditions Report* to the Board at a public meeting, which will include the opportunity for public input. Consultant should be prepared to present findings, share insights, answer questions, and discuss next-steps toward the development of a SRTP for MTD.

TASK 2.2 COMMUNITY WORKSHOP, OUTREACH & SURVEY

Timeline: August 2021 – January 2022

Deliverables: PowerPoint Presentation, Workshop Materials, Workshop Summary, Progress Report(s), Invoice

Consultant shall present existing conditions and a preliminary draft plan to the public in a weekend community listening workshop. The Consultant shall share the PowerPoint Presentation of existing transit services.

The Consultant shall query participants’ assessments of the transit service area, operational characteristics (i.e. hours and days of service, scheduling, bus stop placement, accessibility and ridership), fare policy structure, transit operations, transit services, capital equipment, and transit facilities. Interviews collect input on transit

needs, desired transit system enhancements, and feedback on current services. The community's understanding and interest of microtransit should be gauged.

Outreach for this process includes, but is not limited to:

- a community listening workshop held on a weekend;
- pop-up workshops at major transit hubs;
- presentations at public meetings of other agencies and organizations;
- online survey; and
- engagement via traditional and social media.

All outreach materials and surveys will be in English and Spanish, and the community workshop will have simultaneous interpretation into Spanish available. Workshop shall be advertised to reach the most members of the public. Depending on conditions related to the COVID-19 pandemic, some outreach may be adapted to a virtual format.

Consultant shall prepare a summary of findings and provide actionable insights from the data collected during the workshop(s) and other outreach.

TASK 2.3 PRESENT PRELIMINARY DRAFT PLAN

Timeline: February 2022

Deliverables: Board Meeting Presentation, PowerPoint Presentation, Presentation Executive Summary, Progress Report(s), Invoice

Upon development of a Preliminary Draft SRTP in Task 3, MTD and Consultant staff will present the Preliminary Draft SRTP to the Board at a public meeting, which will include the opportunity for public input.

Consultant shall present findings and recommendations of the Preliminary Draft SRTP. Consultant shall solicit feedback from the Board and the community. Consultant shall perform outreach methods to achieve maximum awareness and participation in the Preliminary Draft Plan review.

TASK 2.4 PRESENT DRAFT FINAL PLAN

Timeline: July 2022 (or sooner)

Deliverables: Board Meeting Presentation, PowerPoint Presentation, Presentation Executive Summary, Progress Report(s), Invoice

Upon development of a Draft Final SRTP in Task 3, MTD and Consultant staff shall present the Draft Final Plan to the Board at a public meeting, which will include the opportunity for public input.

Consultant shall present findings and recommendations of the Draft Final SRTP. Consultant shall solicit feedback from the Board and the community. Consultant shall perform outreach methods to achieve maximum awareness and participation in the Draft Final Plan.

V. SHORT RANGE TRANSIT PLAN – TASK 3

This task includes the drafting and finalization of the SRTP, with the identification of potential funding sources for future implementation of Plan identified projects.

Task #3	Summary of Deliverables
3.1	Develop Preliminary Draft Plan
3.2	Funding Source Report
3.3	Develop Final Draft Plan
3.4	Final Plan & Adoption

TASK 3.1 DEVELOP PRELIMINARY DRAFT PLAN

Timeline: October 2021-February 2022

Deliverables: Preliminary Draft SRTP, Progress Report(s), Invoice

Based on the Existing Conditions Report and input from the public, stakeholders, MTD staff, and the MTD Board of Directors, the Consultant shall prepare a Preliminary Draft SRTP.

The preliminary draft shall include, but not be limited to updating goals and objectives, presenting analysis and evaluations, updating performance standards, recommending and prioritizing options for more efficient operations, potential expansion, updating the capital improvement program and financial plans.

The SRTP shall EXCLUDE environmental, complex design, and engineering work. Such projects are not eligible with the funding from the Caltrans grant supporting this project.

TASK 3.2 IDENTIFY POTENTIAL FUNDING SOURCES

Timeline: January 2022-May 2022

Deliverables: Funding Source Report, Progress Report(s), Invoice

Consultant shall review and identify potential funding sources for future implementation of the prioritized capital and operating projects identified in the Draft Plan. Based on previous work from earlier tasks, Consultant shall develop a practical *Funding Source Report* that addresses:

- Provisions of Transit
- Fleet and Facilities
- Maintenance, and Safety and Security elements
- Other capital elements (such as passenger amenities, transit equipment, software upgrades etc...)

Based on previous work from earlier tasks, Consultant shall develop recommendations for MTD and include the cost projections to match the suggested enhancements with passenger fares, local and state revenues, federal, state, and other transit grants, Operating Cost projections, Capital Cost projections, and/or present other resources and opportunities.

TASK 3.3 DEVELOP FINAL DRAFT PLAN

Timeline: April 2022-August 2022 (or sooner)

Deliverables: Draft Final Plan, Progress Report(s), Invoice

Consultant shall deliver a Draft Final SRTP that addresses the comments received from the public, stakeholders, MTD staff, and the MTD Board of Directors. The Draft Final SRTP shall be responsive to the outreach and fiscally responsible based on all previous work for this project. Presented plans and initiatives will include project

implementation/next steps and have a projected budget for implementation so that only the Final SRTP feasible options will be put forth for consideration by the Board.

TASK 3.4 BOARD OF DIRECTORS PLAN ADOPTION

Timeline: October 2022 (or sooner)

Deliverables: Final Plan, Invoice

Upon receipt of a Final SRTP, the Board shall either approve or reject the Plan. Rejected plans will require additional work to address the comments/areas of concern and be resubmitted. The SRTP project shall be considered complete when:

- Consultant provides MTD with one (1) electronic copy in PDF format and one (1) copy in Word of Final Plan without any password protected security settings or document restrictions;
- Consultant provides MTD with fifteen (15) separately bound hard copies of the Final Plan;
- The cover of the Short Range Transit Plan credits the financial contribution from the Caltrans Sustainable Communities Transportation Grant; and
- Board Adopts Final Plan.

End of Scope of Services Text



Short Range Transit Plan

Santa Barbara Metropolitan Transit District



PREPARED BY
Stantec Consulting Services Inc.

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Santa Barbara Metropolitan Transit District
550 Olive Street, Santa Barbara, CA 93101

Attention: Valerie White

Reference: Short Range Transit Plan

Dear Valerie White and Selection Committee Members:

Public transit moves communities. It is the foundational core of how people get from A to B in any city, town, or region. Transit impacts the quality of life and economic prosperity of communities by connecting people with places and opportunities, such as jobs, food, recreation, education, and healthcare.

The Santa Barbara Metropolitan Transit District (MTD) has a long and storied history of providing transit services in the South Coast of Santa Barbara County. Vital in the community, MTD provides mobility in Santa Barbara, Goleta, Carpinteria, Montecito, Isla Vista, and Summerland. Prior to COVID-19, MTD has had robust ridership anchored by students who attend the University of California, Santa Barbara (UCSB), Santa Barbara Community College (SBCC), and K-12 schools. While COVID-19 has caused some uncertainty about the future and MTD has had to recalibrate some of its services, it also introduces a new opportunity to reevaluate the types and levels of service that MTD operates to better align with evolving customer needs.

Through this project, MTD will develop a Short Range Transit Plan (SRTP). The successful partner will thoroughly examine MTD's services identifying a path forward to help ensure that MTD is both effective and efficient in the provision of its services. The resulting product will act as a compass to provide MTD with the necessary resources to continue delivering the high quality of transit service that residents expect as demand continues to grow. It is important that all resulting recommendations be grounded through informed consent and meaningful dialogue.

Stantec believes we are the best partner for the assignment because:

We know you and you know us. Stantec Consulting Services Inc. (Stantec) is proud to have worked closely with MTD to complete your Facilities Master Plan and Battery-Electric Bus Power Modeling exercise. Together, we devised solutions that were realistic and actionable, as well as not overly onerous or fiscally unrealistic. As a result of these two engagements, we know a lot about MTD. We know your service area, your community, your routes, your service levels and types, who your riders are, and your key stakeholders.

Stantec is interested in this project because it brings together many of our passions. We are proud to have served many similar communities in California. Over the past five years a sampling of our clients include the Golden Empire Transit District (GET), San Mateo County Transit District (SamTrans), Antelope Valley Transit Authority (AVTA), Orange County Transportation Authority (OCTA), Elk Grove, Golden Gate Transit, and Santa Monica Big Blue Bus. In addition, we were recently notified by both the Merced County Association of Governments and Sacramento County that we are the preferred proposer for their short range transit plans. This is all to say that the team we are proposing is qualified to deliver your project and bring the demonstrated results you seek. In fact, they are also some of the same individuals you worked with previously.

Supporting Stantec with public engagement is Disadvantaged Business Enterprise (DBE, SBE) firm, AIM Consulting. Stantec has worked with AIM Consulting (AIM) on many transit projects throughout California. Together, we bring a tested and proven relationship of delivering successful projects. During COVID-19, AIM has pioneered innovative virtual engagement tools and concepts that have allowed them to achieve meaningful engagement with even higher participation levels than in-person events.

We approach every assignment as though we are on the agency's frontline. Our clients receive this type of sincerity because we understand the complexities of running transit systems. Throughout the past 30 years, Stantec has been the consultant of choice to more than 250 transit peers across North America. We are proud that our clients not only take our advice on how to design and deliver their service but often ask us to help implement our recommendations.

We bring results. Promises are easy to make, but results speak. For example, for a recent transit study one early recommendation to increase frequency on a key route produced 21% growth in ridership on that route compared to the same timeframe from the previous year. We are proud of our track record and the testimonials our clients have provided.

We are Santa Barbara natives. Stantec is deeply rooted in the Santa Barbara community, with an office of 35 employees and a nearly 70-year history providing engineering services to public agencies and private clients throughout Santa Barbara County. Several of our Santa Barbara based team members will provide their valuable knowledge and experience of key local issues.

As requested in the RFP, Stantec confirms the following:

- Stantec is interested and willing to enter a contract with MTD to carry out the project as described by MTD's Scope of Services.
- Stantec will accept the contract terms and conditions included in the Master Agreement and the Federal Transit Administration (FTA) Contract Provisions. Stantec will comply with all terms and conditions prescribed for third party contracts by the FTA.
- Stantec is a recognized professional consultant that has been providing planning services to transit systems for 30+ years.
- Stantec is able to obtain insurance meeting the requirements indicated in paragraph 18 of MTD's Master Agreement. Stantec will furnish an insurance certificate meeting the requirements prior to execution of the contract.
- This proposal will remain valid for 90 days from date of submittal and is signed by an officer authorized to bind the proposal contractually.

Your success is our success. We have deep respect for MTD and a loyalty that we would not compromise. We thank MTD for this opportunity to submit our qualifications and are 100% committed to achieving your goals. We are eager to work together again to further modernize and improve the transit experience of your valued riders.

Respectfully,

Stantec Consulting Services Inc.



Sasha Pejic, PMP
Principal-in-Charge
Principal, Global Bus Lead
E: sasha.pejic@stantec.com
T: (416) 276-7057



David Verbich, Ph.D.
Project Manager
Associate, US West Transit Advisory Lead
E: david.verbich@stantec.com
T: (213) 453-4198

Description of Firm



Description of Firm

The Stantec community unites approximately 22,000 employees working in over 350 locations across six continents. Since 1954, our local strength, knowledge, and relationships, coupled with our world-class expertise, have allowed us to go anywhere to meet our clients' needs in more creative and personalized ways. Stantec has worked with more than 250 transit agencies throughout the past 60 years. Communities across North America are increasingly seeking integrated, value-added solutions that build on the momentum of recent trends in mobility—and that is precisely what Stantec offers.

Our transit advisory and planning practice answers the call of the industry by giving communities a “one-stop” offering. We provide end-to-end solutions across the full spectrum of transit, including planning, operations, fleet, facilities, maintenance, safety, marketing, technology, infrastructure, asset management, and strategy. We are thought leaders in agency reviews and strategic planning, having helped transform programs of all sizes across North America to serve their communities more effectively and efficiently.

Our recent efforts focus on making our transit clients ready for the future, a future that will be heavily influenced by the personalization of mobility through technology, changing lifestyles, and an expanding portfolio of mobility choices. Our approach to assignments is to challenge the status quo and offer innovative and aspirational options that are realistic and actionable.

Transportation services help shape a community's character by creating economic opportunities, while maintaining high quality of life for residents and workers alike. Transit service must be effective, that is the right types and levels of service to meet local needs, and efficient, meaning that the service is delivered at the lowest possible cost to both the rider and the taxpayer. It is necessary for transit services to produce real measurable value for the communities they serve.

Collectively, our proposed team members have relevant experience working with transit agencies across North America and throughout California, including the Southern California agencies, such as MTD, City of Gardena/GTrans, AVTA, Los Angeles Department of Transportation (LADOT), OCTA, and Riverside Transit Agency. For example, the key staff proposed here recently successfully delivered a line-by-line analysis for the City of Gardena/GTrans that shaped a five-year service plan, similar to the MTD short-range transit plan. Furthermore, we completed a strategic mobility study for AVTA through extensive public and stakeholder outreach and explored novel ideas, through to implementation assistance to AVTA. The microtransit service that Stantec conceived and helped implement at AVTA has grown ridership through the pandemic while other agencies and services struggle to maintain ridership. We've developed strategic plans, service delivery schemes, and contracting documents aimed at improving the financial viability of agencies, both large and small.

OUR CLIENTS SAY IT BEST

"THE STANTEC TEAM EXCEEDED OUR EXPECTATIONS. THE PROJECT WAS DELIVERED ON TIME AND STAFF WERE VERY ENGAGED AND HELPFUL. ALL TEAM MEMBERS ARE VERY PROFESSIONAL AND THOROUGH, THEIR COMPLETED WORK PRODUCT RECEIVED PRAISE FROM SEVERAL BOARD MEMBERS" -MACY NESHATI, EXECUTIVE DIRECTOR AND CEO ANTELOPE VALLEY TRANSIT AUTHORITY

Stantec by the numbers

50+ transportation/operations plans

60+ years of transit experience

250+ transit projects in the last five years

300+ transit professionals across North America

Locations where office work will be accomplished

- Santa Barbara, CA
- Los Angeles, CA
- Irvine, CA
- Atlanta, GA
- Toronto, Ontario
- Hamilton, Ontario

Additional Information

Business Lines

Transportation, Water and Wastewater Engineering, Power, Oil & Gas, Mining, Environmental Services, Engineering, Community Development, Project Management, Architecture

Business Size

22,000 employees
350 office locations

Stantec Credentials

ISO 9001 Certified

Class A General Engineering Contractor License

Prior Experience with Similar Projects



Prior Experience with Similar Projects

ANTELOPE VALLEY TRANSIT AUTHORITY, STRATEGIC PLAN FOR INTEGRATED MOBILITY

Antelope Valley, CA

Service Dates

Strategic Planning (2019-2020) |
Implementation Support Services
(2020-Current)

Key Relevancy

"I have reviewed this Final Document from AVTA and Stantec and I'm blown away! It's incredible. I don't think I've ever come across a document like this before. It's like an encyclopedia or a compendium of everything AVTA. It's comprehensive, immersive and engaging."

– Jonathan Palacio, District 7
Planner, Caltrans

Team Members

Sasha Pejdic, Project Manager;
David Verbich, Deputy Project
Manager; Michele Colley, Task Lead;
Amanda McDaniel, Analyst;
Brian Putre, QA/QC

Reference

Macy Neshati, Executive Director
and CEO

T: (661) 729-2229

E: mneshati@avta.com



AVTA operates multiple services throughout a vast service area with a large mix of urban and rural fabrics. The service area displays low population density and a sprawled service area, making some fixed-route services unsustainable. A new approach is needed to meet the needs of the Antelope Valley community. Stantec developed a strategic mobility

plan—a challenge we approached through market research, a transit services analysis, extensive stakeholder engagement, and alternative scenarios development.

Stantec worked together with senior management and engaged frontline staff, met riders and non-riders, and developed strategies and initiatives to address stagnating ridership, including developing on-request microtransit strategies for low-density communities. **Our early action items included increasing frequency on a key route, resulting in an impressive 21% gain in ridership compared to the previous year.**

The final plan focuses on a mobility ecosystem for the region, such as implementing carsharing at key hubs, focusing resources along transit-friendly corridors, and establishing task forces to collaborate with municipal departments to better coordinate land use and transportation decision making. The planning process involved a Title VI analysis; outreach, including ridealongs, pop-ups, open houses; and development of online surveys and resources (see: <http://avtamobilityplan.fyi/>).

We helped achieve all project milestones and the plan was adopted by the AVTA Board of Directors in February 2020. As trusted partners to AVTA, Stantec's relationship continues as we are providing contracting service for paratransit and on-request services, and implementing the strategic plan. In September 2020, AVTA launched microtransit services, overlaying it with fixed-route services to ease customers onto the novel service; **ridership on microtransit has grown by an impressive 182% in only 5 months—during COVID-19.**



CITY OF GARDENA/GTRANS LINE-BY-LINE ANALYSIS OF TRANSIT SERVICES

Gardena, CA

Service Dates

2017-2018

Key Relevancy

- Productivity-focused system redesign
- Alternative service delivery strategies to complete this project ahead of schedule
- Short-term service reduction strategy to overcome budget shortfall

Team Members

Sasha Pejic, Project Manager;
David Verbich, Deputy Project
Manager; Brian Putre, QA/QC;
Graeme Masterton, Task Lead;
Michele Colley, Task Lead

Reference

Ernie Crespo, Director of Transit
T: (310) 965-8888
E: ecrespo@gardenabus.com



Stantec's Transit Advisory and Transit Planning teams collaborated on a line-by-line analysis, similar to a comprehensive operations analysis (COA) for GTrans, the municipal transit agency for Gardena, California. GTrans provides local service and connections to neighboring municipalities, including service to downtown Los Angeles. Operating five routes, GTrans provides more than 12,400 daily rides. We analyzed current paratransit service performance and rider satisfaction. Stantec audited each bus route by studying performance data and conducted manual rider counts and onboard customer satisfaction surveys to determine the performance of each route by segment, time of day, and direction. We also studied alternative service delivery methods for routes that do not operate on weekends and holidays, as well as analyzed business cases for new services, such as local service to the new NFL stadium.

In addition to operations, we conducted focus group meetings with riders and non-riders, held pop-ups around the community, and held operator workshops to uncover pain points and opportunities based on the values of the larger community.

As a result, we developed a five-year service plan that rationalized service provision, tailoring service products based on demand and aligning with future growth and development in Gardena and Los Angeles. Our plan included a high-frequency network along key corridors, community routes to stem the surge in demand for special transit curb-to-curb service, and collaboration with neighboring Torrance Transit to lower overall operating costs while expanding access for residents. The plan was adopted in September 2019 and GTrans had started implementing Stantec's recommendations; however, due to COVID-19, the implementation has been temporarily paused.

SHASTA REGIONAL TRANSPORTATION AGENCY LONG-RANGE TRANSIT PLAN

Shasta, CA

Service Dates

2020-2021

Key Relevancy

- Outreach tasks met all established milestones
- Virtual meetings and online questionnaires leveraged during COVID-19

Team Members

AIM: Gladys Cornell, Outreach
Manager; Elise Brockett, Senior
Project Coordinator

Reference

Daniel Wayne, Senior Planner
Department of Transportation
Services
T: (530) 262-6186
E: dwayne@srta.ca.gov



The Shasta Regional Transportation Agency's Long-Range Transit Plan (L RTP) will be the 2040 blueprint for a sustainable, safe, innovative, integrated, and efficient transit system. It will also help prioritize future transit projects and create a holistic transit system that meets the needs of current and future residents. The 2040 L RTP explored current and potential public transportation strategies, evaluated options for local applicability, and developed recommendations for integrating public transportation into the region's overall mobility plan. **AIM served as the public outreach and engagement consultant.** To kick off the outreach process, AIM held a series of virtual stakeholder interviews with local transit agencies, public health representatives, and community service providers to understand some of the opportunities and challenges for community members in regard to public transportation in the Shasta region. These meetings were also an opportunity to introduce the L RTP to key stakeholders and establish partnerships with them for future outreach efforts. AIM then developed and launched an online community questionnaire and a series of informational videos to educate the community and present potential mobility options that could be implemented in the Shasta region, such as bikeshare, neighborhood electric shuttles, and on-demand transit services. **As a result of the robust education and awareness campaign, AIM reached more than 7,200 community members and garnered more than 250 responses on the online questionnaire.**

Key Personnel Résumés





SASHA PEJCIC PMP

PRINCIPAL-IN-CHARGE

Sasha is Stantec’s Global Bus and Transit Advisory Lead. Sasha has led a broad portfolio of transit-related assignments—including managing Phase 1 of MTD’s Facility Master Plan—that include service optimization, service planning, transit services review, economic analysis, strategic planning, operations and maintenance (O&M) contracting, alternative service delivery strategies, paratransit, hazard/risk analysis, asset management, and standard operating procedures. Sasha proudly serves on the Board of Director for the Ontario Public Transit Association and was appointed to several committees of the California Transit Association. Sasha was named one of Mass Transit’s Top 40 Under 40 in 2018.

19 years of experience

EDUCATION

BA, Honours Economics
University of Waterloo

Transit Leadership Program
ENO Center for Transportation, San Diego, CA

REGISTRATIONS

Project Management Professional (PMP)®
#1306473, Project Management Institute

AWARDS

2018 Mass Transit Top 40 Under 40

PROJECT EXPERIENCE

- **Strategic Plan for Integrated Mobility | AVTA | Antelope Valley, CA | Project Manager and Technical Resource**
- **GTrans Line-by-Line Analysis of Transit Services | City of Gardena/GTrans | Gardena, CA | Project Manager and Technical Resource**

Facilities Master Plan | MTD | Santa Barbara, CA | Project Manager - Phase 1
Stantec was retained to undertake a three phase facilities master plan for MTD. Sasha, acting as project manager and technical resource for Phase 1, led the operational and service planning review. This transit planning review confirmed the number of buses required to meet service into the future, which will translate directly into facility size and location requirements. In addition, our review included consideration of how battery electric buses (BEB) will change the spacing and programming requirements of the agency.

Transit Planning On-Call | SamTrans | San Mateo County, CA | Project Manager
Sasha is managing a study to understand how best to make its Way2Go (employer and residential development) bulk transit pass program more efficient, effective, and attractive to potential stakeholders and participants.

Access Fleet Mix Analysis | OCTA | Orange County, CA | Project Manager
Sasha is managing an in-depth analysis of existing conditions of OC ACCESS, including trip delivery and registrant demographics, met with operators and dispatching staff to understand current challenges, and analyzed future ridership projections.

Southern Maine Regional Transit Development Plan (RTDP) | Greater Portland Council of Governments | Greater Portland, ME | Deputy Project Manager and Technical Resource
Sasha developed a coordinated regional transit plan for seven transit agencies in Southern Maine exploring the broadened role technology and mobility as a service will play in the future. The transit plan includes a variety of service modalities including mass transit, ferry, heavy passenger rail, and community volunteer organizations.

Anaheim Transportation Network Route by Route Power Modeling Services | Anaheim Transportation Network | Anaheim, CA | Project Manager
Sasha is leading the team who is establishing power and charging requirements for a 100-battery electric bus operation that serves Disneyland and associated resort support areas.



DAVID VERBICH *PH.D.*

PROJECT MANAGER

David specializes in delivering strategic mobility projects, helping clients develop SRTP and LRTP for a sustainable future. Working with transit agencies on a variety of projects globally, his first-hand knowledge and analytical skills help clients address challenges relating to net zero buses (ZEB), ridership, technology, facilities, and workforce training. To provide fair and equitable mobility, he encourages agencies to fill service gaps by strengthening key corridors, designing alternative microtransit services, and addressing deficits in paratransit service. Useful and attractive transit gives freedom and opportunities to those with limited ability to access jobs, education, medical care, goods, and services. David has worked on several projects that have involved an analysis of fare policy and structure, including fare modeling that revealed inequity in fare purchases for transit service.

6 years of experience

EDUCATION

Ph.D., Neuroscience
McGill University

MA, Urban Planning
McGill University

BS, Physiology
McGill University

CERTIFICATIONS & TRAINING

Vehicle Innovation Center—Electric Bus Essentials Training
New Flyer, Anniston, Alabama

Institute for Transit Operations Planning
Las Vegas, Nevada

PROJECT EXPERIENCE

- **Strategic Plan for Integrated Mobility | AVTA | Antelope Valley, CA | Deputy Project Manager**
- **Line-by-Line Analysis of Transit Services | City of Gardena/GTrans | Gardena, CA | Task Lead**

Facilities Master Plan | MTD | Santa Barbara, CA | Operations Planner

To develop a robust and comprehensive facilities master plan, MTD retained Stantec to develop a forward-thinking facilities master plan to future-proof the agency, particularly due to ZEB requirements from the State of California. David analyzed current and future operations, modeled vehicle needs, and managed the BEB study to transition MTD's fleet.

Comprehensive Operations Analysis | Honolulu Transit | Honolulu, HI | Deputy Project Manager

David developed a PMP, including several parts of the project work plan, and is overseeing several tasks, including an analysis of priority corridors for transit. The result of this effort will be a more efficient bus service that leverages paratransit and rail to better compete with private vehicles to grow ridership.

Customer and Community Satisfaction Surveying | GET | Bakersfield, CA | Task Lead

David led this assignment to undertake customer and community satisfaction surveying on both conventional and paratransit services with the goal of improving ridership and cost-recovery for the agency. Scope of work also included public outreach with elected officials and community leaders. David developed survey material, trained surveyors, as well as acted as an in-field supervisor of surveyors. He reviewed final report and developed recommendations to improve customer satisfaction.

Winnipeg Transit Master Plan | Winnipeg Transit | Winnipeg, Manitoba | Transit Consultant

David worked across many tasks, including the in-depth review of current market and transit conditions, developing best practices and white papers on various transit-related topics, as well as lending his experience in corridor planning and development. David also reviewed Winnipeg Transit Plus, the paratransit service of Winnipeg Transit, and led stakeholder engagement to develop buy-in and refine the implementation strategies for improving the efficiency and customer experience of Transit Plus.



AMANDA MCDANIEL

EXISTING CONDITIONS LEAD

Amanda brings a diverse background—ranging from spatial analysis, nonprofit work, and land use planning—to provide a truly comprehensive viewpoint to transit analysis and consulting. In addition to MTD experience, Amanda has worked with LA Metro, where she gained firsthand experience in both transit asset management planning and mobility corridors planning, assisting with feasibility studies and environmental reviews for future transit lines in Los Angeles County. Amanda leverages public-sector experience to respond to the needs of clients on a range of transit, transportation, and urban mobility projects, focusing on community and responding to the unique needs and contexts of each community. She approaches every project with a focus on equity, sustainability, resiliency, and providing more transit mobility options to the communities she serves.

3 years of experience

EDUCATION

MA, Urban Planning, Concentration: Transportation Planning & Sustainable Land Use Planning

University of Southern California

BA, Geography, Concentration: Urban Geography, Cultural Geography, Human-Environment Interactions, and GIS

University of North Texas

REGISTRATIONS

Transit Asset Management (Tier I Agencies)

National Transit Institute

AWARDS

2017 Dean's Merit Award

Sol Price School of Public Policy Graduate Scholarship

2014 Outstanding Community Partner

Keep Denton Beautiful, City of Denton

2015 Terry Jordan Award for Cultural Geography

University of North Texas Department of Geography

PROJECT EXPERIENCE

• **Strategic Plan for Integrated Mobility | AVTA | Antelope Valley, CA | Analyst**

Facilities Master Plan | MTD | Santa Barbara, CA | Analyst

Stantec developed a forward-thinking facilities master plan to future-proof the agency, particularly due to ZEB requirements from the State of California. Amanda held a lead role during the operational analysis portion of the project, leading the market and demographic analysis, legislative review, service analysis, and review of industry trends. Amanda led stakeholder outreach interviews with the county, municipalities, and UCSB. Amanda also assisted in the ZEB power demand and energy modeling that was conducted as an extension of the original facilities master planning project.

El Metro Comprehensive Operational Analysis | City of Laredo | Laredo, TX | Analyst

El Metro, the bus transit service provider for Laredo, Texas, has recently retained Stantec to complete a COA of their entire transit system. Amanda is helping examine strategies to strengthen cross-border commuting. In addition, Amanda will be assisting with background data analysis, a review of system efficiency and effectiveness, and completion of a gaps and needs assessment that will lay the groundwork for recommendations and service concepts that will make transit a more attractive option to the Laredo region.

Way2Go Pass Study | SamTrans | San Mateo, CA | Analyst

Amanda is assisting with the administration and analysis of a peer survey to understand best practices in bulk transit pass policy and implementation and helping to develop strategies to ultimately increase program participation and overall ridership on the SamTrans system.

Winnipeg Transit Master Plan | Winnipeg Transit | Winnipeg, Manitoba | Analyst

The City of Winnipeg is in the process of a systemwide redesign to better fit its transit services with the dynamic and growing Winnipeg population. To help ensure that these transit services are serving the Winnipeg community in the best way possible, Amanda is assisting on multiple tasks including a comprehensive route-by-route review of existing conditions and developing and assessing concepts for new route and transit corridor development.



GLADYS CORNELL

COMMUNITY OUTREACH LEAD

Gladys is a facilitation and community engagement specialist with more than 30 years of experience providing public engagement, media relations, and strategic communications services with an emphasis on transportation infrastructure plans, projects, and studies. Gladys has managed public outreach for multiple complex transit and transportation projects that require an understanding of technical, fiscal, and community issues and the ability to create a space for constructive dialogue.

30 years of experience

EDUCATION

BA, Journalism

California State University, Sacramento

PROJECT EXPERIENCE

Post Camp Fire Study | Butte County Association of Governments (BCAG) | Butte County, CA | Outreach Oversight

In 2019, the Butte County Association of Government (BCAG) embarked on the Post Camp Fire Regional Population & Transportation Study that is analyzing regional population, housing, employment, and traffic data for pre-Camp Fire 2018, post Camp Fire 2019/20, and future 2030 Camp Fire time periods. BCAG is also updating the region’s SRTP and LRTP, also known as the Transit & Non-Motorized Plan.

As outreach oversight, Gladys developed and is managing a public engagement effort that began in early 2020 with two in-person pop-up workshops to engage community members at local events and gather their input on how BCAG can improve their ability to walk, bike, and ride the bus throughout the region. AIM planned to hold in-person community workshops later in the year to discuss potential mobility options; however, with the continued COVID-19 pandemic and its subsequent health protocols, the team revised the original outreach approach to instead provide a Virtual Community Workshop experience with a live online meeting and online questionnaire with an informational video. The workshop was hosted on its own domain in English, Spanish, and Hmong, and more than 170 community members provided their input on their changes in travel and proposed mobility options such as bus system changes, bicycle and pedestrian improvements, on-demand rideshare, a vanpool program, and an electric vehicle carshare program.

Comprehensive Operations Analysis | Fairfield and Suisun Transit (FAST) | Fairfield, CA | Outreach Manager

AIM is beginning work with Fairfield and Suisun Transit (FAST) on a COA, which will be branded as “FAST Forward.” The project will evaluate existing local transit services and programs in the region to identify future options, services, and programs that can increase ridership post-COVID-19. The FAST Forward public engagement program will collaborate with key stakeholder groups and community members within Suisun City and Fairfield at key three milestones throughout the project: existing conditions, alternatives exploration, and the draft plan. The program includes multiple engagement strategies including stakeholder interviews, online questionnaires, and public meetings, to engage elected officials, social service providers, major employers, affordable housing providers, medical facilities, and the community-at-large. The eight-month public engagement program will: build community awareness about FAST Forward and discuss perspectives about FAST’s existing conditions; identify future transportation needs, issues, and concerns; and obtain informed input on draft recommendations for alternative transit services.





MICHELE COLLEY

SERVICE DESIGN LEAD

Michele has experience developing multimodal transportation solutions for a variety of transportation and transit planning projects. She has performed a variety of transit planning exercises, including examining transit demand and route performance, reviewing peer agency standards, evaluating network alternatives, and engaging with the public. Her background in geography and transportation planning allows her to see how transit fits within the greater transportation context that contributes to her understanding of the interplay between land use, transit, roads, parking, and active transportation to each assignment.

5 years of experience

EDUCATION

MA, Geography

University of Toronto

BA, Geography, Geographic Information Systems and History, Honors

University of Toronto

PUBLICATIONS

Colley, M and Buliung, R. (2016) Gender differences in school and work commuting mode through the life cycle: exploring trends in the Greater Toronto and Hamilton Area, 1986-2011 , 2016.

PROJECT EXPERIENCE

- **Strategic Plan for Integrated Mobility | AVTA | Antelope Valley, CA | Transit Planner**
- **Line-by-Line Analysis of Transit Services | City of Gardena/GTrans | Gardena, CA | Analyst**

Winnipeg Transit Master Plan | City of Winnipeg | Winnipeg, Manitoba, Canada | Transit Planner

Winnipeg Transit embarked on a new transit master planning process for a top-to-bottom review of its services, organization, policies and practices. Michele conducted the system-level review of Winnipeg Transit’s operating data and compared Winnipeg’s performance measures to its peers, evaluated route-level performance of existing services, and proposed realignments based on cellular mobility data, Automated Passenger Counter (APC) counts, demographic data and land use information to better match transit service with demand. Michele also provided recommendations related to Mobility as a Service (MaaS), integration of accessible and conventional transit, and alternative service delivery strategies.

Bangor Transit Study | City of Bangor | Bangor, ME | Analyst

Michele proposed route-level modifications based on existing data and customer feedback to improve productivity in a system with stagnant ridership. She developed recommendations to enhance the rider experience, such as increasing frequency along key corridors, eliminating flag-stop service and introducing fixed stops, simplifying route alignments, and making route nomenclature more intuitive.

Edmonton Transit Service – Comprehensive Review and First-Last Kilometer Challenge | City of Edmonton | Edmonton, Alberta, Canada | Analyst

Stantec was retained to develop a framework and strategy for developing on-demand types of services aimed at addressing low-demand, low-density communities that, as a result of the network design, are proposed to see fixed-route service removal. Michele conducted a peer best practice review of alternative service delivery strategies to understand industry innovations in service delivery methods, potential partners, funding, and lessons learned from transit agencies across North America.

Modernized Transit Route Plan | City of Whitehorse | Whitehorse, Yukon | Transit Planner

Stantec previously completed the City of Whitehorse’s first ever Transit Master Plan and was subsequently retained to complete the Modernized Transit Route Plan.

Management Plan

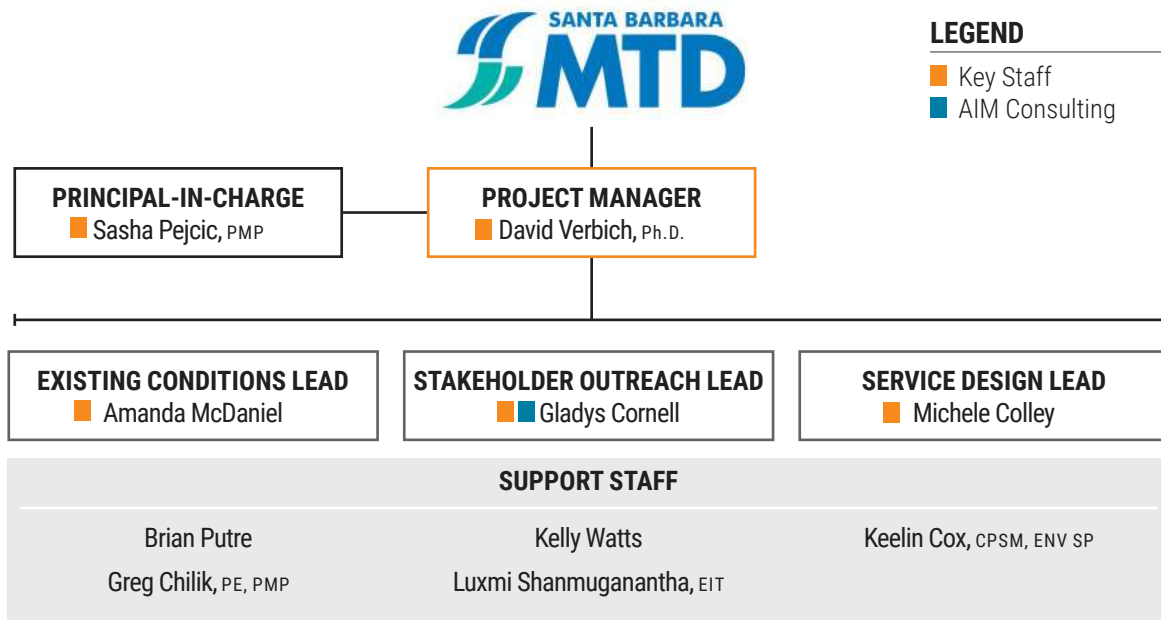


Management Plan

Organizational Chart

Stantec proposes a lean and capable team led by David Verbich who has worked with MTD on two recent projects cited in the RFP—the facilities master planning, which involved an operational assessment, and the ZEB planning. Sasha Pejčić and Amanda McDaniel were two important contributors on those projects, involved in stakeholder outreach liaising with UCSB, the City of Santa Barbara, City of Carpinteria, City of Goleta, and Santa Barbara County. To promote collaboration and increase efficiency, the three main streams in the SRTP have dedicated leads, as well as all support staff will contribute throughout the project for continuity from conception through to recommendations.

Our team members were chosen based on their familiarity with you and knowledge of transit issues in Santa Barbara and Southern California, relevant experience, expertise with similar transit strategy projects, and their availability to commit to your SRTP. Efficient coordination within our proposed team is facilitated by long-standing relationships between our team members as they have worked together for years on many projects in a similar capacity.



We have assembled a strong team of transit experts to provide MTD with the best experience possible. We will deliver a focused process that facilitates the successful completion of your project today and helps you move confidently toward tomorrow. Taking into consideration your goals and objectives alongside the expertise and availability of our professionals, we have carefully handpicked the team that is right for this assignment, a team that is large enough to give you the benefit of our extensive network of subject matter experts but small enough to maximize your value for money and allow for effective collaboration. Key team members will not be removed or reassigned without prior written approval from MTD.

You will benefit from our team members having worked together for nearly five years on transit projects, including SRTP and LRTP, ZEB studies, fare studies, strategic plans, fleet studies, and transit-related assignments. For instance, David and Amanda collaborated on the MTD operational analysis for the facilities master plan, while David, Amanda, and Michele were the main drivers on the AVTA strategic mobility plan with Sasha as the project manager. Sasha and David are serving as the project manager and deputy project

manager, respectively, for the Honolulu Transit COA. Sasha, David, Michele, and Amanda are all collaborating on a COA for El Metro in Laredo, Texas.

Stantec is currently collaborating with project partner **AIM Consulting (AIM)** on two ZEB and transit planning assignments in Elk Grove and El Dorado County. Not only is Gladys from AIM Consulting an expert in stakeholder and public engagement, she also has extensive experience in transportation and transit planning projects.

Our team leverages technology to help ensure smooth communication and collaboration. We check in daily with one another through Microsoft Teams, which enables messaging and file sharing. David will employ Teams to check-in with key staff using video calls and screen sharing to facilitate remote work. With SharePoint, Stantec and AIM can share working documents permitting simultaneous report drafting, editing, and collaboration. Stantec’s project management tools and dashboards will provide David with tracking abilities to provide MTD monthly updates.

Subcontractors



AIM Consulting

2523 J Street, Suite 202,
Sacramento, California 95816
Contact Person: Coreen Paul,
Principal

Telephone Number:
Office: (916) 442-1168
Fax: (916) 442-1186
Cell: (248) 921-6675
Email: cpaul@aimconsultingco.
com

Project function: AIM Consulting will lead public and stakeholder outreach as described in Task 2 of the RFP. The research and data from the consultation will help the broader team develop insights and recommendations based on community feedback. **AIM specializes in both in-person and virtual community outreach, including virtual community workshops, virtual open houses, and virtual stakeholder meetings.**

AIM was established in 2005 and specializes in providing public participation and strategic communication services for transit and transportation projects in rural, suburban, and urban communities throughout California. Our team of professionals develop and implement public participation programs that bring diverse community members together and create a space for constructive and valuable dialogue.

Our communication strategies include earned and paid media, online and social media, and presentations and grassroots awareness campaigns. We establish strong partnerships with public agencies, private businesses, community-based organizations and advocacy groups. We research and adopt, when appropriate, industry best practices of communication technologies and have instilled a consistent quality assurance process.

Since March 2020, AIM has been employing effective and engaging virtual public participation programs for projects, such as Sacramento Regional Transit's SacRT Forward Network Plan, Kings County's Transit Development Plan, San Joaquin Regional Transit District's Transit Redesign Study, Yolo County Transportation District's Comprehensive Operational Analysis, Placer County Transportation Planning Agency's SRTP for Auburn Transit, Placer County Transit, and Roseville Transit. Our robust virtual community engagement plans include online open houses, workshops, surveys, and community meetings. AIM's experienced team of professionals has adapted to this new reality and are continually developing and refining new tools, skills and processes to make community outreach even more effective in the virtual space.

AIM is an S-Corporation that is certified as a Small Business Enterprise (SBE) by the State of California, Department of General Services (Supplier No. 44639) and as a Disadvantaged Business Enterprise (DBE) by the State of California, Department of Transportation (UCP Firm No. 35954).



Elk Grove Pop-Up

Should SRTA adjust transit service to address future population increase?

Share your thoughts in the **Virtual Community Workshop** now until Friday, January 8

www.2040LongRangeTransitPlan.com

SRTA Social Media Announcement

Work Plan



Work Plan

Project Understanding

As we hit the one-year mark since the beginning of COVID-19, we can start to see some light ahead. As of mid-March 2021, nearly 12% of the US population has been fully vaccinated, and about 22% of Californians have received at least one dose¹. Santa Barbara County is currently in the red tier of the state's assignment and could move into the less restrictive orange tier in the coming months. Tourism has continued, although at a lower level, and will likely return as visitors seek to enjoy the American Riviera. With restrictions being lifted, traffic will also return and some in-person schooling has already begun to resume. The key challenge for this SRTP is how to align service with the resumption of 'normal' or 'new normal' conditions.

Some of MTD's busiest lines, such as lines 11 and 28, have lost ridership from students who have been learning remotely. This trend is expected to continue as a combination of remote and in-person classes are offered. Because 30% of MTD's regular ridership is from post-secondary students and ridership on school trippers², we will need to examine service concepts that build on ridership from elsewhere throughout the community to introduce new segments of the population to transit. Reinforcing a frequent network is one way to entice new trips from people who haven't used MTD before, as well as potentially inducing new trips from existing riders for other purposes beyond their regular trips. The Stantec team will examine pre-COVID-19 data, data from the COVID-19 period, and MTD's recent survey work supplemented with stakeholder outreach to diagnose potential ways to not only restructure the bus network and design policy recommendations, but also to develop service tiers that align service resources with demand. We will build upon a preliminary analysis of 2019 schedules and their midday (weekday) prevailing route frequencies that demonstrate some of the service hierarchy already built into MTD's network.

By focusing service on high-frequency corridors, particularly within densely populated, mixed-use neighborhoods, we can expand access to opportunities by putting more convenient transit where people are more likely to use it. Furthermore, Stantec believes that developing a robust frequent network

is also one strategy that can help guide difficult decisions through challenges like the pandemic—higher-frequency routes would be prioritized for service to help ensure that key routes are protected from service deletion due to drops in revenue and ridership.

During the pandemic, the City of Santa Barbara closed part of State Street in downtown, where MTD provides frequent service with the Downtown Shuttle and other bus lines. With street closures and detours that make operating shuttles a challenge, as well as slow travel speeds along State Street when the street isn't closed, the shuttle routes and downtown service require a reimagining and could also free up service hours that could be shifted to other areas with greater demand.

As bus riders and tourists ourselves, the Stantec team will also examine other strategies that could bolster tourist ridership in the city. We will also explore other opportunities to encourage tourists to enjoy the South Coast without a car—bus, train, bike, and walking should be the primary choices. Other parts of the service area that are low-density, such as Carpinteria, could benefit from flexible, on-demand microtransit service as MTD's pilot may uncover.

For MTD and the South Coast communities, this approach of frequent service corridors means a trade-off—how do we distribute limited resources in terms of vehicles, operators, and service hours equitably and effectively? While school trippers and services to UCSB and SBCC will be crucial when in-person learning resumes, what other changes can be made to serve different market segments on the South Coast? Could service be restructured to increase transit frequency downtown and leverage the city's street grid? With Goleta slated to see the largest growth in population and jobs in the region outside of Santa Barbara, *how should we position MTD service to help ensure this growth doesn't come with more single occupancy vehicle traffic? Can we dedicate more roadway to moving people instead of focusing on moving vehicles?* These are the questions the Stantec team, including people who worked with you previously on your facilities master plan and ZEB study, are excited to tackle alongside your team.

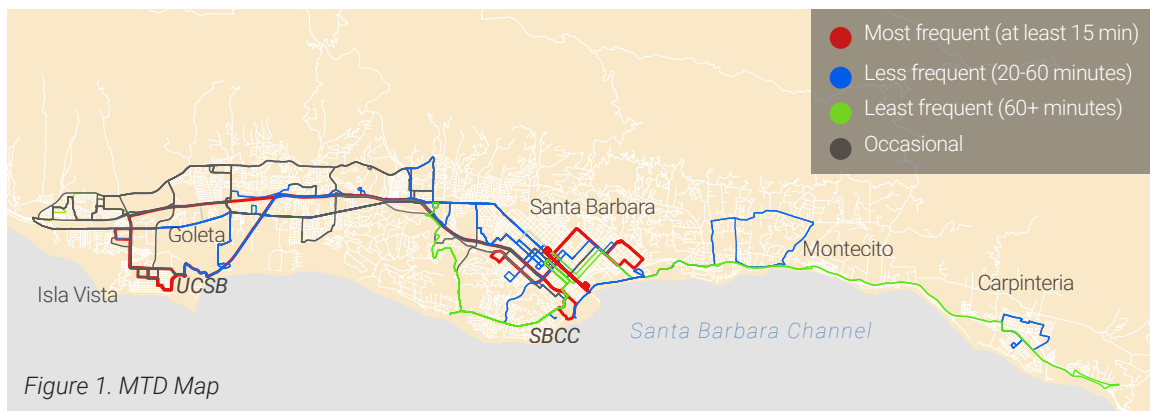


Figure 1. MTD Map

¹ <https://www.latimes.com/projects/california-coronavirus-cases-tracking-outbreak/covid-19-vaccines-distribution/>, accessed March 18, 2021.

² MTD

Task 1: Project Initiation

Task 1.1 Project Management and Project Initiation

A successfully executed project requires a thorough approach to project management that outlines a plan, allocates resources, implements QA/QC throughout the project, and provides flexibility to resolve unforeseen issues and mitigate risks. Stantec has a rigorous project management approach built on experience with projects of all sizes. Furthermore, our proposed project management team includes subject matter experts who have worked with diverse transit agencies on a range of projects. Our team is unmatched and will deliver your scope of work while exceeding expectations.

The project will commence with a kickoff meeting between the MTD stakeholders and the Stantec project team. During the meeting, we will work together to reach an understanding of project communications, decision-making processes, invoicing and reporting, grant procedures, and assumptions. Stantec will prepare a proposed work task breakdown structure and a high-level project schedule and budget that highlights how expenses and time will be allocated across the different tasks. In addition, our team will develop and present an initial list of data requirements. All materials will be discussed and assessed collaboratively to make sure both project teams are on the same page.

An intentional, thorough project management plan (PMP) will provide project clarity, direction, and overall success. Stantec will submit a project management plan outlining project scope, budget, key milestones, stakeholder groups, and task descriptions in more detail during the first month of the project. MTD will have an opportunity to review and provide comments and feedback. The PMP will serve as the guiding document for the project, and represents both teams' common understanding of project goals and deliverables. Our approach to this project will be collaborative and seek to achieve a continuous dialogue with the MTD project team.

Clear, purposeful, and regular communication is essential to project success. Regular correspondence between the project team and MTD will provide a shared understanding of project status, challenges, and next steps. Our project manager, **David Verbich**, will function as the primary point of contact for all project coordination and communication. You are familiar with his leadership and communication style from his work as the operations planning lead on the Facilities Master Plan and as project manager on the ZEB Bus Study. David is familiar with your stakeholders and your Board, having presented twice to them for the previous MTD projects. Stantec will host regular project team meetings with MTD stakeholders to keep the team up to speed on project progress and provide an opportunity for questions and input. In light of COVID-19, these meetings will be held virtually through videoconferencing or conference call, unless restrictions ease; in that case, David will attend up to two meetings in person. Stantec will circulate a meeting agenda prior to each meeting for all participants and

complete meeting minutes afterwards. We will also prepare presentation materials and present key project information to MTD, transit committees, and the public as requested.

A monthly progress report summarizing key decisions, overall progress, and other items will be prepared at the end of each month to further streamline communication. In addition, invoices will be provided for the work completed.

Task 1.3 Identify Existing Conditions

How is the current MTD transit network used, and is it serving residents in the most cogent and convenient way possible? To identify constraints and opportunities within MTD's transit network, it is vital to first understand the existing system's performance and the service area's unique characteristics. The existing conditions analysis will be comprehensive and provide detailed insight into MTD's current transit network, which will lay the foundation for development of service concepts and recommendations later in the project.

The existing conditions analysis will largely comprise of four phases.

First, Stantec will conduct a thorough document review to align agency goals and strategies. We will then gather relevant data to conduct a market assessment, allowing us to paint a portrait of population characteristics, travel behavior, and identify disadvantaged communities and growth markets. Then Stantec will conduct a transit service analysis, including a COVID-19 impact assessment. Lastly, the community needs assessment will translate the collected data into insightful trends and tangible takeaways.

Through this assessment, we will evaluate current MTD operations and point out areas in which potential gains and efficiency can be realized to help guide the development of the service concepts in Task 3.

1.3.1 Document Review

The existing conditions analysis will begin with a review of reports and planning documents from MTD, including the *Facilities Master Plan*, the *Strategic Plan 2016-2021*, *ZEB Power Modeling*, the agency's previous SRTP, and any other relevant documents. In particular, Stantec will seek to understand MTD's service and business objectives for the five-year planning horizon and gain insight into planned microtransit projects, such as the new microtransit service supported by the state Low Carbon Transit Operations Program (LCTOP) program. Additionally, other regional and municipal transportation and land use plans, policies, and initiatives, such as the Draft Isla Vista Master Plan and the Eastern Goleta Valley Community Plan, will be reviewed to understand transit goals and priorities at a regional and local level.

Understanding MTD's objectives early in the process will uncover initial opportunities for transit growth, as well as proactively address areas where goals are contradictory. From Stantec's recent work on MTD's Facilities Master Plan, we are already familiar with most documents and understand where to locate pertinent information, such as population and employment projections from SBCAG's Fast

Forward 2040 and the in-progress RTP update, Connected 2050. This will streamline the process and allow us to develop an SRTP that is aligned with the unique vision and aspirations of MTD as well as the greater region in which it operates.

1.3.2 Market Assessment

Stantec will collect census and SBCAG data to conduct an analysis of MTD service area demographics. We will answer essential questions such as: *who is using transit now, and who could be using transit? Where is transit currently effective, and where will it be effective in the future?* Through this process, we will illuminate current market conditions and population characteristics, identify current and emerging activity centers, and determine large trip generators and major destinations. Our team will use a hybrid approach to collect and map demographic data. We will first leverage MTD's Remix data to mitigate data collection efforts. In the case that Remix does not have the appropriate dataset, we will collect data from other sources, like the US Census, Caltrans, and others to understand potential transit market segments and community specific challenges and opportunities.

There are three main ingredients that drive transit propensity and demand: density, diversity, and design. We will examine each element in detail to assess the current MTD service area market.

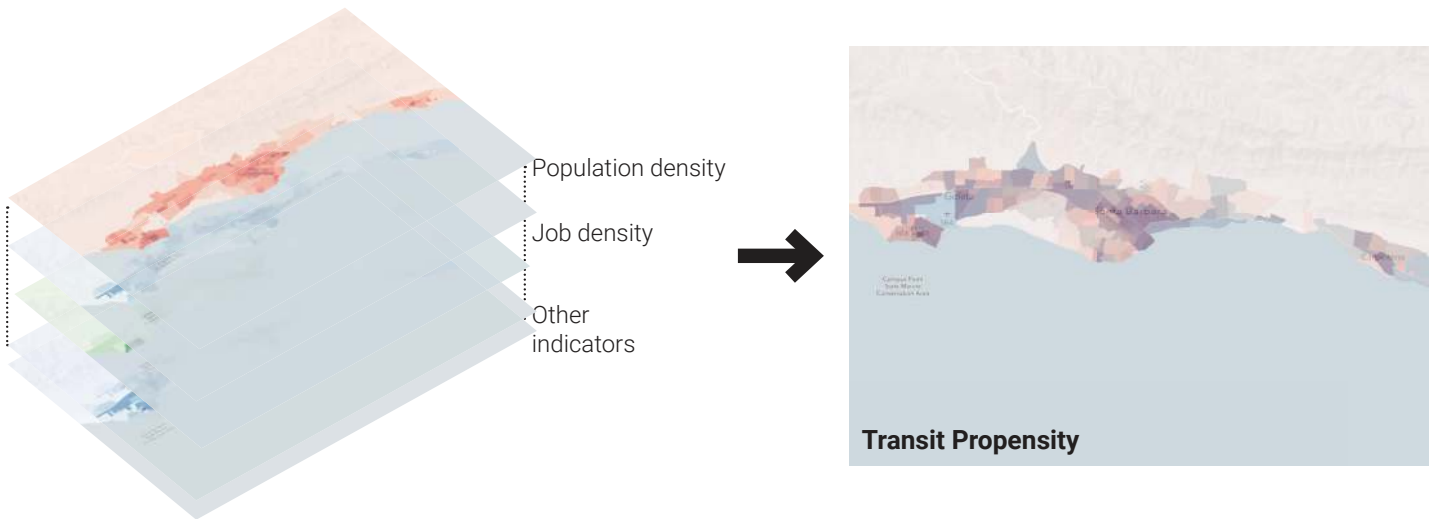


Figure 2. Example of different demographic layers that directly impact transit demand and success.

2. Diversity (land use)

Land use diversity also has a large impact on transit demand. Understanding the MTD service area's underlying land uses will be important to effectively assess and shape transit service. We will examine and summarize both local and regional land use by consulting Santa Barbara County's community plans, specific plans, and land use designation/zoning maps. Stantec will make sure that planned developments and TODs in the service area are taken into consideration. This will help ensure future transit and land use decisions coincide to create communities with increased access and mobility options.

1. Density

Stantec will map the densities of people, jobs, and other key demographics such as household income, senior and youth populations, car-free households, and disadvantaged communities. We are familiar with the CalEnviroScreen tool for mapping disadvantaged communities and will provide a spatial analysis of where these are located in the service area. Additionally, we will analyze population growth patterns and residential and commercial demographic shifts using SBCAG's regional growth forecasting data. This allows us to identify potential growth markets, determine which portions of the service area are sufficiently dense for fixed-transit service, and understand which areas may be better suited for other solutions such a microtransit. Because students constitute a significant percentage of MTD's ridership, Stantec will pay special attention to changes to in-person activities for K-12 schools, SBCC, and UCSB.

Below is an example of how we integrate population density, employment density, and other factors to predict and show where transit service could thrive. Different spatiodemographics will be combined into a single layer or map to identify the high transit propensity areas (darker areas) in the service area.

3. Design

Transit use hinges upon safe, accessible, and attractive urban design. To Stantec, design does not only include the street network and pedestrian facilities. We deepen our review to include factors, such as cycling facilities and active transportation connections. Using the shapefiles provided by MTD, Stantec will map the transportation network, street connectivity, and sidewalk infrastructure to illustrate where infrastructure is needed to improve access to transit, gaps in first/last mile connections, and help us assess overall walkability.

1.3.3 Transit Service Analysis

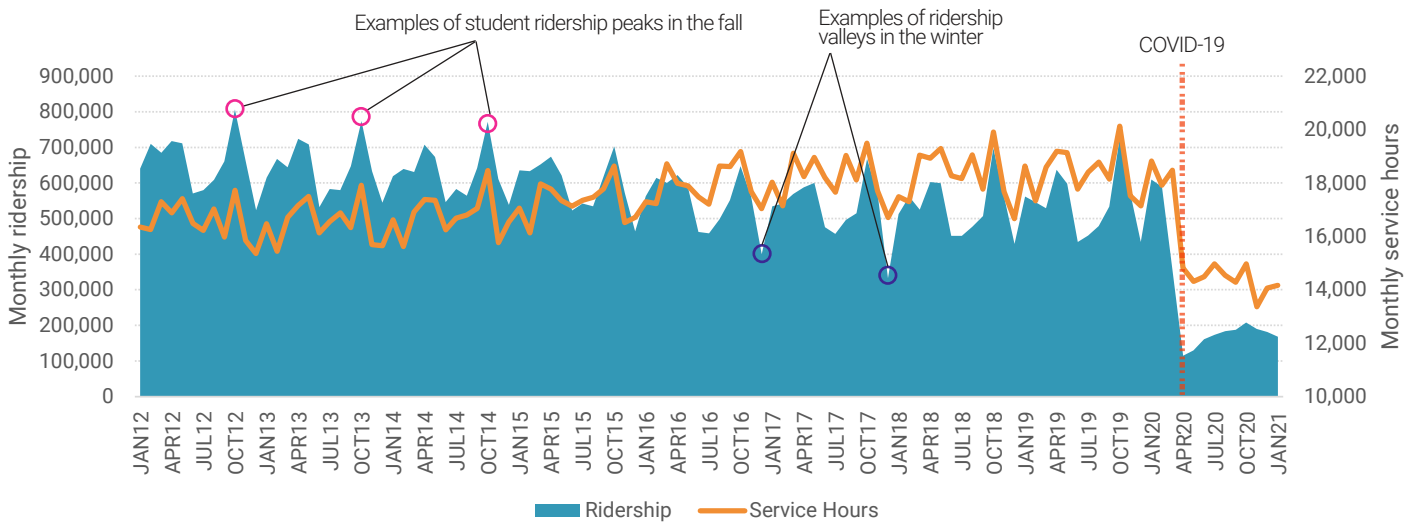
In every well-designed transit network, there is a route for every purpose, and a purpose for every route. Stantec will begin the transit service analysis by conducting a comprehensive review of MTD’s current fixed route operations. We will work with MTD staff to understand the current 42 routes’ background, design, special attributes, and performance. We will then collect and analyze operational and ridership data (provided by MTD) to determine which lines needs special attention. Importantly, we will collect both 2019 data (pre-pandemic) and 2020 data to compare and identify trends. The review will be conducted at two levels:

1. Network level, where we will analyze the performance and accessibility of the network as a whole. We will also include an inventory of capital assets such as transit centers and bus stops, based upon MTD’s bus stop inventory.

Below is an example of a preliminary network-level analysis showing key trends in ridership and revenue service at MTD over the last decade (**Figure 3**). This analysis can help unlock patterns, like the rise and fall of ridership with the seasons and school sessions.

Stantec will utilize National Transit Database (NTD) data and MTD’s annual route reports to understand MTD’s current ridership trends and operating expenses per passenger mile. We will also consider factors including seasonal trip patterns (such as school trippers, and when SBCC and UCSB are in and out of session) and higher usage routes. In addition, we will supplement all data with input from MTD staff, service standards, and agency key performance indicators (KPI) to provide contextualized data. Stantec will consider MTD’s current fixed route productivity guidelines, evaluating routes on both ridership and economic measures. An area map clearly depicting large trip generators, major destinations, and emerging activity centers will be developed as a part of the transit service analysis.

Figure 3. Analysis of ridership and service trends over the last decade, MTD.



2. Route level, where we will assess routes to understand route performances, including:

- Fare box recovery ratio
- Scheduled run time vs. actual run time (by trip)
- Productivity, i.e., passenger boardings per revenue hour
- Trip-level on-time performance
- Boarding and alighting counts segmented by time period
- Stop-level boardings to understand passenger movements (See **Figure 4** for example map)

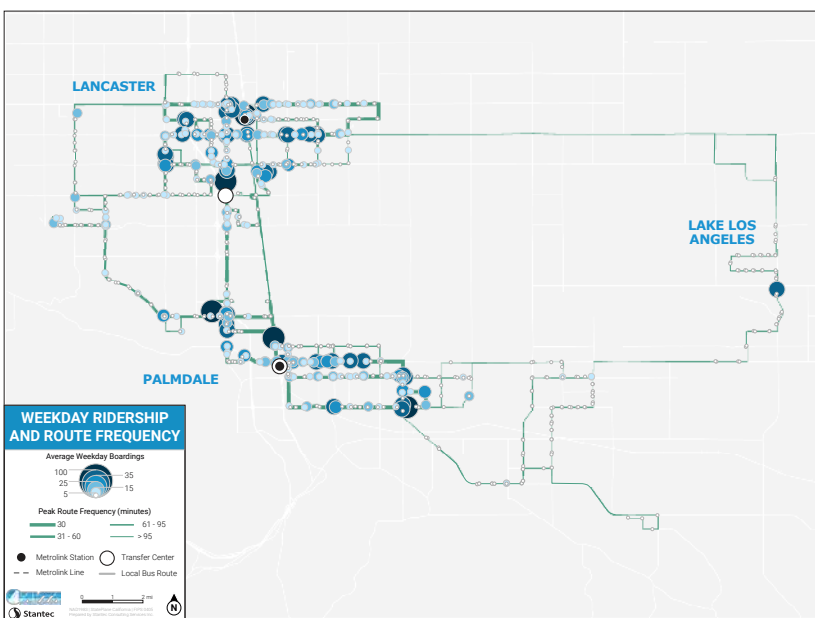
We will use these analyses to target specific areas that need additional attention within the service area. For example, we might need to examine areas that have been affected by decreased levels of student ridership or analyze changing downtown/State St land uses. Our findings will be accompanied by charts and graphs, and will include:

- Coverage and intensity of services
- Current ridership
- Productivities by service type

Below in **Figure 5** is a preliminary analysis of 2018 boardings by route showing that the bulk of ridership is concentrated on three to four key routes.

Finally, as part of our service analysis, Stantec will conduct two virtual workshops with MTD bus operators. Stantec proposes to organize two sessions to accommodate operators’ runs. At these sessions, Stantec will present initial key findings and then guide a discussion to understand what’s working well, what isn’t, and how operators see potential ways of fixing issues. We find these sessions illuminating and a two-way exchange—gaining first-hand insights into operational challenges and opportunities, as well as achieving trust from operators who will be crucial for support of the resultant service plan.

Figure 4. Stop-level boardings and route frequency

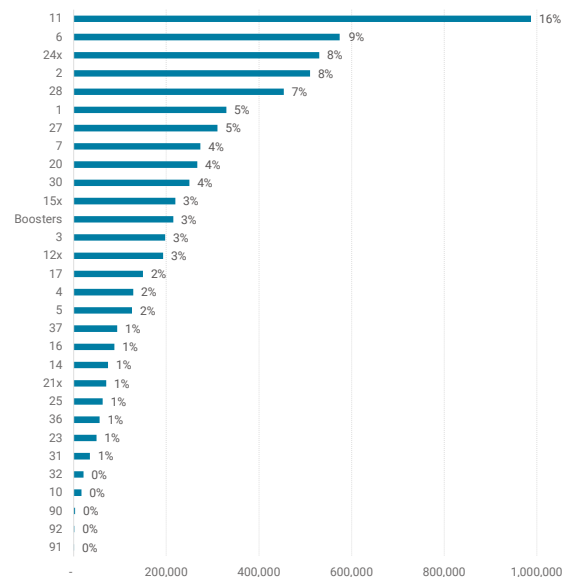


1.3.4 COVID-19 Impact Report

Stantec understands that transit agencies around the globe have been negatively impacted by COVID-19. To assess the depth of impact, Stantec will compare 2019 and 2020 ridership data to identify the routes that have had the most significant decreases in ridership. This will allow us to determine the routes and areas that need more detailed analysis. We will also examine operations data, such as running time and on-time performance to understand opportunities to optimize running times, gain efficiencies, and better allocate resources. Through this analysis, we will target and outline key actions that are needed for service area recovery.

As an optional value-added service (for an additional fee³), Stantec can also analyze location-based service (LBS) data, better known as cellphone data, to examine differences between pre-COVID-19 and current travel patterns. Through our work with other regions, we have found that peak travel has shifted earlier than before since most journeys are taken by essential workers, and saw a decreased importance of a ‘downtown’ or central business district as a traffic generator. We suspect that for MTD, the biggest revelation will be the paucity of travel to/from and around schools.

Figure 5. Annual boardings by route as a percentage of all fixed-routes, 2018



³ Stantec estimates that data purchase and analysis would cost ~\$40,000.

1.3.5 Community Needs Assessment

An important component for this assessment will be MTD’s recent surveying efforts geared at understanding ridership during COVID-19 and impacts to travel patterns. From Stantec’s understanding of MTD’s presentation at the California Transit Association meeting in November 2020, nearly half of its ridership were essential workers (**Figure 6**). Stantec would mine this survey for any other important findings and insights.

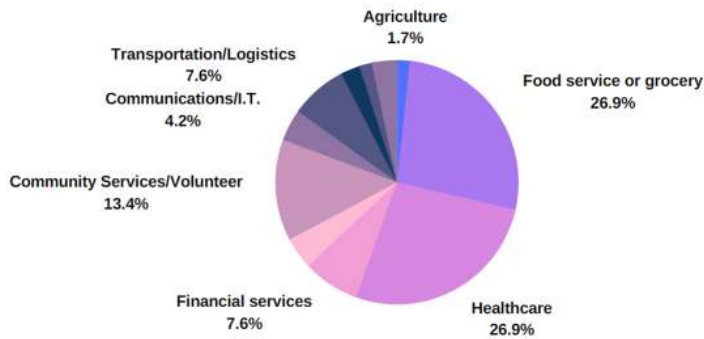


Figure 6. Breakdown of MTD ridership employment sector. Source: MTD, California Transit Association (2020)

Finally, Stantec will use the data collected in the aforementioned analyses, as well as feedback heard from the public and stakeholders during the early listening sessions, to identify gaps and needs and underscore key actions to improve operations and promote transit services in the MTD service area. This will include factors such as stop location needs, route timing improvements, potential efficiency gains, and any other opportunities (see example in **Table 1**). The identification of needs, gaps, and opportunities is important in bridging the gap between the existing conditions and development of service concepts and recommendations.

Table 1. Example of Service Concepts and Plan Objectives from the AVTA Strategic Mobility Plan

Service concepts and strategies →	Service layers	Transit infrastructure (hubs, stops, etc.) and universal accessibility	Alternative service delivery (on-request service)	Revised schedules	Operator training	Emergency ride home (and car/vanpooling)	Travel training	Fare policy	Transit-first developments	Information and outreach (bilingual and accessible)	Collaborations and partnerships
Objectives ↓											
Faster service											
More frequent service											
Shorter walks											
More reliable service											
Better integration of land use and transportation											
Better customer experience											
Better bus stop access or access to transit											
Better regional connectivity											
Better access to destinations (jobs, healthcare, etc.)											
More inclusive ridership base											
Safer and more secure											
More cost-effective service											

Task 2: Public Outreach and MTD Board Input

Task 2.1 Present Existing Conditions Report

Once the existing conditions report has been drafted, reviewed by MTD staff, and revised based on comments and feedback from MTD, Stantec will present the report in conjunction with MTD to the MTD Board at a public meeting, allowing for comment from both the public and the Board members.

We will send full copies of the report, including an Executive Summary, to Board members prior to the meeting. We also recommend that the report be posted on MTD's website to allow for the public to review the document. The Stantec team will also develop a PowerPoint presentation that highlights:

- Purpose and goals of the study
- Major findings from the existing conditions report
- Gaps, needs, and opportunities identified in the Community Needs Assessment
- An overall project timeline and project next steps
- Information regarding future public outreach activities and how the public can continue to be involved

The Stantec team will work with AIM to help ensure there is sufficient outreach prior to all public meetings for Tasks 2.1, 2.3, and 2.4 to achieve maximum awareness and participation.

Task 2.2 Community Workshop, Outreach, and Survey

Outreach Management

AIM will attend a project kick-off meeting and regular coordination meetings with project team members as needed via conference call. AIM will provide strategic advice and counsel, review project materials and reports, coordinate with MTD and the project team, and monitor team communications throughout the project.

Stakeholder Database

AIM will work with MTD and the project team to develop and maintain a stakeholder database throughout the project's duration. This database will include stakeholder names and contact information as well as the preferred method of contact and potential key concerns and/or areas of project interest. The database will be comprehensive and include riders, transit and active transportation advocacy groups, local and state agencies, educational institutions, businesses and community leaders, and community-based organizations.

Virtual Community Listening Workshops

AIM will coordinate logistics for and facilitate two virtual community-wide listening workshops. Community listening workshops will be held virtually via an online engagement platform. Each community listening workshop will be staffed by both English and Spanish-speaking AIM team members.

The first listening workshop is intended to notify the community about the project and serve as a forum for community members' input and questions. The workshop will use a browser-based online meeting platform, such as Zoom. Because the MTD service area covers multiple jurisdictions throughout Southern Santa Barbara, hosting the workshops online will create an avenue for optimal community participation and convenience. During the community listening workshop, attendees will be divided into breakout rooms based on their specific area (Carpinteria, Isla Vista, Goleta, etc.). This will provide a more intimate setting for community members to provide input and ask questions regarding their and their neighbor's specific transit needs. A second community listening session will be conducted following the community-wide workshop/online questionnaire to advise community members on the draft recommendations and the inclusion of previous community input into the plan. At the conclusion of each virtual workshop, AIM will develop a summary of all feedback provided and questions asked.

The community-wide listening workshops will be promoted through separate notification plans. The workshops will also be a chance for community members to provide their email to sign up for project updates and further outreach opportunities. AIM will record all feedback gathered at the community workshops and will develop a summary of findings for the project team within two weeks of each meeting.

Online Questionnaire

AIM will design, develop, and implement an online questionnaire that will be hosted on the project's webpage. The online questionnaire will run for two months and will be provided in English and Spanish. The survey will be promoted as part of a virtual community-wide workshop that gives community members information about the S RTP, includes an informational video and allows community members to respond to the online questionnaire. AIM will create a web-based online interactive community questionnaire tailored to the project needs that will provide the project team with actionable public data to support decision making. Once the online questionnaire closes, AIM will develop a summary of findings.

Sub-Regional Pop-Up Workshops

AIM will plan, coordinate logistics for, and facilitate four sub-regional pop-up workshops to be held at major transit hubs, colleges (if open), or other community destinations in the Santa Barbara region. The pop-up workshops will take place at locations within the project area where we can effectively engage a diverse group of stakeholders, including non-transit riders, students, and underrepresented groups. By creating a place for open discussions about transit services, AIM and the project team will garner input from the community that will help inform the process of developing the SRTP and better understand the barriers to using transit.

The pop-up workshops will include informational materials developed in conjunction with the project team, interactive activities, and the opportunity to sign up for project updates. English and Spanish-speaking AIM team members will staff the pop-up workshops as required. At the conclusion of the pop-up workshops, AIM will develop a comprehensive summary which will include all input gathered and photography.

Public Information and Notification

AIM will utilize traditional and nontraditional methods to notify the community about the project and any upcoming public participation opportunities including pop-in workshops and community workshops. These may include email notifications, notification through social media platforms, media releases, posters in local businesses, postcards, banners and signage in designated neighborhoods and districts, door hangers, newspaper and radio advertisements, and bus and transit advertisements. As needed, AIM will assist with the development of direct mailers and newspaper advertisements. *It is our understanding MTD will be responsible for all printing, postage, and advertisement costs.*

Informational Video

AIM will develop key messaging, film, and produce one SRTP informational video. The informational video will inform serve as a call to action to encourage public participation throughout the project.

Communication Collateral

AIM will develop electronic outreach materials to inform the community. These materials may include informational brochures, flyers, social media graphics, fact sheets, and FAQ's. A template for each collateral item will be developed that is consistent with a project brand, is easily updated, and will either be printed or distributed through electronic means. Materials will be available in English and Spanish and can be translated into other dialects, as needed.



Pop-up Workshop by AIM for Sacramento Regional Transit District (SacRT)

Task 2.3 Present Preliminary Draft Plan

Following the development of the Preliminary Draft Plan in Task 3.1, the draft report will be presented to the MTD Board at a public meeting by the Stantec team and MTD staff.

The meeting will provide an opportunity to update the Board and the public on project progress, and to show how community and stakeholder feedback has been incorporated into service concepts and recommendations. Importantly, this meeting will serve to gain feedback, comments, and concerns from the community and the Board regarding the preliminary service concepts and recommendations. This step is invaluable as it is a touchpoint to determine if we are on track with recommendations and if service concepts are aligned with community and Board goals and values.

As with the presentation of the existing conditions report, we will provide full copies of the Draft Plan, an Executive Summary, Board meeting presentation, and PowerPoint presentation suitable for the public. The PowerPoint presentation will highlight how we incorporated community and stakeholder feedback into the service recommendations and walk-through service concepts that are under consideration, focusing on how the service would be changing from a rider point of view.

Task 2.4 Present Draft Final Plan

Following preliminary plan revisions and Draft Final Plan development, the Stantec team and MTD will provide one presentation to the Board and the public showing the finalized draft plan. The purpose of this meeting is to provide one last touchpoint to show revisions of recommendations and service concepts from the preliminary draft plan based on feedback from the Board, the public, and stakeholders before Board of Directors plan adoption. As with tasks 2.1 and 2.3, we will provide full copies of the plan, an Executive Summary, Board meeting presentation, and PowerPoint presentation suitable for the public.

Task 3: Short Range Transit Plan

Task 3.1 Develop Preliminary Draft Plan

Based on the information gathered during the existing conditions analysis and ongoing public outreach and stakeholder engagement, Stantec will work collaboratively with MTD to develop goals and objectives to serve as a framework for the next five-year planning horizon through the implementation of recommendations outlined in the SRTP.

The 2016-2021 Strategic Plan and MTD's existing service standards will serve as a starting point for the development of SRTP updated goals and objectives. Our team will review the vision and mission statement, values, and strategic priorities outlined in the strategic plan and provide recommendations for goals and objectives that will guide the SRTP. We will align these goals with existing strategic priorities, update them to reflect the ever-evolving transit landscape, and work with MTD staff to develop goals that help guide transit recovery post-COVID-19.

This exercise provides a framework for designing service concepts and developing the financial plan, as it provides a direction of what the agency and community values. Oftentimes, transit agencies have muddled goals that leave staff unsure of what to do—for example, *do we value ridership, fare revenue, and recovery to a greater extent than coverage service, which may drive down productivity? Is the agency focused on returning to pre-COVID-19 levels of ridership and making sure their riders feel safe onboard the system?* Having clarity is crucial for decision-making and explaining why and how certain choices are made when it comes to designing service and allocating finite resources.

One of the most important considerations when developing recommendations for service and routing improvements is understanding trade-offs when providing transit service with limited resources, which is often represented through the “frequency/coverage” debate. Typically, a transit network is either coverage-focused (implying easy access to the system for everyone regardless of quality or frequency of service) or it is ridership, frequency, and productivity-focused, with high-frequency service and direct routes along major corridors but less systemwide coverage. Agencies can also adopt a hybrid approach based on specific community characteristics where aspects of each approach are applied in different parts of the service area to serve specific needs and populations. This approach might be something to explore for the MTD, where a more frequency-focused network is concentrated in the dense downtown Santa Barbara and Isla Vista areas, and a more coverage-focused network is adopted in less dense areas such as Goleta and Carpinteria.

This trade-off discussion is important to have with the community, as it helps guide where resources should be concentrated. For example, our work developing [Winnipeg's Transit Master Plan](#) showed that the community ultimately valued frequency over coverage, and the new system was then built on the foundation of a rapid transit network focused on frequency augmented by consolidated coverage-focused, lower-frequency routes connecting to the rapid network. Various service concepts (such as one that favors coverage, one that favors frequency, and one that strikes a balance between the two) can be developed to determine where community priorities lie and elicit feedback. This allows recommendations to be implemented that both keep existing riders happy and attract new riders to the system.

Creating excitement and interest in transit through bus stop art installation project in Boston



Additionally, a well-designed and successful transit system features a mix of layered or tiered transit services designed to meet the diverse needs of Southern Santa Barbara County. Transit service layers are distinguished by the level of service (headway or time between buses), distance between bus stops, and main purpose of the route. Typical route classifications our team has used in the past include frequent routes, local routes, and community routes as depicted in **Figure 7** below. We will examine routes and current service designations of MTD’s service design, and provide service concepts that incorporate appropriately layered transit services.

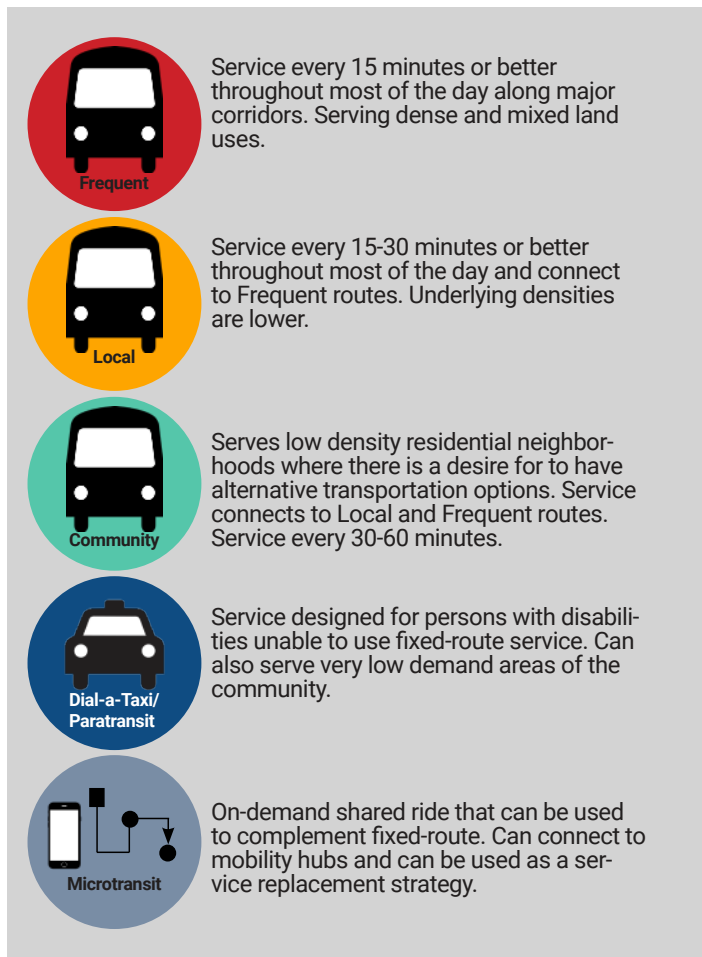


Figure 7. Layers of Transit Service

In addition to developing service concepts and recommendations based on transit service layers, we will also consider existing or planned MTD projects, including the ZEB transition and the Goleta microtransit pilot. Our recommendations will be informed by our intimate understanding of the limitations and constraints of BEBs. Essentially, we will not propose any recommendations that are infeasible under ZEB operations or any service duplication of the Goleta microtransit project.

An added challenge to providing high-quality, convenient transit services is the surrounding built environment. A built environment that was not developed with transit and pedestrians in mind often makes it more difficult to reach bus stops and can discourage transit use. The Stantec team understands the importance of the built environment and strengthening first/last mile connections to bus stops, advocating for the incorporation of transit and transit station connectivity into the built environment, land uses, and urban design, and will incorporate recommendations related to this in the SRTP. Identifying potential multimodal hubs such as the Amtrak station, the transit center in downtown Santa Barbara, and others can help establish a robust network for transportation that reduces the need for single occupancy vehicles, while promoting the MTD brand in the community.

Another component of incorporating transit into the built environment is developing implementable strategies to prioritize transit in the public right of way to make transit a more convenient and attractive option, and to ultimately get people where they need to go faster. We will develop a list of transit priority infrastructure and treatment strategies tailored to MTD based on the unique context of the MTD service area and services provided. Some of the best practices and strategies that will be investigated could include:

- Bus stop balancing
- Dedicated bus lanes
- Dynamic pricing for on-street parking
- Transit signal priority
- Queue jump lanes
- Congestion pricing
- Lowering off-street parking requirements for new developments
- Incorporating TDM requirements into new development conditions



Figure 8. Examples of Transit Priority Infrastructure and Treatment Strategies

We acknowledge that many of these strategies would require collaboration with other agencies and municipalities to implement; however, being informed of what strategies are available and their proven success in other areas can help prepare MTD for bringing all the parties to the table and beginning these conversations.

Draft service concept recommendations will be developed for each route, and easy-to-understand graphics will be produced to show the proposed changes, which can be used when soliciting stakeholder and community feedback regarding the initial service concepts and recommendations (see example in **Figure 9**).

We will present proposed route changes, the overall planning framework, and any Title VI analysis outcomes at a public workshop to gain public and stakeholder reactions and feedback (Task 2.3). This feedback will be used to refine the initial recommendations, as well as to show how initial public feedback was incorporated into the recommendations. Following the presentation and collection of feedback and comments from the public and stakeholders, the Stantec team will refine the recommendations based on this feedback. We will also leverage the Remix tools and build the new proposed network in Remix. This would be a simple way to share the proposed network with MTD staff and stakeholders for comment, and enable stakeholders to compare accessibility outcomes (by using the Jane tool in Remix) between the current and proposed systems.

While all our recommendations will be developed keeping equity in mind, we will complete a Title VI analysis for all proposed route changes to assess the impact that the proposed changes will have on low-income and minority populations. When major changes are made to a transit service, it is important to evaluate these changes to make

sure environmental justice is achieved and that service changes do not have a disproportionate impact on target populations. Following the Title VI requirements of the FTA Circular 4702.1B and MTD's Title VI program, we will identify and evaluate the impacts of major proposed service changes on low-income and minority populations.

The *Title VI Requirements and Guidelines for FTA Recipients* (Circular 4702.1B) provides guidance and procedures to deliver non-discriminatory transit services. This means evaluating whether a service change or fare change has adverse effects on the service population, and whether those adverse effects are borne disproportionately by low-income and minority populations.

If any proposed service changes and recommendations result in an MTD-defined major service change, the Stantec team will conduct a disparate and disproportionate impact analysis to determine if they have disproportionate or disparate impacts on the target populations, as well as a fare equity analysis if any fare changes are proposed. If a disproportionate or disparate impact is found, we will develop strategies to mitigate, avoid, or minimize the impact.


ROUTE 1

Frequent Service




Learn more at: <http://avtamobilityplan.fyi/>


What's Changing?

- 

Improves service frequency by operating every 15 minutes from 7 AM to 7 PM on weekdays and every 30 minutes from 8 AM to 6 PM on Saturdays.

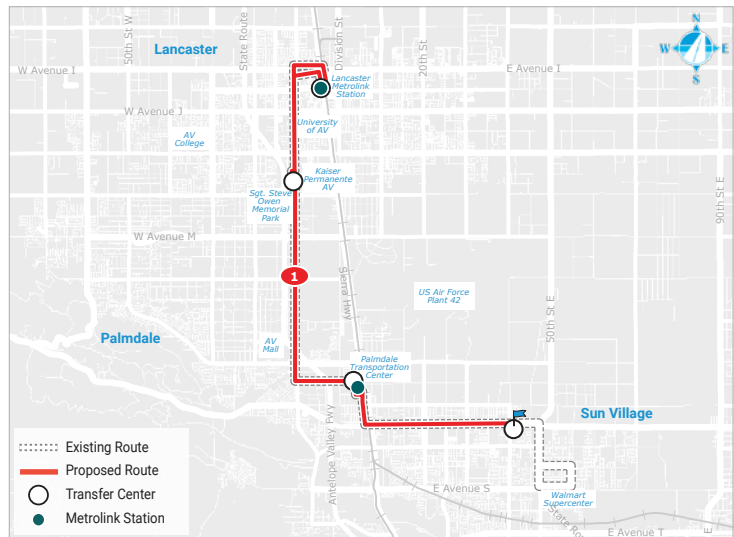
MORE FREQUENT Note: A pilot was recently implemented to improve service frequency from every 25-30 minutes to every 15 minutes on weekdays. Based on the pilot's success, 15-minute service will become permanent.
- 

Runs later on evenings and weekends through on-request service. See the project website and FAQ tab for more details.

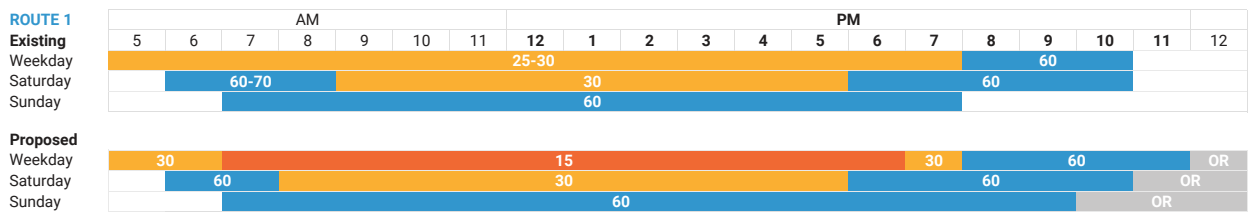
LATER SERVICE
- 

Terminates at proposed transfer center near the South Valley Health Center. This site will also be developed into a hub with passenger amenities and on-request transfers.

ROUTE CHANGE



Service Frequency



*Number represents time between buses in minutes; "OR" represents on-request service

Figure 9. Example route proposal graphic that the Stantec team developed for the AVTA Strategic Mobility Plan which highlights proposed route changes, service frequencies, and other major changes.

The Stantec team has experience completing Title VI analyses, and we propose using the Remix Title VI engine to run the equity analysis more efficiently, saving time and allowing for MTD and Stantec to quickly see different equity and environmental justice outcomes of different draft recommendations. This approach will help to complete this step of the process quickly and efficiently, saving time and making the best use of available resources for this project.

We recommend completing the initial Title VI analysis prior to public outreach and presentation of initial recommendations so that the results of the Title VI analysis can be presented as part of this phase of public outreach. This will also satisfy the FTA requirement of public engagement in the decision-making process for Title VI equity analyses.

Task 3.2 Funding Source Report

An important component of recommendation development for the SRTP is verifying that they can be implemented and identifying their associated costs and potential funding sources is a major component of this. The Stantec team will develop a funding source report outlining operating and capital budgets required to implement the recommended service improvements and potential funding sources that can help cover these costs. In addition, the uncertainty created by COVID-19 has created a new push for financial efficiency and sustainability within transit agencies across the globe. The financial analysis will reflect unique external factors that will likely influence MTD's balance sheet throughout the five-year SRTP period, including:

- Ridership levels, willingness of riders to return to transit
- Availability of grant funding from Federal, state, and local government partners
- Availability of COVID-19 emergency/recovery stimulus funding
- Overall economic outlook

Current and planned funding sources will be identified to understand the level of subsidization that the service will experience through the five-year period. Funding streams from traditional partners such as the FTA and Caltrans will be explored, as well as potential new funding sources, such as CARB for continued fleet electrification. We will review and build upon the Funding and Regulatory Review that we conducted for Phase I of the Facilities Master Plan project as a base for this report and provide an overview of funding opportunities at the Federal, state, and local level.

We will utilize the expertise of Stantec team member, Greg Chilik, who spent five years at the FTA overseeing grant programs. His intimate knowledge of different FTA funding opportunities will be leveraged to provide MTD with a comprehensive overview of all applicable FTA funding sources.

Examples of existing funding streams MTD taps into include FTA Section 5307 and CARES Act funding grants, Local Transportation Fund sales tax revenue, SB1 funds, and local Measure A sales tax revenues. We will review MTD's historical management of these funds to determine how they can factor into future financial planning. Our

team will also review the agency's historical budget data and expenses throughout the past five years to determine the efficiency of operations. A review of comparable peer agency financial data will be conducted to draw comparisons to MTD's spending plans and will also leverage Stantec's expertise in the financial side of transit operations.

One identified challenge for the MTD is the fact that the service area is on the cusp of surpassing the 200,000 population threshold, which will change the ways in which it can use FTA Section 5307 grant funding. Currently, the MTD can use FTA funding for operating assistance, but once the service area reaches a population of 200,000, operating assistance will no longer be an allowable expense unless identified by FTA as eligible under the Special Rule. If the MTD cannot maintain eligibility for operating expenses, it will have to find other sources to fill this funding gap. MTD's FY19-20 Operating & Capital Budget has already identified this possibility, noting that if this happens "the District could lose up to \$2 million if it is redefined as a large, urbanized area." In the short term, the MTD has shifted \$600,000 in State Transit Assistance (STA) funds for operating purposes.

Relatedly, the MTD relies on the countywide Measure A sales tax for both its operating and capital budget. Due to the economic impacts of COVID-19, many transit agencies are seeing reduced revenues from sales taxes. While the economy is showing signs of reopening, which could reverse this trend, the future is still uncertain. Finding solutions for these and other identified funding challenges will be a focus of the funding sources report.

The operating resources analysis will be used to develop operational budget estimates. Service changes may recommend things such as altered headways or service spans, and it is important to translate these changes into operational costs and resources (operators, vehicles, service hours, etc.) required to operationalize these recommendations. Stantec has developed a model that can be used to estimate operating costs based on annual revenue hours and miles for each route. The model uses factors, including:

- Round-trip route length
- Service span
- Peak and off-peak headways
- Seasonal service levels
- Number of stops, dwell times, and layover times
- Average bus speed
- Number of buses (peak and off-peak)

If any capital projects are recommended in the SRTP, we will develop cost estimates that can be incorporated into future capital budgets. For example, if bus stop improvements are recommended, we will utilize past adopted budgets to develop cost estimates and develop phased year-over-year cost estimates for all proposed capital improvements.

Task 3.3 Develop Final Draft Plan

After receiving comments from the public, stakeholders, MTD staff, and the Board of Directors regarding the draft service concepts and recommendations, Stantec will revise recommendations and develop the final draft plan. The final draft plan will include a summary of the existing conditions report and outcomes from public and stakeholder outreach events, and focus on the final recommendations and phased implementation plan for the five-year planning horizon. The implementation strategy will be aligned with the goals and objectives developed in Task 3.1, and will include potential funding sources and responsible actors for each action item (see **Figure 10** below).

Task 3.4 Board of Directors Plan Adoption

Following completion of the final SRTP report document, we will submit the report to the Board of Directors, and any revisions required for the report to be approved will be completed by Stantec. The Stantec team is familiar with formatting documents to credit Caltrans, so the final report cover page will be formatted to credit Caltrans for their Sustainable Communities Transportation Grant financial contribution.

We have allocated time for our in-house graphic designer to format this report as a public-facing document and have brought on a local Santa Barbara photographer. This will enable us to provide a final report that is professionally designed, aesthetically pleasing, and appropriate for sharing with the public, stakeholders, and Board of Directors.

Figure 10. Potential funding sources and responsible actors for action items →

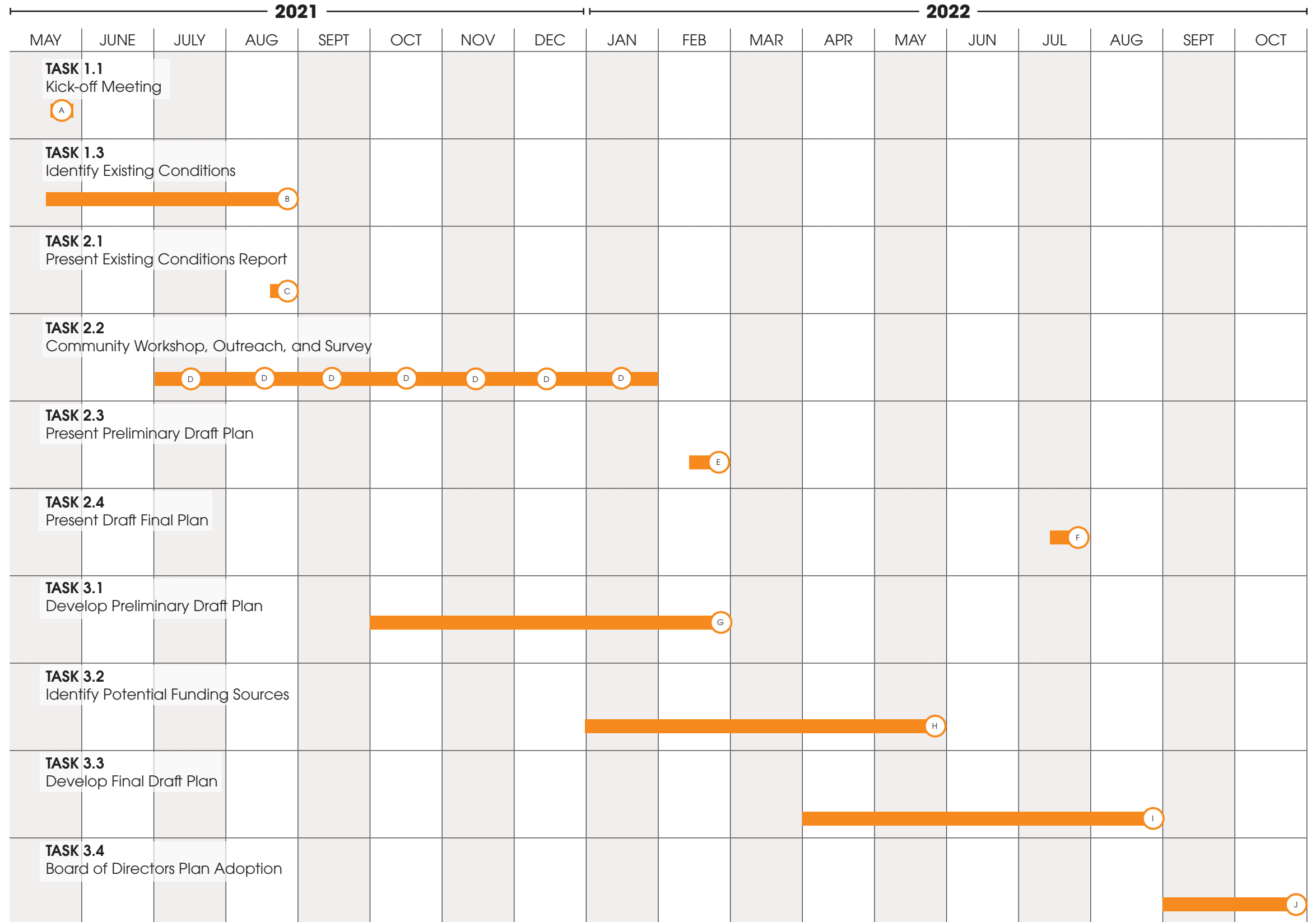
Action	Year 1	Year 2	Year 3	Potential Funding	Responsible Actor(s)
Goal 1 - Enhance AVTA's core services - transit network and mobility services					
Fixed-route					
1 Layers and network design	Refine network and route concepts and launch new local network (launch in 2020)			5307; CMAQ; Measure R; Props A and C	AVTA
2 Improve schedules	Redevelop schedules to more accurately reflect on-street operating conditions	Expand street supervision to monitor reliability		5307; CMAQ; Measure R; Props A and C	AVTA; Transdev
3 Explore transit-dedicated infrastructure	Establish working group for studying transit-dedicated infrastructure	Pilot peak hour reserved lanes on Palmdale Blvd. Pilot peak hour reserved lanes on Ave. J	Pilot peak hour reserved lanes on 10th St.	5307; CMAQ; Measure R; Props A and C; SB-1; BUILD	AVTA; City of Lancaster; City of Palmdale; Los Angeles County
Dial-a-Ride					
4 Launch on-request service	Implement on-request shared mobility services	Monitor and adjust services as program evolves		5310; CMAQ; 5312; Integrated Mobility Innovation	AVTA; Transdev; other party(s)
5 Rationalize service area and eligibility	Study whether service area requires reduction and if eligibility should be modified	Modify service area and eligibility as necessary			AVTA; community partners
6 Expand travel training	Refocus program on travel training DAR customers and new fixed-route customers			5310	AVTA; community partners
7 Explore volunteer transportation programs		Establish working group to examine volunteer transportation programs and non-transit services		5310	AVTA; LA Metro; community partners
8 Establish accessibility advisory committee	Develop framework for establishing advisory committee on accessibility & establish committee				AVTA; community partners
Commuter					
9 Redesign routes	Refine network and route concepts and launch new local network				AVTA
10 Improve schedules	Redevelop schedules to more accurately reflect on-street operating conditions				AVTA; Transdev
11 Explore collaboration with Santa Clarita	Work with SC Transit to understand opportunities to minimize duplication and best use resources			TIRCP; Props A and C; Measure R	AVTA; Santa Clarita Transit
Fare policy					
12 Launch a fare study	Implement short-term changes to fares and fare policy	Launch study to rationalize fares due to route and service changes			AVTA
13 Expand student fares to all students in the AV	Create new fare category for any enrolled-student to obtain a discounted fare			AVAQMD	AVTA; AVUSD; University of Antelope Valley; other schools
Goal 2 - Improve the customer experience					
14 Improve customer and community awareness of AVTA services	Work with local groups to understand disability needs for information Ensure all marketing and informational material is bilingual and up-to-date	Implement new community outreach program to inform about AVTA at different locations across AV	Work with accessible advisory group to develop accessible information		AVTA; community partners
15 Retrain operators		Retrain operators for customer service and safe operations			AVTA; Transdev
16 Leverage Metro's Guaranteed Ride Home program and educate customers	Dedicate a customer rep to working with employers and employees to educate about GRH	Hold internal working meetings to track plan implementation and success		Measure R and M; Props A and C	AVTA; LA Metro; employers
17 Improve bus stop amenities	Establish committee to develop bus stop guidelines & an improvement plan	Install new bus shelters and benches		5307; CMAQ; Measure R; Props A and C; SB-1; BUILD	AVTA; City of Lancaster; City of Palmdale; Los Angeles County
18 Collaborate with officials and community to implement transit supportive design and development	Establish working group of staff from cities, community organizations and AVTA to develop transit-supportive guidelines	Implement and monitor developments and their transit-supportiveness		Measure M; Sustainable Communities Program (SCAG)	AVTA; City of Lancaster; City of Palmdale; Los Angeles County
Goal 3 - Build and support an inclusive, multimodal network					
19 Improve sidewalk and bicycle access to AVTA services	Establish pedestrian and cyclist access working group & action plan	Implement pedestrian and cyclist access and integration program		Measure M; Sustainable Communities Program (SCAG)	AVTA; City of Lancaster; City of Palmdale; Los Angeles County
20 Improve the accessibility of AVTA infrastructure	Work with accessibility advisory committee and local officials to prioritize accessibility improvements			Measure M; Sustainable Communities Program (SCAG)	AVTA; City of Lancaster; City of Palmdale; Los Angeles County
21 Support a car-sharing scheme in the AV	Study potential for car-sharing schemes centered at multimodal hubs			Measure M; 5312	AVTA; LA Metro; car-sharing companies
22 Develop a marketing plan and implement a brand refresh	Develop marketing plan to provide public outreach for the plan	Launch a brand refresh study	Implement brand refresh		AVTA
23 Develop an internal communication strategy	Establish internal advisory group to support implementation of this plan & identify funding priorities	Implement and monitor the actions of this plan & develop a funding action plan			AVTA

Project Schedule

While the RFP mentions beginning Task 2.2 activities in August 2021, we recommend beginning stakeholder and community outreach activities in July 2021 to provide for an opportunity to integrate findings from early outreach and engagement activities (such as the virtual listening sessions) into the existing conditions report. We believe it is especially important to incorporate findings from early outreach activities into the Community Needs Assessment to show the community that their voices are being heard and their needs are incorporated in every step of the planning process.

DELIVERABLES

- A Kick-off Meeting**
Project Management Plan
- B Existing Conditions Report**
Including a community needs assessment
- C Present Existing Conditions Report**
Powerpoint presentation
- D Community Workshop, Outreach, and Survey**
PowerPoint, workshop materials, and summary
- E Present Preliminary Draft Plan**
Powerpoint presentation
- F Present Draft Final Plan**
Powerpoint presentation
- G Develop Preliminary Draft Plan**
- H Funding Source Report**
- I Develop Draft Final Plan**
- J Final Plan and Adoption**





Stantec Consulting Services Inc.
801 South Figueroa Street Suite 300, Los Angeles CA 90017-3007

May 4, 2021

File: Santa Barbara Metropolitan Transit District – Short Range Transit Plan RFP – BEST AND FINAL OFFER

Attention: Valerie White

Purchasing Agent
Santa Barbara Metropolitan Transit District
W: 805.963.3364 x244
550 Olive Street
Santa Barbara CA 93101
vwhite@sbmtd.gov

Dear Ms. White,

Reference: BAFO for the Short Range Transit Plan RFP

Thank you for the opportunity to submit a best and final offer (BAFO) for this proposal. Stantec is a trusted partner of SBMTD and we enjoy working together to enhance the quality of life of residents in the South Coast by assisting SBMTD fulfil its mission. We hope to continue to serve SBMTD through the development of the SRTP.

Our initial proposal and cost proposal aimed at providing and exceeding MTD's expectations. To better match the expectations and available budget, we have revisited our scope and made the following changes to fit within MTD's budget:

- All meetings and presentations will be virtual to the extent possible, given potential COVID-19 restrictions. However, Stantec understands that in-person Board presentations, if possible, are important and Stantec will attend these meetings. With previous work by Stantec on the Facility Master Plan, we met with several key stakeholders to understand their needs and are cognizant of their plans (like UCSB, SBCC) so we have a solid foundation.
- Stantec will develop an informational video about the project and how individuals can get involved. This will be delivered as originally scoped in our proposal.
- In person pop-ups are proposed for two consecutive days during the full span of service. Stantec assumes that MTD will provide support during the pop-ups (i.e. provide tables, MTD-branded items such as tablecloths and MTD giveaways, if desired), while Stantec will lead advertising pop-ups (like through social media channels), and prepare information directing stakeholders to the online resources.
- Not previously scoped, Stantec will prepare a simple project website to host information, videos, surveys, advertise project progress and outreach events.
- The existing conditions review will leverage to the greatest degree possible data and analyses available from MTD, limiting the new amount of data collection and analyses.

Reference: BAFO for the Short Range Transit Plan RFP

- Cell phone data will not be purchased; instead, we will use travel flows from regional model outputs, survey information, stakeholder feedback, and MTD staff insights and expertise.
- The final report will be aesthetically pleasing, but it will not be designed to be as graphically rich as initially proposed; Stantec will rely on MTD staff for photos as needed to enhance the final report.
- Stakeholder engagement will be limited to virtual meetings, where:
 - Phase 1 -- One virtual community wide listening session will be led by AIM, with support from Stantec and SBMTD. During the workshop, attendees will be split into breakout rooms in regard to their specific area (Carpinteria, Isla Vista, Goleta, etc.). This will provide a more intimate setting for community members to provide input and ask questions regarding them and their neighborhood's specific transit needs. At the conclusion of the virtual community listening workshop, AIM will develop a summary of all feedback provided and questions asked.
 - Phase 2 – One virtual community session where Stantec and SBMTD will present initial service changes and concepts to get public feedback on recommendations. Adjustments will be made based on reasonable feedback and comments.
 - AIM will design and assist with communication collateral and notifications. All collateral will be in English and Spanish. Additional languages can be added for additional fee.
- Stantec and AIM assume that SBMTD will be responsible for developing and sharing a stakeholder database with contact information for riders, transit and active transportation advocacy groups, local and state agencies, educational institutions, businesses and community leaders, and community-based organizations for AIM to distribute information to. SBMTD will also be responsible for all printing, postage, and advertisement costs.

We thank you again for your consideration and would be happy to discuss this work plan and budget further.

Regards, ..

Stantec Consulting Services Inc.



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Associate, Transportation
Phone: 213-453-4198
David.Verbich@stantec.com



Sasha Pejic PMP
Principal, Transportation
Phone: 416-276-7057
Sasha.pejic@stantec.com

Attachment: Revised Cost Proposal

SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
Short Range Transit Plan Request for Proposals
BEST AND FINAL OFFER
PRICE PROPOSAL

Provide a firm, fixed price contract for a Short Range Transit Plan as described herein *Scope of Services*.

Description	Price
<i>TASK 1 Project Initiation</i>	
1.1. Kick-off Meeting	\$ 7,044.00
1.3. Identify Existing Conditions	\$ 15,876.00
<i>TASK 2 Public Outreach & MTD Board Input</i>	
2.1. Present Existing Conditions Report	\$ 1,824.00
2.2. Community Workshop, Outreach & Survey	\$ 44,782.75
2.3. Present Preliminary Draft Plan	\$ 1,270.50
2.4. Present Draft Final Plan	\$ 1,630.00
<i>TASK 3 Short Range Transit Plan</i>	
3.1. Develop Preliminary Draft Plan	\$ 19,870.00
3.2. Identify Potential Funding Sources	\$ 2,138.00
3.3. Develop Final Draft Plan	\$ 16,219.75
3.4. Board of Directors Plan Adoption	\$ 4,344.00
TOTAL Proposed Price for all Tasks and delivery of Short Range Transit Plan:	
	\$ 114,999.00

The Bidder hereby represents and warrants that:

1. It has sufficiently informed itself in all matters affecting the performance of the work, or the furnishing of the labor, services, software, supplies, material, or equipment called for in carrying out the project.
2. It has reviewed the contract documents including the *MTD Master Agreement*, the *Federal Transit Administration Contract Provisions*, and the *Scope of Services*, and agrees to the terms and conditions thereof.
3. Its bid has been thoroughly checked for errors and omissions and the costs, prices, hours, rates, and any other constituents of this Price Proposal are a complete and correct statement of its price for performing all project work required by the contract documents.
4. Its bid is genuine, not sham or collusive, nor made in the interest of any person not herein named; that it has not in any illegal manner sought to secure for itself any advantage over any other bidder.
5. Its bid, including the complete Proposal, is valid for 90 days following the bid due date and time.



 Authorized Official Signature

Sasha Pejic

 Authorized Official Name

Stantec Consulting Services Inc.

 Business Name of Bidder

April 28, 2021

 Date of Signature

Principal, Transportation

 Authorized Official Title

SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
Short Range Transit Plan Request for Proposals
LOBBYING CERTIFICATION

The undersigned certifies to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.



Authorized Official Signature

Sasha Pejdic, PMP

Authorized Official Name

Stantec Consulting Services Inc.

Business Name of Vendor

March 23, 2021

Date of Signature

Principal, Transportation

Authorized Official Title

(Signer must match authorized official shown on Bidder Information form)

SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
Short Range Transit Plan Request for Proposals
NONCOLLUSION DECLARATION

The undersigned declares:

I am the Principal, Transportation of Stantec Consulting Services Inc.,
(title) (business name of bidder)
the party making the included bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 3-23-2021, at Hamilton, Ontario, Canada.
(date) (city) (state)



Authorized Official Signature

Sasha Pejic, PMP

Authorized Official Name (printed)

COMPENSATION CERTIFICATION

I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.



Authorized Official Signature

Sasha Pejic

Authorized Official Name

March 23, 2021

Date of Signature

Principal, Transportation

Authorized Official Title