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COMMISSION

File: 1030.2.1.3

## MEMORANDUM

TO: Qualified Consultants

FROM: Mike Woodman, Deputy Executive Director

SUBJECT: Request for Proposal (RFP) to Prepare the Nevada County Active Transportation Plan

DATE: February 1, 2018

Attached is a RFP to prepare an Active Transportation Plan (ATP) covering Nevada County and the jurisdictions located within. The ATP will evaluate needs, identify and prioritize active transportation recommendations, including all disadvantaged communities within Nevada County.

Proposals are to be submitted to the Nevada County Transportation Commission (NCTC) on or before Friday, February 23, 2018 by 5:00 p.m. Consultants need to deliver six (6) bound copies of the proposal and an electronic copy on a USB flash drive to the Nevada County Transportation Commission, 101 Providence Mine Road, Suite 102, Nevada City, CA 95959. Late proposals will not be accepted. Oral interviews are tentatively scheduled for Friday, March 9, 2018, should it be determined they are needed. A complete schedule of activities is included in the text of the RFP.

Also attached is a sample contract similar to NCTC's Professional Services Agreement that the selected consultant would be required to execute. The NCTC reserves the right to negotiate with bidders on all aspects of the proposed work or to reject all proposals and reissue the RFP or withdraw the RFP at any time without prior notice. The NCTC is an equal opportunity employer, and women and minority owned businesses (DBEs) are encouraged to apply.

The NCTC also advises that participation of DBEs is not a condition of award. The attached Exhibit 10-O1 from Chapter 10 of the Caltrans Local Assistance Procedures Manual entitled, "Local Agency Proposer DBE Commitment (Consultant Contracts)" must be signed and dated by the consultant submitting the proposal.

The attached Exhibit 10-O2 from Chapter 10 of the Caltrans Local Assistance Procedures Manual entitled, "Local Agency Proposer DBE Information (Consultant Contracts)" must be signed and dated by the consultant submitting the proposal.

We would appreciate an email to NCTC's Administrative Services Officer, Dale Sayles at [dsayles@nccn.net](mailto:dsayles@nccn.net) notifying her if you will be submitting a RFP, and if not, the reason why.

All questions concerning the RFP and the project must be in writing and sent to Mike Woodman, Deputy Executive Director at [mwoodman@nccn.net](mailto:mwoodman@nccn.net).

attachments