

JAN ARBUCKLE – Grass Valley City Council  
ANDREW BURTON – Member-At-Large  
CAROLYN WALLACE DEE – Truckee Town Council  
ANN GUERRA – Member-At-Large, Chair  
DAN MILLER – Nevada County Board of Supervisors  
VALERIE MOBERG – Nevada City City Council  
ED SCOFIELD – Nevada County Board of Supervisors, Vice-Chair



DANIEL LANDON, Executive Director  
MICHAEL WOODMAN, Deputy Executive Director

Grass Valley • Nevada City

Nevada County • Truckee

File: 1030.2.1.3

## MEMORANDUM

TO: Qualified Consultants

FROM: Daniel Landon, Executive Director

SUBJECT: Request for Proposal (RFP) to Prepare a Transit Funding Equity Study

DATE: March 7, 2018

Attached is a RFP to prepare a Transit Funding Equity Study. The Study will review the fiscal and operating characteristics of the transit services operated by Nevada County and the Town of Truckee and provide an objective opinion as to whether NCTC's current distribution policies provide an equitable amount of funding to each transit service.

Proposals are to be submitted to the Nevada County Transportation Commission (NCTC) on or before Wednesday, April 6, 2018 by 5:00 p.m. Consultants need to deliver three (3) 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 Thursday, April 18, 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 the Professional Services Agreement that the selected consultant would be required to execute. 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. NCTC is an equal opportunity employer, and women and minority owned businesses (DBEs) are encouraged to apply.

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 Daniel Landon, Executive Director at [dlandon@nccn.net](mailto:dlandon@nccn.net).

attachments