

Grass Valley • Nevada City



Nevada County • Truckee

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## MEMORANDUM

TO: Qualified Consultants

FROM: Mike Woodman, Transportation Planner

SUBJECT: Request for Proposal (RFP) to Update the Eastern Nevada County Transit Development Plan – Proposals Due November 4, 2016

DATE: October 7, 2016

Enclosed is the RFP to update the Eastern Nevada County Transit Development Plan. Proposals are to be received at the Nevada County Transportation Commission (NCTC) office no later than 5:00 p.m., Friday, November 4, 2016. Late proposals will not be accepted. Also enclosed is a sample contract similar to the NCTC's Professional Services Agreement that the selected consultant would be required to execute.

Consultants need to deliver six (6) bound copies of the proposal, one (1) unbound reproducible copy, and an electronic copy on CD-ROM or flash drive to the Nevada County Transportation Commission, 101 Providence Mine Road, Suite 102, Nevada City, CA 95959. Oral interviews are tentatively scheduled for Thursday, November 17, 2016 should it be determined they are needed. All questions concerning the RFP and the project must be in writing and sent to the NCTC's Transportation Planner, Mike Woodman at [mwoodman@nccn.net](mailto:mwoodman@nccn.net) no later than October 19, 2016. A complete schedule of activities is included in the text of the RFP.

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. A directory of Certified DBEs is located at [http://www.dot.ca.gov/hq/bep/find\\_certified.htm](http://www.dot.ca.gov/hq/bep/find_certified.htm).

Please send an email notification to [mwoodman@nccn.net](mailto:mwoodman@nccn.net) if you will be submitting a RFP, and if not, please indicate the reason why.

enclosures