

**Addendum to Request for Proposal (RFP)**

**READY Nevada County-Extreme Climate Event Mobility & Adaptation Plan**

**Subconsultants:** That portion, if any, of the total project for which the firm will require the services of a subcontracting firm.

- A. **References:** A list of references for similar projects, including contact person, phone numbers, and the professional staff who performed the work.

**V. PROPOSAL SUBMITTAL**

Proposals are to be received at the NCTC office no later than ~~September 21, 2020~~ **September 28, 2020**. The transmittal letter should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the consultant or consulting firm, and who may be contacted during the period of proposal evaluation. The letter must also include a statement acknowledging that the consultant or consulting firm has reviewed and accepted NCTC’s Standard Agreement (attached as Part A) with or without qualifications. Only one transmittal letter need be prepared to accompany all copies of the technical and cost proposals. Deliver **five (5)** bound copies of the proposal and one (1) unbound original, suitable for reproduction, 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. Late proposals will not be accepted.

The consultant may ask for clarification of the RFP by submitting written questions to NCTC’s Transportation Planner, Kena Sannar at [ksannar@nccn.net](mailto:ksannar@nccn.net). Questions regarding this RFP must be submitted by **September 8, 2020** No response will be given to verbal questions. NCTC reserves the right to decline a response to any question if, in NCTC’s assessment, the information cannot be obtained and shared with all potential organizations in a timely manner. A summary of the questions submitted, including responses deemed relevant and appropriate by NCTC, will be provided on or about **September 14, 2020** to all firms that receive the RFP.

**VI. SCHEDULE OF ACTIVITIES**

ACTIVITIES	DATE
Distribute RFP	August 31, 2020
NCTC Post Responses to Questions	September 14, 2020
Proposals Due	<del>September 21, 2020</del> <b>September 28, 2020</b>
Screening of Proposals	<del>September 22-28, 2020</del> <b>September 29-October 2, 2020</b>
Oral Interviews, if Needed	October 7, 2020
Consultant Selection	October 9, 2020
Scope of Work Finalized	October 16, 2020
Contract Execution	November 17, 2020
Consultant Work to Begin	November 18, 2020
Project Kick-Off Meeting	TBD
Admin Draft Report – Review/Comment	July 14, 2021
Draft Report Delivered to NCTC Staff	August 18, 2021
Present Draft Report to NCTC	September 15, 2021
Present Final Report to NCTC	November 17, 2021
Project Complete	January 31, 2022

The proposed project schedule may be adjusted to meet the needs of NCTC or the consultant.