Placer County Transportation Planning Agency

REQUEST FOR PROPOSAL FOR CONSULTING SERVICES FOR THE

CITY OF COLFAX COMPREHENSIVE SAFETY ACTION PLAN

Addendum #1 – November 23, 2026

Proposers should note that a revised RFP has been released along with this Addendum in response to the answers to questions received.

RFP Questions and Answers

Q: Can you please confirm whether the cover, table of contents, transmittal letter, and cost proposal count toward the 15-page limit?
A: A table of contents is not necessary, though if the proposer desires to include it, it will count towards the page limit. Transmittal letter and cost proposal will count towards the page limit as they are specifically requested in the RFP. A cover will not count towards the page limit.

Q: Section 5 lists proposal items 1, 3, 4, 5, 6, 7, and 8, with no item 2. Is an item missing, or is this a numbering error?
A: There is no missing item; it is a numbering error. It has been corrected in the revised RFP.

Q: Should proposers assume PDT meetings are held in person in the City, virtually or in a hybrid format? If in person, will the City provide a meeting space?
A: Most PDT meetings will likely be held virtually, though at least one should be held in person in Colfax. PCTPA and the City will find a venue to host the in-person PDT meeting, either at City Hall or other location to be determined.

Q: Task 6 says the PDT will monitor progress after the plan is adopted. Is the consultant's role limited to setting up the monitoring framework and annual reporting template, or should proposers assume support after adoption?
A: Consultant will only need to recommend methods by which the plan could be monitored and if applicable, set up a framework to do so. Monitoring support after adoption is not part of this contract.

Q: Does PCTPA have a preferred online survey or project website platform, or should proposers include one in the budget?
A: PCTPA does not have a preferred online survey platform. Consultant should assume a small cost to host an online survey (if their desired platform requires it). All website information can be hosted on the PCTPA website with no separate website necessary. Consultant would be asked to develop the website materials and transmit to PCTPA for inclusion on the website, who will upload the information to the PCTPA website.

Q: What role will PCTPA and City staff play in community engagement, such as attending pop-up events, distributing surveys and event notices, or sharing outreach channels like email lists, social media, newsletters, utility bill inserts or the City website?
A: Consultant should plan to staff pop-up events, workshops, or other in-person or virtual outreach. However, PCTPA can help staff these events by providing a staff person to attend alongside the consultant. Both the City and PCTPA can assist with spreading the word on social media channels. Beyond this, consultant should prepare all outreach materials and work to organize any outreach events, workshops, and interviews. This could include (but not be limited to), contacting event organizers to secure booth space and making phone calls to community organizations.

Q: Task 6 includes an optional deliverable to prepare at least one Highway Safety Improvement Program (HSIP) or SS4A Implementation grant application. If the next call for projects opens after the Comprehensive Safety Action Plan (CSAP) is adopted, may that deliverable extend beyond plan adoption, or should proposers plan to complete it within the contract term?
A: This deliverable may extend beyond plan adoption if needed. PCTPA will work with the selected consultant to ensure that the contract term is sufficient to complete all work on a grant ready application.

Q: Will the final CSAP be adopted by both the Colfax City Council and the PCTPA Board, or will one body adopt it, and the other receive it?
A: Both bodies will receive a presentation on the Final Report, however; the specific language of the action taken is yet to be determined.