



Negotiated Request for Proposals

Economic Action Plan Consultant 2026-072-ADM

ADDENDUM NO. 1

Issued: September 25, 2026

Closing Date: 11 AM (PDT), October 7th, 2026

This Addendum shall be read in conjunction with and considered as an integral part of the Contract Documents; revisions supersede the information contained in the original specifications or previously issued Addendum. Price submitted shall include all items of this Addendum.

By this Addendum No. 1, dated September 25, 2026, the Negotiated Request for Proposals for the Economic Action Plan Consultant shall be amended as specified below.

QUESTIONS & ANSWERS:

Question 1: Can the RDCK provide an estimated annual level of effort, including anticipated hours per month or expected consultant availability, for delivery of the services outlined in Schedule A?

Answer 1: The RDCK has intentionally structured this engagement as a deliverables and outcomes-based contract rather than a prescribed level of effort arrangement. Proponents are expected to propose an appropriate resource model and level of effort to successfully achieve the Scope of Work and Deliverables described in Schedule A. For budgeting purposes, proponents should note that the estimated annual contract value is approximately \$120,000. The RDCK anticipates that the workload may fluctuate throughout the year based on stakeholder engagement activities, committee meetings, funding opportunities, tourism initiatives, special projects, and opportunities that arise during implementation of the Economic Action Plan. No minimum or maximum monthly hours are guaranteed.

Question 2: Does the RDCK anticipate that the successful consultant will maintain a regular physical presence in the Creston Valley? If so, can the RDCK provide guidance regarding expected frequency of in-person attendance for meetings, stakeholder engagement, committee meetings, and events?

Answer 2: The successful consultant will be expected to maintain a sufficient presence in the Creston Valley to effectively carry out stakeholder engagement and relationship-building activities. The RDCK has not established a minimum attendance requirement; however, attendance at committee

meetings, stakeholder meetings, community engagement activities, and key events should be anticipated as required to successfully deliver the contract. Proponents should describe their proposed approach to local presence and service delivery.

Question 3: Schedule D references reimbursable expenses that may be included on invoices. Can the RDCK clarify whether approved travel and other reimbursable expenses are payable in addition to the estimated annual contract value of approximately \$120,000, or are proponents expected to include all expenses within their proposed fees?

Answer 3: Proponents should include all costs associated with delivering the services, including routine travel, accommodation, mileage, meetings, and overhead expenses, within their proposed fees. Reimbursable expenses will only be considered for extraordinary expenses specifically requested and pre-approved in writing by the RDCK.

Except as modified by Addendum No. 1 issued September 25, 2026, the Negotiated Request for Proposal documents for the Economic Action Plan Consultant shall remain unchanged.

Mark Braithwaite
Senior Procurement Specialist

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