



**ADDENDUM NO. 1
2025 Transportation Study
Project No. 240026
BOX ELDER, SD**

RFP PROPOSAL DATE: November 20, 2024

RFP PROPOSAL TIME: 4:00 pm MT

LOCATION: Email Submission

This addendum is written for the purpose of clarification and/or modifications to the Request for Proposal Documents. Acknowledgement of Addenda shall be noted within the proposal in the section describing the dates of the service/contract.

Revise the schedule as follows:

1.2 Schedule of Activities

- Update Plan Development dates to December 2024 – December 2025.
- Update Final Submittal date to December 2025.

Proposal date and time unchanged.

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The City of Box Elder is requesting proposals from qualified firms to review and update the city's 2025 Transportation Plan. The city-wide Transportation Plan will review the work from the previous transportation master plan (2014) and incorporate the updates from the draft 2024 comprehensive plan to update the city transportation system, which will support growth to 2030 and beyond. The plan is to address access to Ellsworth Air Force Base, traffic flows near the Douglas School District, support business development, residential growth, and general improvements to public transportation. Development of the plan will be through a proactive public participation process that will identify needs, goals, objectives, alternatives, impacts and trade-offs.

The City has received funding for consulting services through federal funds from OLDCC.

1.2 SCHEDULE OF ACTIVITIES

- RFP Publication November 2, 2024
- **Consultant Proposals Due** **November 20, 2024**
 - **Submit no later than** **4:00 PM MDT**
- Contract Award December 3, 2024
- Plan Development **December 2024 – December 2025**
- Final Submittal **December 2025**

1.3 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received by the date and time indicated in the Schedule of Activities. Proposals received after the deadline will not be reviewed.

Proposal Delivery:

Email Delivery to: cityclerk@boxelder.us

All proposals must be signed by an officer of the responder, legally authorized to bind the responder to the proposal terms. Proposals not properly signed may be rejected.

Include the following information.

1. Formal name & applicable contact information
2. Name and contact information of person authorized to sign contract for the firm
3. Name and contact information of primary project manager