



## REQUEST FOR QUALIFICATIONS

To provide

### ON-CALL ARCHITECT/ENGINEER AND PROJECT DELIVERY SERVICES

#### RFQ No. 23-R01

Dear Proposers:

The Napa Valley Transportation Authority (NVTA) is seeking qualified consulting firms to provide architectural, engineering, and project delivery services on an on-call basis. The response to this solicitation will be in the form of a Statement of Qualification (SOQ).

Total amount payable under this solicitation shall not exceed \$25,000,000 with a contract performance period of 3 years with the option for a 2-year extension (1-year extensions, no more than twice, and not to exceed 5 years total).

All qualified firms interested in providing these services are invited to submit their SOQ. The Consultant's SOQ will be evaluated and ranked according to the criteria provided in Appendix B, "Proposal Evaluation," of this RFQ. NVTA may enter into a contract with as many as six (6) consultants per work category for performance of the Scope of Services identified in Section III of the RFQ. Proposers may submit proposals for and may be selected for more than one scope category if they are deemed qualified.

**WEBSITE REGISTRATION.** Proposers must register on NVTA's website as a condition of submittal to ensure receiving notification of any potential addenda or other pertinent information, as well as notification of closing and award even if this was a manually processed bid invitation. Go to <http://www.nvta.ca.gov/welcome-nvta-procurements> and register to receive this procurement. The system will lead you through the registration process. An email will be sent to confirm your registration which must be acknowledged to confirm registered vendor status. If addenda or notifications for this solicitation or future solicitations of similar items are posted to the NVTA website, you will receive an email notification.

Proposers are responsible to check the NVTA website to obtain issued addenda.

Your attention is directed to Appendix A, "Submittal Requirements."

SOQ may be submitted electronically to [rkulick@nvta.ca.gov](mailto:rkulick@nvta.ca.gov) and marked "Statement of Qualification Submittal – RFQ No. 23-R01" in the subject line, or in PDF format on a USB flash drive/CD/DVD. SOQ on USB flash drive/CD/DVD must be submitted in a sealed package and clearly marked "Statement of Qualification Submittal – RFQ No. 23-R01" and addressed as follows: Either format of submittal must be op the to the Napa Valley Transportation Authority prior to **2:00 PM (PST/local), April 18, 2023**. SOQ on CD/DVD /USB shall be submitted in a sealed package and clearly marked "**Statement of Qualification Submittal RFQ No. 23-R01**" and addressed as follows:

Kate Miller  
Executive Director  
Napa Valley Transportation Authority  
625 Burnell Street.  
Napa, CA 94559

Either submittal format must be received at the Napa Valley Transportation Authority prior to 2:00 PM (PST/local) on April 18, 2023.

Submittals received after the date and time specified above will be considered non-responsive and will be returned to the Proposer.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the proposer. For a modified proposal to be considered the revised submittal must be received prior to the due date and time stated above.

Unsigned submittals or submittals signed by an individual not authorized to bind the prospective Proposer will be considered nonresponsive and rejected.

This RFQ does not commit the NVTA to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The NVTA reserves the right to accept or reject any or all SOQs received in response to this request, to negotiate with any qualified proposer, or to modify or cancel in part or in its entirety the RFQ. Furthermore, a contract award may not be made based solely on price.

Proposers are advised that should this RFQ result in a recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the NVTA.

Pre-contractual expenses include any expenses incurred by Proposer in:

1. Preparing proposals in response to this RFQ
2. Submitting proposals to NVTA
3. Negotiations with NVTA on any matter related to proposals.
4. Other expenses incurred by a Proposer prior to the date of award of any agreement.

In any event, NVTA shall not be liable for any pre-contractual expenses incurred by any Proposer or selected contractor. Proposers shall not include any such expenses as part of the price proposed in response to this RFQ. NVTA shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFQ.

Until award of a contract, the statements of qualifications shall be held in confidence and shall not be available for public review. All statements of qualifications shall become the property of NVTA, except as set forth herein. Upon establishing a master on-call list, all statements of qualifications shall be public records.

All products used or developed in the execution of any contract resulting from this RFQ will remain in the public domain at the completion of the contract.

## PROCUREMENT SCHEDULE

Issue Date	March 06, 2023
<b>Pre-proposal Meeting (Virtual)</b>	<b>March 28, 2023, 2:30 PM (PST/local)</b>
<b>Deadline for Submitting Written Questions</b>	<b>April 4, 2023, 2:00 PM (PST/local)</b>
Answers to Written Questions Posted	April 7, 2023
<b>Deadline for Statement of Qualifications Submittal</b>	<b>April 18, 2023, 2:00 PM (PST/local)</b>
Statement of Qualifications Review & Evaluation Period	Week of April 19, 2023
Interviews, if any	Week of May 1, 2023
Contract Award	May 17, 2023

\*\*All dates given in the procurement schedule are tentative.

A pre-proposal meeting will be held on March 28, 2023, at 2:30 PM (PST/local). In order to participate in the meeting, the Proposer must register at: [https://countyofnapa.zoom.us/meeting/register/tZwtdO6prjotE9LFDUYwCIWYm5J3ro\\_WhGk1](https://countyofnapa.zoom.us/meeting/register/tZwtdO6prjotE9LFDUYwCIWYm5J3ro_WhGk1). Attendance is not mandatory but highly encouraged.

Any questions related to this RFQ shall be submitted in writing to the attention of Renee Kulick, Senior Administrative Technician, at the following email address: [rkulick@nvta.ca.gov](mailto:rkulick@nvta.ca.gov). Response to all questions submitted will be answered in accordance with the Procurement Schedule for this RFQ.

We look forward to receiving your proposal.

Sincerely,



[Kate Miller \(Mar 3, 2023 09:10 PST\)](#)

Kate Miller  
Executive Director