

**Bidder Questions and Answers Matrix for
RFP No. 24-R06**

NAPA VALLEY TRAVEL BEHAVIOR STUDY UPDATE

No.	QUESTION/COMMENT	RESPONSE
1.	Resumés are not part of the page count – do we place them as an appendix, or should they be part of the technical proposal?	<i>They may be placed in an appendix, but the 2-page limit per resumé per key staff member still applies.</i>
2.	Should resumés also be written in 12-point font?	<i>Yes, if possible.</i>
3.	For the understanding of work to be done on project approach, is there a certain section of the bid it should be placed in i.e., under section 7 for staffing and project organization?	<i>Yes.</i>
4.	Can you please clarify whether this project will be a lump sum contract or compensation will be on reimbursable basis (such as time and materials or cost-plus fixed fee)?	<i>It will be based on cost per task and task completion.</i>
5.	Can you please disclose any information about the available total budget?	<i>No specific amount has been allocated for this study. NVTA has various funding sources available from the overall planning budget to support this study.</i>
6.	Will we have access to the Big Data used for the 2018/19 report?	<i>Yes, this data will be made available to the contract awarded firm.</i>
7.	Will a decorative cover count against the 30-page limitation?	<i>No. A decorative cover does not count towards the 30-page limitation.</i>

No.	QUESTION/COMMENT	RESPONSE
8.	We see requirement for signature on pages 19, 20, 25, and 30. Do pages 22, 23, 24, and 26 need to be signed as well.	<i>Yes, please sign at the bottom of each page.</i>
9.	Please confirm that the phrase “show up time” on page 7 in Section B Cost Proposal means time associated with in-person meetings, and that NVTa is asking us to add a budget line item for meetings with hours.	<i>Yes. We confirm “show up time” to be associated with in-person meetings, if in-person meetings are to be conducted and the estimated time associated with in-person meetings are accounted for in their budget.</i>