



## LETTER OF CLARIFICATION No. 1

Date: January 20, 2021

To: Prospective Proposers

From: Napa Valley Transportation Authority (NVTA)

Re: Letter of Clarification No. 1 to RFP 26-R01 for STRATEGIC PLAN  
DEVELOPMENT CONSULTANT

This Letter of Clarification is being issued by the Napa Valley Transportation Authority (NVTA) to provide the following information, correction and/or clarification made to the Request for Proposal as follows:

1. See attached "Bidder Questions and Answers Matrix".

This document is being provided to you as additional information. All of the documents which have been issued after the release of the RFP will serve as the basis of the work product that will be the ultimate result of this procurement.

We thank you for your continued interest in this procurement and look forward to receiving your response to our solicitation.

**Bidder Questions and Answers Matrix for  
RFP 26-R01  
STRATEGIC PLAN DEVELOPMENT CONSULTANT**

No.	SEC & PG NO.	QUESTION/COMMENT	RESPONSE
1.		What percentage of the Strategic Plan’s focus will be on the Vine Transit system and ancillary services vs. the other work that NVTA does? Or is it the Agency’s intent to focus the strategic plan 100% on the transit system?	<i>It will ultimately be up the Board, but staff imagine that roughly 50% of the strategic plan will be focused on the transit system and ancillary services.</i>
2.	Section III.D.7	For the Staffing and Project Organization section, may resumes include more than two key personnel if each is under half a page, or is the limit two key personnel total?	<i>There is no limit to the number of key personnel that can be included. However, please keep in mind, resumes for key personnel are limited to “no more than two (2) pages”.</i>
3.	Section III D.5	For the Qualifications of the Firm section, the Agency has requested three references within the past five years; however, one of the required forms also asks for three references. Does the Agency wish to see proposers repeat the same references from the required form, or duplicate the references in the Qualifications of the Firm section, or provide three different references?	<i>You may use the required form to list the three (3) references and in your proposal transmittal, write “Refer to Required Forms: References, attached” or you may include your references in the Proposal Transmittal and write in the Required Forms: References: “References included in Proposal Transmittal, Section III D.5”</i>
4.	Section III A	Are we able to use font sizes smaller than 12pt for headers, footers, charts, graphics, and other elements apart from the main body text of the proposal as long as the text is legible?	<i>Yes, smaller font sizes may be used for headers, footers, charts, graphics, and other non–body text elements, provided the text remains legible. However, font sizes should be no smaller than 10-point.</i>
5.		Is there any flexibility with the 6-month completion date?	<i>Yes, but it’s NVTA’s desire to have the Strategic Plan completed within six months of the Notice to Proceed or the contract execution date.</i>

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6.		Is there an anticipated budget range or Not-to-Exceed amount for this Strategic Plan Development effort that Proposers should consider when developing their scope, level of effort, and staffing?	<i>As this is the Agency's first strategic plan, we have not established a budget range or a Not-to-Exceed amount for this effort. Proposers are encouraged to propose a competitive and cost-effective approach that aligns with the scope of work, level of effort, and staffing necessary to successfully deliver the services described in the solicitation.</i>
7.		Are tables, exhibits, graphics, headers, footers, and resumes excluded from the 12pt font requirement?	See #4.
8.		For the proposal response sections which are excluded from the 20-page count, is the text in these sections also subject to the 12pt font requirement?	<i>Yes, please keep font to 12pt for body text including response sections excluded from the 20-page count.</i>
9.		Does NVTA have an estimated number of interviews/focus groups in mind for Task 3?	<i>At this time, NVTA does not have a specific number of interviews or focus groups identified for Task 3. Proposers are encouraged to recommend an appropriate level of effort based on their proposed approach and experience to effectively meet the objectives of the task.</i>
10.		Beyond the 6-month timeframe, are there any milestones that we should include within the proposed project schedule?	<i>Proposers are encouraged to recommend additional milestones beyond the project schedule. Proposers should add this service as an option to the Cost sheet.</i>
11.		Does NVTA have an estimated budget range or cap for this initiative?	See #6.
12.		Does NVTA envision the Board workshop as a single session or multiple touchpoints?	<i>The Board workshop is envisioned as a single session but there may be need to have a pre-meeting with staff and/or executive committee of the Board prior to the workshop. Also, stakeholder interviews may inform the workshop.</i>

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13.		<p>Would NVTA like prospective bidders to include the optional tasks within Task 3 within the proposed approach and budget portions within the response?</p> <p>Would NVTA consider providing a 1-week extension to the submission deadline?</p>	<p><i>Yes, please include optional tasks with a specific budget under Task 3, but clearly indicate that those tasks are "optional" so evaluators can understand the cost of Task 3 with or without the options.</i></p> <p><i>At this time, we are unable to consider a one-week extension to the submission deadline.</i></p>
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