



ADDENDUM No. 1

Date: March 11, 2026
To: Prospective Proposers
From: Napa Valley Transportation Authority (NVTA)
Re: Addendum No. 1 to RFP 26-R02 SR29 COMPREHENSIVE MULTIMODAL
CORRIDOR PLAN UPDATE

This Addendum is being issued by the Napa Valley Transportation Authority (NVTA) to provide the following information, correction and/or clarification made to the Invitation for Bid as follows:

1. See attached "Bidder Questions and Answers Matrix".
2. Change Section III, D. Proposal Submittal, 4. Background and Experience to read:

"Section 4. Project Approach: This part of the proposal shall contain a description of how Proposer intends to fulfill the requirements of the Scope of Work and shall include a proposed project schedule with key milestones, ultimately providing a clear understanding of how Proposer intends to complete the deliverables required on-time and within budget."

This document is being provided to you as additional information. All of the documents which have been issued after the release of the IFB 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.

**Proposer Questions and Answers Matrix for
RFP: 26-R02
SR29 COMPREHENSIVE MULTIMODAL PLAN UPDATE**

No.	SEC & PG NO.	QUESTION/COMMENT	RESPONSE
1.		Under Evaluation Criteria (in RFP, page 14 of 19), "Understanding of Work to be Done" has a weight of 35% of the overall score. However, Section D. Proposal Submittal does not have a separate section for Project Understanding, Project Approach, or Scope of Work; rather, it is combined into Section 3. Executive Summary. In order to provide a more thorough response, would you prefer a separate section for these?	<i>The scoring criteria "Understanding of Work to be Done" will be factored after reading the entire proposal submittal. Since Section 4. "Proposer's Background and Experience" is duplicative of Section 6. "Public Sector Resume", an Addendum will be issued to change Section 4. to read "Project Approach" with a new description.</i>
2.		If preferred as a separate section, would Project Understanding, Project Approach, and Scope of Work be excluded from the page count?	<i>No changes will be made to the Proposal Submittal page count requirements; however, it is helpful to know that while NVTA does not reject proposals that exceed the page count so long as the information is succinct and relevant to the RFP, overall scores may be reduced for proposals that exceed the page count.</i>
3.		Are covers, dividers tabs, and table of contents excluded from the page count?	<i>We will excuse these additions from the page count.</i>
4.		For graphics, exhibits, and tables, can we use a font size smaller than font size 12?	<i>Font size 12 is preferred. As mentioned above, NVTA will not reject proposals that exceed the page count within reason.</i>
5.		Are the Required Forms to be filled out and signed by Prime Consultant only, or do you require them from subconsultants as well?	<i>NVTA only requires these forms to be filled out by the Prime Consultant; however, it is good practice to flow these forms down to Subconsultants/contractors to be compliant with State/Federal clauses. NVTA does check subconsultants that are required to be licensed to do</i>

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			<i>work and for responsibility measures prior to awarding an agreement.</i>
6.		Can the General Information Form be placed in Section 9. Appendices, or does it need to be "placed at the front of the proposal" as indicated on the form?	<i>It is preferred this form is submitted with the rest of the "Required Forms" in Appendices.</i>
7.		Section 4. Proposer Background and Experience and Section 6. Public Sector Resume essentially ask for the same information. Due to page limitations and in an effort not to duplicate our response, can you please specify what you're looking for in each section?	<i>This is duplicative. Will change Section 4. Proposer's Background and Experience to "Project Approach".</i>
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13.			
14.			

other proposal forms will be accepted unless an addendum has been posted to the RFP, changing the required form for use.

D. Proposal Submittal

Proposal content, clarity, and completeness are factors which will be considered in evaluating each proposal received when determining suitability of each proposer's capabilities. The entire length of the proposal document must be 20-pages or less and shall include:

1. Title Page
2. Transmittal Letter
3. Executive Summary
- A01 4. ~~Background and Experience~~ Change to Project Approach per Addendum No. 1
5. Qualifications
6. Public Sector Resume
7. Staffing and Organization
8. Exception(s) to the Agreement
9. Appendices

1. TITLE PAGE

The title page should show the RFP title, the company name, local address, phone number and email of the primary contact person and the date of proposal.

2. TRANSMITTAL LETTER

A transmittal letter signed by an official authorized to contractually bind the proposer is required. The transmittal letter shall state that the **proposal shall be valid for a 90-day period** and should include the name, title, address, telephone number and email address of the individual to whom correspondence and other contacts should be directed during the proposer selection process.

Address the cover letter as follows:

Danielle Schmitz
Executive Director
Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559

RFP No. 26-R02

3. EXECUTIVE SUMMARY

This section should be limited to a brief narrative highlighting and

summarizing the proposal. Provide a brief description of resources and depth of staff in the office from which services will be provided. The summary should clearly convey that the proposer understands the nature of the work and the general approach to be taken.

A01 4. PROPOSER BACKGROUND AND EXPERIENCE

~~A minimum one (1) page description of the Proposer's background and relevant public (Government) sector experience in preparing plans similar to the RFP's SR29 Comprehensive Multimodal Corridor Plan.~~

5. QUALIFICATIONS OF PROPOSER

The Proposer who is awarded the contract for this work will be required to comply with all applicable Federal, State, Regional and local requirements.

Proposer shall provide no more than three (3) references within the past five (5) years, that would be able to speak to their experience with the proposed primary service provider(s) in the role as a project plan development Consultant, from California. Preferably, references should have been from a relevant transportation agency. Reference must include the name of the contact person, agency for whom the work was performed, telephone and email and the year in which the work was completed.

References may or may not be contacted.

In addition, the selected proposer will be required to provide the certification of eligibility that the Proposer and /or any of its sub-consultants have not been debarred or suspended from providing services paid for by the Federal Government prior to award.

6. PUBLIC SECTOR RESUME

This part of the proposal shall contain a brief description of Firm's experience preparing plans similar to the RFP's SR29 Comprehensive Multimodal Corridor Plan in California over the past five (5) years.

7. STAFFING AND PROJECT ORGANIZATION

This section should identify the Firm's team who will serve as the overall lead for engagement. Include only those people who are currently expected to work with NVTa throughout the term of this agreement. Provide resumes for only those people expected to work on the project scope of this RFP, highlighting relevant experience preparing plans similar to the RFP's project scope. Resumes must be kept to no more than two (2) pages and can be included as an appendix to the proposal.

List any present activities and job commitments and potential or real