



LETTER OF CLARIFICATION No. 1

Date: June 1, 2026

To: Prospective Proposers

From: Napa Valley Transportation Authority (NVTA)

Re: Letter of Clarification No. 1 to RFP 26-R09 SHORT RANGE TRANSIT PLAN
AND COMPREHENSIVE OPERATIONAL ANALYSIS

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 Proposals as follows:

1. See attached "Bidder Questions and Answers Matrix".
2. No other changes.

This document is being provided to you with additional information. All 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-R09**

**SHORT RANGE TRANSIT PLAN (SRTP) AND COMPREHENSIVE OPERATIONAL ANALYSIS
(COA)**

No.	SEC & PG NO.	QUESTION/COMMENT	RESPONSE
1.		To best ensure our proposed approach and level of staffing match NVTA's expectations and available resources for this project, could NVTA please share the anticipated not-to-exceed amount or budget range allocated for this effort?	<i>We are a small transit agency with a total operating budget for next year of approximately \$20M, therefore our funding for this project is limited.</i>
2.		Would you like us to include a table of contexts excluded from the page limit?	<i>TOC is not required but it is helpful to Evaluators when reviewing Proposals.</i>
3.		Would you like the General Information Form placed at the front of the proposal as described on the form or included in the Appendix? Please confirm that it, too, does not count toward the page limit.	<i>General Information Form should be the first page of the Appendix and will not be counted towards the page limit requirement.</i>
4.		May we use Barlow size 11pt font, which is equivalent in size to Times New Roman 12 pt font?	<i>Yes, as long as the font is readable to most people.</i>
5.		Does the production of the Draft SRTP belong in Task 5 or 6 of the SRTP portion of the scope of work? The RFP lists "production of Draft SRTP ..." as a Task 5 deliverable, but it also states "compile the deliverables from the prior five tasks into a Draft	<i>The draft SRTP should be compiled once all five prior tasks are completed, therefore it belongs in Task 6. However, if the selected vendor would like to begin the process of compiling the draft SRTP simultaneously during Task 5, that would be allowed.</i>

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		SRTP" under the Task 6 description. Similarly, would you like production of the Draft COA in Task 4 or 5 of the COA portion of the scope of work?	
6.		The RFP references several attachments or appendices, such as NVTAs previous COA from 2019 (as Appendix 2, on page 20 of the RFP), its current Policies, Practices, and Procedures Manual (as Attachment 3, on page 22), and its 2022 Zero Emission Bus Rollout Plan (as Appendix 4, on page 23). However, there do not appear to be such appendices/attachments appended to the RFP or posted elsewhere on the procurement portal. Could you please share the relevant documents with proposers?	<p><i>The most update set of plans can be found published on our website:</i></p> <p><u>Planning and Projects: Transit</u></p> <p><u>Policy and Procedures</u></p> <p><i>The 2019 COA can be found on the Sharepoint link below</i></p> <p><u>2019 COA Appendixes</u></p>
7.		Can you please provide some guidance about what types of rates you are looking for us to show in the cost proposal.	<p><i>Proposers should calculate the number of hours x rates of key staff members completing the deliverables listed. You may blend the rates to put in the "number of units" section and use the comments block to indicate which rates are blended (example: Senior Consultant, Clerk, Planner I). Attach individual rates to the cover summary sheet.</i></p>
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9.			
10.			