



ADDENDUM No. 2

Date: July 20, 2026

To: Prospective Proposers

From: Napa Valley Transportation Authority (NVTA)

Re: Addendum No. 2 to RFP 26-R11 for REAL PROPERTY MARKET
ASSESSMENT OPTIMIZATION STUDY

This Addendum 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. Change estimated award date from August 12, 2026 to September 16, 2026 or sooner, depending on whether agreement requires Board approval or not.
2. Provide answers to questions submitted (Attached), Q&A Matrix for RFP 26-R11.
3. Add under Section III D. Proposal Submittal:

(7.) *“Proposed Work Plan and Schedule”*

“This section, Proposer shall provide the proposed work plan for completing NVTA’s Real Property Market Assessment Optimization Study and how Proposer intends to meet the deliverables outlined in the SOW by submitting a proposed schedule for completing the work.”

4. Extend due date for proposals to 5:00 PM (PSD/Local), July 27, 2026.

This document is being provided to you as 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.

4. Background and Experience
5. Qualifications
6. Public Sector Resume
8. 7. Staffing and Organization
9. 8. Exception(s) to the Agreement
10. 9. Appendices

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Add 7. "Proposed
Work Plan and Schedule"

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-R11

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.

4. PROPOSER BACKGROUND AND EXPERIENCE

A minimum one (1) page description of the Proposer's background and relevant public (Government) sector experience in performing professional consultant services, completing studies similar to the scope of this RFP.

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 Consultant completing studies like the scope of this RFP. 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 as a Consultant working with the Government/Public sector, preferably in the State of California, over the past five (5) years.

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Add 7. "Proposed
Work Plan and Schedule"

8. STAFFING AND PROJECT ORGANIZATION

This section should identify the Firm's team for the completing NVTAs Real Property Market Assessment Optimization Study and who will serve as the overall lead for engagement. Include only those people who are currently expected to work with NVTAs 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 developing studies like the scope of this RFP. 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 conflicts of interest.

9. EXCEPTIONS TO THE AGREEMENT

This section shall include any exceptions the proposer has taken to NVTAs Sample Professional Service Agreement (PSA), ATTACHMENT C, of this RFP.

10. APPENDICES

Under this section, proposers shall provide all required forms. These documents are not counted towards the 20- page limit.



REQUEST FOR PROPOSALS

to provide

REAL PROPERTY MARKET ASSESSMENT OPTIMIZATION STUDY RFP No. 26-R11

Dear Proposers:

The Napa Valley Transportation Authority (NVTA) is issuing a Request for Proposals (RFP) for REAL PROPERTY MARKET ASSESSMENT OPTIMIZATION STUDY. NVTA invites all qualified entities or individuals that possess qualifications, experience, and knowledge to submit a proposal.

Any contract to be awarded as a result of this RFP will be awarded without discrimination based on race, color, religion, sex, sexual orientation, race, religious creed, color, national origin, ancestry, denial of family and medical care leave, medical condition (cancer/genetic characteristics) physical handicap, disability (mental or physical) including HIV and AIDS, denial of pregnancy disability leave or reasonable accommodation, marital status, age (40 and above).

To obtain a full copy of the RFP, please contact NVTA office at (707) 259-8790 or download the document in PDF format from the [NVTA website](#). All inquiries pertaining to this RFP should be emailed to Renel Coombs, Procurement & Contracts Administrator, at the following email address: procurements@nvta.ca.gov, copy: rcoombs@nvta.ca.gov. Response to all questions submitted will be answered in accordance with the Procurement Schedule of this RFP.

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Proposals must be received no later than ~~July 23, 2026~~, no later than 5:00 p.m. (PDT/local).

July 27, 2026

Late proposals may not be considered.

Proposals will be accepted by means of electronic mail (email) addressed as follows:

Danielle Schmitz
Executive Director
Napa Valley Transportation Authority
625 Burnell Street.
Napa, CA 94559

RFP No. 26-R11

Proposals shall be submitted by means of electronic mail to procurements@nvta.ca.gov, copy: rcoombs@nvta.ca.gov with the subject titled: "Proposal for RFP No. 26-R11"

We look forward to receiving your proposal.

Sincerely,

Danielle Schmitz
Executive Director



REQUEST FOR PROPOSALS

to provide

REAL PROPERTY MARKET ASSESSMENT OPTIMIZATION STUDY

RFP No. 26-R11

Issued by:

Napa Valley Transportation Authority

on June 30, 2026

RESPONSES DUE:

5:00 (PDT/Local), ~~JULY 23, 2026~~

JULY 27, 2026

at the

Napa Valley Transportation Authority
625 Burnell Street
Napa, CA 94559

Release of RFP authorized by:

Signed by:

Danielle Schmitz

6/30/2026

Danielle Schmitz, Executive Director

Date

REQUEST FOR PROPOSALS

REAL PROPERTY MARKET ASSESSMENT OPTIMIZATION STUDY

RFP No. 26-R11

PROCUREMENT SCHEDULE

Issue Date	June 30, 2026
Pre-Proposal Conference (Virtual)	July 9, 2026 @ 10:00 a.m. (PDT/Local)
Deadline for Submitting Written Questions	July 15, 2026 @ 5:00 p.m. (PDT/Local)
Answers to Written Questions Posted	July 16, 2026
Deadline for Proposal Submittal	July 23, 2026 @ 5:00 p.m. (PDT/Local)
Evaluation Period	July 24, 2026 to July 31, 2026
Intent to Award Date	August 3, 2026
Estimated Award Date	August 12, 2026 September 16, 2026 or sooner

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July 27, 2026

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SECTION I - INTRODUCTION

The Napa Valley Transportation Authority (NVTA) is a joint powers authority established in June of 1998 with six member jurisdictions, including the cities of American Canyon, Calistoga, Napa, St. Helena, the Town of Yountville, and the County of Napa. The work activities of NVTA are defined by the joint powers agreement and overseen by the Board of Directors made up of elected officials from the respective member agencies, and an ex-officio member from the Paratransit Coordinating Council (PCC).

NVTA serves as the countywide transportation planning body for the incorporated and unincorporated areas within Napa County and is responsible for programming State and Federal funding for transportation projects within the county. NVTA is charged with coordinating short- and long-term planning and funding within an intermodal policy framework in the areas of highways, streets and roads, transit and paratransit, and active transportation improvements.

NVTA also operates Vine transit services. Vine Transit provides inter- county/city transit services between Napa Valley Cities, towns and the Counties of Solano, and Contra Costa. Vine Go is the companion paratransit service for Napa County's residents. The Vine Transit suite of on-demand services includes American Canyon Transit, St. Helena Transit, the Yountville Bee-Line, and the Calistoga Shuttle. The fleet consists of more than 70 vehicles and provides roughly 550,000 passenger trips per year.

The Napa Valley Transportation Authority (NVTA) is also the local transportation sales tax authority. NVTA is responsible for the oversight and administration of Measure U, a 25-year ½% sales tax for local street and road maintenance and rehabilitation approved by the voters on November 6, 2024.

SECTION II - INSTRUCTIONS TO PROPOSERS

A. Pre-proposal Conference

A virtual pre-proposal conference will be held on **July 9, 2026**, at **10:00 AM (PDT/Local)** via **ZOOM**. *Proposers are advised to register with Renel Coombs, Procurement & Contracts Administrator at procurements@nvta.ca.gov, copy: rcoombs@nvta.ca.com in advance to be notified of any changes made to the meeting dates or times.*

[INSERT ZOOM MEETING INVITE INFORMATION]

Attendance is not mandatory but highly encouraged to submit a proposal.

B. Examination of Proposal Documents

By submitting a proposal, the Proposer represents that it has thoroughly examined and become familiar with the work required and that Proposer can perform the work identified in the Scope of Work (SOW), Section IV, of this RFP.

C. Addenda/Clarifications

Explanations or clarifications desired by respondents regarding the meaning or interpretation of the RFP may be requested verbally at the pre-proposal meeting and must be followed up in writing in advance of the deadline for submission of questions. While this meeting is not mandatory, all Firms intending to propose are strongly encouraged to attend. ***All inquiries pertaining to this RFP shall be emailed*** to Renel Coombs, Procurement and Contracts Administrator, at the following email address: procurements@nvta.ca.gov, copy: rcoombs@nvta.ca.gov ***no later than 5:00 PM (PDT/local) on July 15, 2026.*** A response to all questions will be submitted tentative July 16, 2026. Addenda/Clarifications will be emailed to all registered attendees of the pre-proposal conference and will also be posted on the [NVTA website](#). Questions submitted in writing must include Questions for: RFP No. 26-R11 "REAL PROPERTY MARKET ASSESSMENT OPTIMIZATION STUDY", in the subject line of the email or letter.

D. Proposal Submission

All proposal submittals shall be transmitted with a cover letter. The person authorized by the Proposer/Company to negotiate a contract with NVTA shall sign the cover letter and the letter shall include the name, title, address, email address and the telephone number of the individual to whom correspondence and other communications should be directed to 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

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The Proposer must submit one (1) electronic proposal in PDF format via electronic mail (email). If the proposal is too large to attach to the email, please provide a file transfer link in your email submission. **The proposal shall be emailed to the Napa Valley Transportation Authority no later than 5:00 PM (PDT/local), ~~July 23, 2026~~.** Proposals shall only be submitted by email to Renel Coombs, Procurement and Contracts Administrator: procurements@nvta.ca.gov, copy: rcoombs@nvta.ca.gov with the subject line titled Proposal for RFP No. 26-R11 REAL PROPERTY MARKET ASSESSMENT OPTIMIZATION STUDY. Unless the deadline for submission of proposals has been extended by addenda, all proposals received after the time and date specified above may be considered nonresponsive and returned to Proposer unopened.

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E. Protest

1. A Proposer may object to a provision of the RFP on the grounds that it is biased, unduly restrictive or arbitrary or to the selection of a particular proposer on the grounds that NVTa procedures, the provisions of the RFP or applicable provisions of Federal, State, or local law have been violated or inaccurately or inappropriately applied by submitting to the Procurement Officer, addressed to NVTa's Executive Director, a written explanation of the basis for the protest IAW [NVTa's Chapter 5: Contracting and Procurement](#) (E)(17).
2. Any protest based on such grounds not timely filed will not be considered by NVTa.
3. All documents submitted as part of the proposal will be deemed confidential during the evaluation process. After the award of a contract, any material submitted by a proposer in response to this RFP is subject to public inspection under the California Public Records Act ([Government Code Sections 6250 et seq.](#)) unless exempt by law. The proposer must identify in writing all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure.

F. Withdrawal of Proposal Submittal

A Proposer may withdraw its proposal at any time before the deadline of the time for submission of proposal submittals in Section II, D. of this RFP, by emailing Renel Coombs, Procurement & Contracts Administrator at procurements@nvta.ca.gov, copy: rcoombs@nvta.ca.gov, a written request

**Proposer Questions and Answers Matrix for
RFP 26-R11**

REAL PROPERTY MARKET ASSESSMENT OPTIMIZATION STUDY

No.	SEC & PG NO.	QUESTION/COMMENT	RESPONSE
1.		Task 2 mentions review of existing conditions including "legal constraints." Is there an expectation that proposers include legal counsel as part of their teams?	<i>No, there is no expectation of a legal counsel review. The property is located in the Napa Valley Gateway Business Park Association. The bidder is expected to review the Covenants, Conditions and Restrictions (CC&Rs), and any other encumbrances to ensure the study meets any legal constraints imposed upon the property.</i>
2.		Is there a preferred place within the proposal where the scope of work should be included?	<i>Change by Addendum No. 2: Under Section III Format and Content of Proposal, D. Proposal Submittal, adding 7. "Proposed Work Plan and Schedule".</i>
3.		If submitting a proposal with subconsultants, are references required for subconsultants? If so, are three total references desired (page 11 of the proposal mentions that "Proposer shall provide no more than three (3) references"), or three per firm that is part of a proposing team?	<i>We are requesting references and public sector resumes for the Prime Consultant only. In Section III D.(7) "Staffing and Project Organization", please provide resumes for key personnel, including Subconsultants, expected to work on the project in a leadership capacity.</i>
4.			
5.			
6.			