

RFP 2025-04
Solano Napa Activity Based Model Base Year Update
Questions & Answers
July 11, 2025

Summary of Responses to Questions Submitted by July 7, 2025

Questions submitted pertinent to “RFP Submittal Requirements - Section 1 *Qualifications*: The qualifications (excluding resumes and the transmittal letter) shall not exceed a total of ten (10) single-sided, 8.5” x 11” pages. Include in the appendix similar examples of past projects.”

Question: Please confirm that the cover page, back page, table of contents, and tabs are not part of the page count?

- Answer: Yes, the cover page, back page, tabs, and table of contents will not be counted as part of the ten (10) page count.

Question: Is the “Additional Relevant Information” section excluded from the page count?

- Answer: Information provided under Section 9 - *Additional Relevant Information* will be counted as part of the total ten (10) page count limit.

Question: Will contract exceptions be included in the page count, or can those be placed in the appendix?

- Answer: Yes, contract exceptions should be placed in the appendix.

Questions submitted pertinent to “RFP Submittal Requirements - Section 9 *Additional Relevant Information*: Provide additional relevant information that may be helpful in the selection process (not to exceed the equivalent of 2 single-sided pages).”

Question: In the “Additional Relevant Information” section, is where you want to see cutsheets of previous projects, or would you like that in a separate appendix?

- Answer: You may include a cut sheet of previous projects under this section, just keep in mind not to exceed the equivalent of 2 single-sided pages. You may have the option to place the cut sheets in the appendix, if you could reference which appendix they are housed in for quick access by the Review Panel.

Questions submitted pertinent to Budget allocation for the scope of work identified in RFP 2025-04

Question: What is the proposed budget for this effort?

- Answer: Proposals will be evaluated based on the criteria identified on Page 10 of the RFP 2025-04. Following the consultant selection, we will negotiate with the

selected consultant to determine the most appropriate budget to complete the associated tasks identified in the RFP 2025-04.

Questions submitted pertinent to the Disadvantaged Business Enterprise Goal. The Project will be utilizing federal funds with the anticipated participation goal for DBE firms to be 22%

Question: What forms are required to be submitted as part of the Proposal?

- **Answer:** Please include the following DBE forms in the appendix of your proposal:
 - Attachment C – Exhibit 10-I Notice to Proposers DBE Information
 - Attachment D – Exhibit 10-O1 Consultant Proposal DBE Commitment
 - Attachment E – Exhibit 10-O2 Consultant Contract DBE Commitment
 - Attachment F – Exhibit 15-H Proposer/Contractor Good Faith Effort

The Exhibit 17-F Final Report-Utilization of DBE and First Tier Subcontractors (Attachment G) and Exhibit 17-O DBE Certification Status Change (Attachment H) shall be completed the consultant that has been awarded the Contract for RFP 2025-04.

Questions pertinent to the hard copy submittal of the Proposal:

Question: Is there a preference in binding the hard copy?

- **Answer:** It would be preferred to have the hard copy bound to ensure the pages stay in order as they are shipped out and delivered.
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