

## RFQ 2025-05

### Project Management Services for the Solano Napa Activity Based Model

#### Base Year Update

#### Questions & Answers

July 25, 2025

#### Summary of Responses to Questions Submitted by July 21, 2025

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**Question:** If a firm is selected for RFP 2025-04, are you disqualified from RFQ 2025-05? Or might the potential conflict of interest be handled on a task-by-task basis under RFQ 2025-05?

- **Answer:** Firms will not be disqualified if proposals are submitted for RFP 2025-04 and RFQ 2025-05.

To further clarify, through the evaluation process, one consultant will be selected and awarded the contract for RFP 2025-04 Solano Napa Activity Based Model (SNABM) Base Year Update. The consultant selected for this RFP will be leading the model update.

As for the RFQ 2025-05, it will establish a “Bench” of qualified Project Managers that can work independently to support STA staff with the completion of the SNABM Base Year Update and/or any upcoming traffic modeling projects.

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Questions submitted regarding “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.

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Question submitted regarding “RFQ Submittal Requirements - Section 6 *Staffing Plan*: The qualifications shall provide a staffing plan required (by quarter) and an estimate of the total

hours (detailed by position) required for the procurement of Project Manager Services for the SNABM Base Year Update. Discuss the workload, both current and anticipated, for all Key Team Members, and their capacity to perform the requested services for the procurement of Project Manager Services for the SNABM Base Year Update according to your proposed schedule. Discuss the firm/team's approach for completing the requested services for this project within budget."

**Question:** Since this is an on-call RFQ, there is no specific project to have details to provide staffing plan required by (quarter) and an estimate of the total hours (detailed by position). What information would you like to have here?

- Answer: The goal of RFQ 2025-05 is to identify and develop a pre-qualified bench of Project Manager (PM) consultants ("Bench") to support STA staff with overseeing the overwork identified in RFP 2025-04 and/or any additional identified projects related to traffic modeling. It is not required; however, it is highly encouraged for interested PM consultants to leverage the scope of work outlines in RFP 2025-04 to answer RFQ Submittal Requirements - Section 6 *Staffing Plan*.

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Question submitted regarding "RFQ Submittal Requirements - Section 7 *Work Plan and Schedule*: This section shall include a description and schedule of how each task deliverable of the project will be completed. The Work Plan should be in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and include durations for the performance of each task, milestones, submittal dates and review periods for each submittal. Discuss the firm/team's approach for completing the requested services for this project on schedule. **The project is expected to commence no later than September 2025.**"

**Question:** Since this is an on-call RFQ, there is no specific project to have details to provide a work plan and schedule. What information would you like to have here?

- Answer: The goal of RFQ 2025-05 is to identify and develop a pre-qualified bench of Project Manager (PM) consultants ("Bench") to support STA staff with overseeing the overwork identified in RFP 2025-04 and/or any additional identified projects related to traffic modeling. It is not required; however, it is highly encouraged for interested PM consultants to leverage the scope of work outlines in RFP 2025-04 to answer RFQ Submittal Requirements - Section 7 *Work Plan and Schedule*.

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9. Question submitted regarding "RFQ Submittal Requirements - Section 12 *Cost Proposal*: **A cost proposal should be submitted in a separate sealed envelope titled BUDGET.** The budget should indicate the number of anticipated hours by the Project Manager and Key Team Members. The estimated level of hours for other staff can be summarized in general categories. The submitted cost proposal must be in an appropriate format. See Exhibit 10-H (attached) for sample structure, though it need not be identical."

**Question:** Since this is an on-call RFQ, there is no specific project to have details to provide a budget for. Will an hourly rate sheet suffice?

- Answer: The goal of RFQ 2025-05 is to identify and develop a pre-qualified bench of Project Manager (PM) consultants (“Bench”) to support STA staff with overseeing the overwork identified in RFP 2025-04 and/or any additional identified projects related to traffic modeling. It is not required; however, it is highly encouraged for interested PM consultants to leverage the scope of work outlined in RFP 2025-04 to answer RFQ Submittal Requirements - Section 12 *Cost Proposal*.
- Consultants may also have the option to submit an hourly rate sheet.

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**Question:** Where do you want to see the staff resumes?

- Answer: Include the staff resumes in the Appendix.

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**Question:** Please confirm that Exhibits 10-01, 10-02, 15-H, 17-F and 17-O are to be submitted only after selection?

- Answer: Please fill out the following DBE forms to the best of your ability. Include them in the appendix of your proposal:
  - Attachment C – Exhibit 10-I Notice to Proposers DBE Information
  - Attachment D – Exhibit 10-01 Consultant Proposal DBE Commitment
  - Attachment E – Exhibit 10-02 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 by the consultant after selection and upon project completion.

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**Question:** Do you want the hard copy bound?

- Answer: It would be preferred, but it is not required to have the hard copy bound.
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