Addendum No. 2 – Questions and Answers
October 16, 2023

Napa County RFP – Regional Climate Action and Adaptation Plan Consultant
RFP No. PBES092301

Q1. Can you share the available project budget? This will help us in appropriately scoping the workplan.

A. No, a budget has not been developed for this project. The County has an appropriation of $500,000 dedicated to this effort, but the member jurisdictions are interested in the highest level of quality that can reasonably be achieved in preparing the RCAAP and accompanying CEQA document.

Q2. Is the County open to receiving electronic proposals? We are attempting to reduce our environmental impact as much as possible, including by reducing printing and paper use.

A. No, we are not able to receive electronic submissions of proposals. State law requires that the County have a mechanism for an automatic reply with time stamp as to when the electronic proposal is received and Napa County does not currently have that ability. In addition, our network does not allow the electronic transmission of files over 15-20 MB. Proposals must be submitted to our offices in hard copy format by the deadline.

Q3. Can you clarify the proposal deadline? The RFP cover states October 27th, while other mentions state October 20th.

A. Yes, please refer to Addendum No. 1, dated September 27, 2023, which states that proposals are due by 4:00 PM, PDT, on Friday, October 27, 2023.

Q4. Client references are requested in both the Qualifications and References Sections (p 17-18 of the RFP), can these be the same references?

A. Yes, they may be the same references or they may be different references, at the proposing firm's option.

Q5. Page 13 notes the project start-up date as December 2023, while page 25 notes the start date as January, 2023. Could you clarify the anticipated start date for the work?

A. Yes, we anticipate taking the contract for this project to the Board of Supervisors for approval no later than December 19, 2023. Although it is possible that work may begin immediately, given the holidays, we expect that substantive work will begin starting January 2, 2024.

Q6. RFP No. PBES092301 lists the due date for submittals as October 27th, 2023, on the cover but October 20th, 2023 within the body and on the Napa County website. Can the County please clarify and confirm which is the correct due date for submittal of qualifications.

A. Yes, please refer to Addendum No. 1, dated September 27, 2023, which states that proposals are due by 4:00 PM, PDT, on Friday, October 27, 2023.

Q7. Can you please tell us about the funding source for this project? Is it funded through a grant, or by the County, or from another source?

A. Yes, the primary source of funding for the RCAAP will come from a state budget appropriation obtained for the member jurisdictions from Senator Bill Dodd. Additional funds, as needed, will be provided by the member jurisdictions through the Napa Countywide Climate Action Program Joint Powers Agreement.

Q8. Can you consider eliminating the requirement of receipt of proposals in hard copy format? It is our opinion that this requirement conflicts with the project goal of reducing carbon emissions, both through the production of paper, and the emissions associated with shipping or delivering the proposals to Napa, for those who are not local.

A. No, we are not able to receive electronic submissions of proposals. State law requires that the County have a mechanism for an automatic reply with time stamp as to when the electronic proposal is received and Napa County does not currently have that ability. In addition, our network does not allow the electronic transmission of files over 15-20 MB. Proposals must be submitted to our offices in hard copy format by the deadline.

Q9. RFP Section I, subsection 9, refers to an addendum acknowledgment form and states "(See Section K)." However, Section K pertains to the award. Is a County-specific form required for acknowledgment of addenda? If so, how/where can we obtain the form? Does the form count toward the page limit? Can it be attached as an appendix?

A. There is a place to acknowledge these Questions and Answers at the bottom of this document. There is a similar place to acknowledge Supplement No. 1, published on September 27, 2023. Both documents need to be signed and included in the appendix to the submittal. The two acknowledgements will not count towards the total page limit.

Q10. RFP Attachment A, Item 1, 2nd paragraph, on page 22, states "The consultant will sub-contract with the Napa County Resource Conservation District (NCRCD) to reach stakeholders and to develop resources to inform and engage the public, actively solicit comments." Will you provide the Scope and Cost for NCRCD so we know what to exclude in our submittal?

A. No, each proposer needs to contact NCRCD directly to discuss the scope and cost of their work as a part of their submittal.

Q11. Do the RFP criteria (10-page limit) only include the Cover Page, Company Information, Experience, Qualifications, References, Disclosures, Insurance Requirements, and Contract Acceptance, with the remaining 20 pages to include the Approach and Pricing Information?

A. The 10-page limit does not include the Cover Page. Responses to all other RFP criteria are required to be addressed within the 10-page limit. As indicated on Page 14 of the RFP, each response submitted shall include a cover letter plus a maximum of ten (10) pages to address the RFP criteria, excluding resumes.

Q12. Please clarify whether resumes, included in an appendix, do not count toward the 30-page limit.

A. The entire submittal, including resumes and appendix shall not exceed 30 pages. As indicated on Page 14 of the RFP, each response submitted shall include a cover letter plus a maximum of ten (10) pages to address the RFP criteria, excluding resumes. Resumes for key team members shall be limited to two pages each, and should be attached as an appendix to the RFP. Total submittal should not exceed thirty (30) pages.

Q13. Do you want the list of our current and past CAPs and CEQA documents to be limited to projects in the last 2 years?

A. The references included in each submittal are at the sole discretion of the proposing consultant.

Q14. Since the schedule of events (RFP Section C) indicates questions will be answered on October 16 (4 days before the due date) and physical copies will need to be shipped, will the County extend the due date by 2 weeks to ensure proposers can adequately address the responses to the questions?

A. No, please refer to Addendum No. 1, dated September 27, 2023, which states that proposals are due by 4:00 PM, PDT, on Friday, October 27, 2023.

Q15. If an extension is not available per the question above, can the County respond to questions as they are received?

A. No, as indicated in the RFP, responses to questions will be posted on Monday, October 16, 2023.

This Addendum must be signed as acknowledged and submitted with proposal.

Acknowledged_____Date_____