



## NAPA VALLEY TRANSPORTATION AUTHORITY COVER MEMO

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### **SUBJECT**

Agreement No. 23-OCE12-E06 with TYLin for Engineering Design Services for the Electric Vehicle Chargers at the Vine Bus Maintenance Facility

### **STAFF RECOMMENDATION**

That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director, or designee, to execute and make minor modifications to Agreement No. 23-OCE12-E06 with TYLin for engineering design services associated with electrical vehicle chargers for buses and personal vehicles in an amount not to exceed \$102,000.

### **EXECUTIVE SUMMARY**

At the new Vine Bus Maintenance Facility NVTA plans to install four (4) more chargers to fuel its next set of electric buses and five (5) level two chargers in the employee parking lot for personal vehicles. NVTA has secured \$125,000 in Transportation Funds for Clean Air grant funds for construction of the personal vehicle chargers and will receive a partial reimbursement from PG&E on the bus chargers. To proceed, NVTA first needs to obtain environmental clearance and design for the project. TYLin has provided a suitable design scope and fee proposal under NVTA's existing architectural and engineering on-call contract. Staff recommends the Board approve a project work order with TYLin for these services for electric vehicle chargers.

### **FISCAL IMPACT**

Yes, this contract has a not to exceed amount of \$102,000 which will be funded by Transportation Development Act funds for design and environmental clearance services.



## NAPA VALLEY TRANSPORTATION AUTHORITY

### Board Agenda Memo

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**TO:** NVTA Board of Directors

**FROM:** Kate Miller, Executive Director

**REPORT BY:** Rebecca Schenck, Program Manager – Public Transit  
(707) 259-8636 / Email: rschenck@nvta.ca.gov

**SUBJECT:** Agreement No. 23-OCE12-E06 with TYLin for Engineering Design Services for the Electric Vehicle Chargers at the Vine Bus Maintenance Facility

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#### **RECOMMENDATION**

That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director, or designee, to execute and make minor modifications to Agreement No. 23-OCE12-E06 with TYLin for engineering design services associated with electrical vehicle chargers for buses and personal vehicles in an amount not to exceed \$102,000.

#### **COMMITTEE RECOMMENDATION**

None

#### **BACKGROUND**

When NVTA originally designed the new Bus Maintenance Facility, NVTA worked to “future proof” the facility by placing conduit and upsizing the electrical service to the site. TyLin will use the as-builts and CAD files from the original design to design for the installation of the first set of personal vehicles and the next row of bus chargers. The goal is to complete this design work by the end of the year so that NVTA can bid out the installation of these chargers in early 2025 prior to the arrival of the electric buses.

TYLin has supplied a design scope that fulfills the project needs and a fee proposal that is consistent with the pre-construction delivery budget. Staff recommends the Board approve a project work order with TYLin to provide design and environmental services for these services for electric vehicle chargers.

## **ALTERNATIVES**

- 1) The Board could decide not to approve Agreement No. 23-OCE12-E06 and wait to put together a design for the chargers. In that case the chargers would not be installed when the six buses arrive. NVTa would have to charge the buses in rotation using existing chargers, making it impossible to charge every vehicle every night.
- 2) The Board can decide not to award this contract to TYLin and solicit an independent request for proposals for engineering services for this project. This alternative would add approximately three months to the project schedule.

## **STRATEGIC GOALS MET BY THIS PROPOSAL**

Goal 3: Use taxpayer dollars efficiently.

Hiring consultants for a short term with expertise in a variety of fields is more economically viable than hiring full time employees with the qualifications needed to design the improvements proposed by this project.

## **ATTACHMENTS**

- (1) Draft Agreement No. 23-OCE12-E06 with TYLin

PROJECT WORK ORDER NO. 23-OCE12-E06  
ON-CALL A/E & PROJECT DELIVERY SERVICES

PROJECT NAME: EV CHARGING STATIONS – BUS MAINTENANCE FACILITY

PROJECT MANAGER: Rebecca Schenck, Manager – Public Transit  
E [rschenck@nvta.ca.gov](mailto:rschenck@nvta.ca.gov) | T 707.259.8636

CONSULTANT DESIGNATED TEAM MEMBERS:

- T.Y. Lin International Staff – see EXHIBIT B attached

*Consultant will independently and at its own discretion and liability enter into agreement with sub-consultant(s) listed in their proposal for any services required to complete the project as described in the scope of work.*

**SCOPE OF SERVICE:** Provide PS&E design services, project management, data collection and review services in support of the installation of four (4) electrical vehicle charging stations at the Bus Maintenance Facility – Sheehy Court in Napa as described in the scope of services attached hereto as EXHIBIT A

START DATE: OCTOBER 16, 2024

COMPLETION DATE: DECEMBER 31, 2025

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$92,117

CHARGE NUMBER FOR PAYMENT: TDA

**TERMS AND CONDITIONS:** This Project Work Order is issued and entered into as of the last date written below in accordance with the terms and conditions set forth in the Master Agreement (23-OCE12) with CONTRACTOR, which terms are hereby incorporated and made part of this Project Work Order.

NVTA

By: \_\_\_\_\_  
KATE MILLER, Executive Director

CONSULTANT  
T.Y. Lin International

By: \_\_\_\_\_  
MICHAEL PYRZ, PE  
Principal-in-Charge

Approved as to Form	
By:	_____
	NVTA General Counsel
Date:	_____

## **EXHIBIT A**

### **SCOPE OF WORK**

- I. GENERAL INFORMATION.** The project will provide infrastructure improvements at the Bus Maintenance Facility. There is currently a single row of bus charging available on the premises, via two (2) Power Blocks, NVTA will need to expand its EV charging capabilities into another row in order to accommodate four (4) additional EV charging stations. This means to replicate the process done, and installing two (2) Power Blocks, which in turn support two (2) ChargePoint PowerLinks each, allowing for eight (8) total charging dispensers. Also included are five (5) Level 2 chargers to be installed in the facilities parking lot area. These five (5) chargers will be powered by the existing building power supply.

**II. SCOPE OF SERVICES.**

The CONSULTANT will conduct the following tasks:

**TASK 1 Project Management**

- CONSULTANT will be responsible for managing the project including coordination and approval, contract administration (ie. monthly progress reports), monitoring the Project budget, maintaining and monitoring the Project schedule, Document Control, and leading meetings with stakeholders.
- CONSULTANT will coordinate with and obtain approval from all affected local agencies and companies, including but not limited to the City of Napa Departments of Community Development, Transportation and Public Works, Water, California Regional Water Quality Control Board, Pacific Gas and Electric Company, Comcast, and AT&T. Coordination shall include preparation and processing of all correspondences, check prints, forms, applications, permits, diagrams, and any other necessary items as determined by the NVTA Engineer. CONSULTANT will also assist the NVTA in obtaining review and approval from any affected County, State, and Federal agencies.

Check-ins needed during effort:

- Meet with ChargePoint once the preliminary design is complete
- Verify with PG&E for design and loads
- Scope covers a set of eight (8) chargers, but may need added infrastructure for future rows

***Deliverables:***

- *Meeting Agendas, Action Item Log, Meeting Minutes.*
- *Monthly Progress Reports and Invoices*
- *Project Schedule*

**TASK 2 Data Collection and Review**

- CONSULTANT team will conduct an onsite review, and will focus on both civil and electrical conditions relating to the existing charging sets:
  - i. This will include two (2) CONSULTANT staff members.
- CONSULTANT will review project documentation, prior plans, and review permitting needs related to a potential increase in power demand.

***Deliverables: Project Design Memo***

**TASK 3 Civil and Electrical Plans, Specifications and Estimate (PS&E)**

- Work shall consist of providing 75%, 95%, and 100% design for the power supply and foundation setting for the charging infrastructure
- Bollards, striping, and other relevant additions will also be included
- All final approved project plans shall be submitted in electronic AutoCAD format. All other documents will be submitted in MS Word, MS Excel, and PDF formats as appropriate.

***Deliverables:***

- *An initial 75% submittal will be made by TYLin that will include preliminary drawings, and will be reviewed with NVTa. This submittal may be utilized by NVTa for permitting purposes.*
- *95% design submittal which will include: 95% project plans, Technical Specifications, proposed edits to “front end” general specifications, and engineer’s estimate.*
- *100% design submittal which will include: final stamped and signed 100% project plans, final Technical Specifications in electronic MS Word format, stamped and signed Technical Specifications cover sheet in PDF format, an itemized Bid Sheet (MS Excel format), and proposed edits to “front end” general specifications.*

### **III. OTHER.**

- Meetings - CONSULTANT in coordination with NVTa will conduct one (1) kick-off meeting followed by one (1) site visit. Subsequent virtual design progress meetings will be held on a monthly basis (up to eight (8) virtual meetings). PDT meetings will be held on a bi-weekly basis.
- There will be a site layout plan, three (3) electrical sheets, and three (3) civil detail sheets supplied by CONSULTANT.
- CONSULTANT assumes that the same layouts and standards used for the first row of installation will be followed and referenced.
- Information related to as-builts, shop drawings, topographical survey and data provide by NVTa will be utilized by CONSULTANT to assist with PS&E.

### **IV. PROJECT TIMELINE.** The project will take approximately six (6) months to complete with final completion of March 31, 2025.

*CONSULTANT must obtain NVTa's approval for any additional services/task performance and their associated costs not listed in the scope of work prior to performance.*

## EXHIBIT B

### COST SUMMARY SHEET

DESCRIPTION	AMOUNT
Task 1 - Project Management & Administration	\$ 31,341.00
Task 2 - Data Collection & Review	\$ 11,050.00
Task 3 - Civil and Electrical Plans, Specs & Estimate	\$ 49,726.00
<b>TOTAL NOT TO EXCEED</b>	<b>\$ 92,117.00</b>

*The total amount to be paid to the CONTRACTOR for the scope of work defined under EXHIBIT A shall not exceed \$92,117.00. Subject to Agreement, CONTRACTOR shall periodically invoice NVT A based on progress made towards completion of tasks/deliverables listed above, amounts not to exceed tasks/deliverable totals.*