



NAPA VALLEY TRANSPORTATION AUTHORITY

COVER MEMO

SUBJECT

Planning Consultant Services Agreement with GHD, Inc., for work associated with the Napa Countywide Active Transportation Plan

STAFF RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director, or designee, to execute and make minor modifications to Project Work Order No. 21-OCP36-P05 with GHD, Inc. for the development and completion of the Napa Countywide Active Transportation Plan (AT Plan) in an amount not to exceed \$410,000.

EXECUTIVE SUMMARY

Existing active transportation planning documents are out of date and do not reflect innovations around facility development, policy best practices, and other topics. This Agreement will support efforts to develop a new Countywide Active Transportation Plan, which will serve as a comprehensive update to the 2016 Countywide Pedestrian Plan and 2019 Countywide Bicycle Plan, as well as a roadmap for future infrastructure and programmatic efforts for those traveling on foot or by bike throughout our communities.

FISCAL IMPACT

Yes, \$410,000, which includes the contract amount of \$384,938 and a \$25,062 contingency to allow for minor scope changes. Transportation Development Act Funds will be used for this project.



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Patrick Band, Associate Planner/Administrator
(707) 259-8781 / Email: pband@nvta.ca.gov
SUBJECT: Planning Consultant Services Agreement with GHD, Inc., for work associated with the Napa Countywide Active Transportation Plan

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director, or designee, to execute and make minor modifications to Project Work Order No. 21-OCP36-P05 with GHD, Inc., (Attachment 1) for the development and completion of the Napa Countywide Active Transportation Plan (AT) Plan in an amount not to exceed \$410,000.

COMMITTEE RECOMMENDATION

None

BACKGROUND

Active Transportation is generally defined as the movement of people or goods through self-propelled or non-vehicular means, such as walking, biking, and the use of human or battery-assisted scooters or other low-speed “micro mobility” devices.

Recent years have seen significant technological advances in battery-assisted mobility devices, reducing cost and expanding range for e-bikes and e-scooters, mirroring similar advances in the electric vehicle space. These advances, along with a surge in demand during the pandemic has resulted in a measurable increase in active transportation mode share in California and across the country.

Existing Countywide Bicycle and Pedestrian Plans were adopted in 2019 and 2016 respectively. These plans largely operate in silos, rather than recognizing the reality in which individual users may use a range of modes (walking, biking, driving, transit, etc.)

and facility types (sidewalks, informal pathways, bike lanes, etc.) to meet their travel demands over the course of any given day. The proposed Active Transportation Plan seeks to take a more holistic approach to non-vehicular transportation, while also addressing the significant changes in state & local policy and user preferences in the post-COVID landscape.

Request for Proposals (RFP) No. 24-R08 was released on April 5, 2024. Two (2) firms – Fehr & Peers and GHD – submitted proposals by the May 31, 2024 deadline. An evaluation committee comprised of NVTa and Napa County Open Space District staff reviewed proposals, secured revised proposals significantly reducing the cost of services, and conducted Zoom-based interviews with both firms. Staff are recommending awarding work to GHD due to their superior understanding of the project and alignment of their proposal and value provided to NVTa meeting the challenges associated with this Plan. Board approval will allow NVTa to enter into a contract with GHD for consulting services.

The Plan will clearly identify existing and proposed facilities, and provide guidance to jurisdictions on the design, funding, implementation, and maintenance of projects that will result in more walking and biking and a reduction in vehicle miles travelled (VMT) and greenhouse gas emissions.

The plan will be data-driven, including work to develop a comprehensive inventory of existing bicycle and pedestrian facilities. It will leverage priorities and strategies identified in Local Road Safety Plans and the recently adopted Vision Zero Plan, in addition to other plans, policies, and goals established by local jurisdictions. Development of the plan will necessitate equitable input and collaboration from a broad array of stakeholders including public agencies, stakeholder groups, employers, and existing facility users. The final Plan will include a chapter or sub-plan for each jurisdiction, which can then be adopted into their respective General Plan Circulation Elements, supporting integration into local planning and capital project investments, and rendering the jurisdictions' eligible for a number of grant programs

ALTERNATIVES

The Board may choose to forego approving the contract which will postpone development of a comprehensive Countywide Active Transportation Plan. Ultimately, the plans will need to be updated in order to be meet compliance with planning requirements and grant programs, and delaying the award will likely result in higher costs to complete the plan in the future.

STRATEGIC GOALS MET BY THIS PROPOSAL

Goal 1: Serve the Transportation needs of the entire community regardless of age, income, or ability.

This Agreement will support development of a Napa Countywide Active Transportation Plan to improve access and safety on streets & sidewalks.

Goal 2: Improve system safety in order to support all modes and serve all users.

This Agreement will support a Plan that prioritizes safety, recognizing that concerns about safety are one of the most widespread barriers to active transportation mode shift.

ATTACHMENT(S)

- 1) Draft Agreement No. 21-OCP36-P05 with GHD, Inc. – Napa Countywide Active Transportation Plan

PROJECT WORK ORDER NO. 21-OCP36-P05
ON-CALL PLANNING SERVICES

PROJECT NAME: NAPA COUNTYWIDE ACTIVE TRANSPORTATION (AT) PLAN

PROJECT MANAGER: Patrick Band, Associate Program Planner/Administrator
E pband@nvta.ca.gov | 707.259.8781

CONSULTANT DESIGNATED TEAM MEMBERS:

- GHD Inc. Staff - see EXHIBIT B attached

Consultant will independently and 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 NVRTA with technical assistance in the development and completion of the Napa Countywide Active Transportation (AT) Plan. See Scope of Services (EXHIBIT A) and Fee Schedule (EXHIBIT B) attached.

START DATE: August 1, 2024

COMPLETION DATE: December 31, 2025

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$384,938

CHARGE NUMBER FOR PAYMENT: CMA/OBAG

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 with CONTRACTOR in which the terms are hereby incorporated and made part of this Project Work Order.

NVRTA

By: _____
KATE MILLER, Executive Director

Date: _____

Contractor

By: _____
TODD TREGENZA, AICP
Principal-in-Charge

Date: _____

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

EXHIBIT A

SCOPE OF WORK

- I. **GENERAL.** CONTRACTOR shall provide technical assistance to NVTa in the development and completion of the Napa Countywide Active Transportation (AT) Plan. The Plan will include both projects and programmatic improvements to equitably meet the needs of active transportation users by providing a roadmap toward significant increases in active transportation mode share both countywide and in individual jurisdictions. It will clearly identify existing and proposed facilities, and provide guidance to jurisdictions on the design, funding, implementation, and maintenance of projects that will result in more walking and biking and a reduction in vehicle miles travelled (VMT). The Plan will be data-driven, integrating Local Road Safety Plans and the newly adopted Vision Zero Plan, in addition to other plans, policies, and priorities established by each jurisdiction.
- II. **TASKS AND DELIVERABLES.** CONTRACTOR shall provide, but not as to limit to, the following:

TASK 1 Project Kick-off and Local Landscape

- 1.1 **Kick-off meeting.** CONTRACTOR shall with NVTa staff to review and approve a final scope and determine a schedule for completing the project, including public outreach strategies. Project elements must be completed on a timely basis and data must be captured during specific intervals to understand seasonal and school travel patterns and impacts.

Deliverable: Review and finalize project Scope of Work and project completion timeline.

- 1.2 **Agency Introductions.** CONTRACTOR shall attend a meeting of the NVTa Technical Advisory Committee (TAC) and present the scope of work and schedule. CONTRACTOR will Ensure that agency staff have an identified point of contact for ongoing coordination.

Deliverable: Meeting presentation, establish communication protocol with jurisdiction staff and provide single point of contact.

- 1.3 **Project Webpage Development.** CONTRACTOR will ensure that members of the public have the opportunity to engage throughout the development of the Plan, develop a bilingual (English and Spanish) project webpage to serve as

the primary pathway for public comment and engagement. Webpage should be designed to accommodate posting of key project documents, solicit public comment, and ultimately serve as a resource for viewing the Plan and related materials post-Adoption.

Deliverable: Develop and maintain a project microsite for public engagement and access to key documents throughout the plan development process.

TASK 2 Existing Conditions Assessment

2.1 Existing Plans, Programs, and Policies Screen. CONTRACTOR will assist with Plan consistency, as well as understanding current programs, policies, and priorities of NVTa and local jurisdictions, perform a consistency screen of existing Plans and related documents, including identification of any inconsistencies in goals or policies. This will likely include the following:

- Local Agency General Plans, with focus on Circulation & Land Use Elements
- NVTa Countywide Transportation Plan- Advancing Mobility 2045 (2021)
- NVTa Community Based Transportation Plan (2020)
- NVTa Travel Behavior Study (2019)
- Caltrans D4 Active Transportation Plans Local Traffic Calming Plan(s)
- Local Roadway Safety Plans
- NVTa Vision Zero Plan (2023)
- Safe Routes to School Walk Audit Reports (site specific)

Deliverable: Summary memo of Plan Review findings, with consistency screen for goals, policies, and programs/projects. Once the proposed network and associated goals/policies/programs are developed, this report and screen will be incorporated into the final plan under an Implementation section.

2.2 Existing Facilities Mapping & Assessment. CONTRACTOR will conduct a countywide mapping and assessment process to identify existing active transportation facilities, including facilities that may provide mobility or access benefits but do not readily appear to meet minimum standards. CONTRACTOR may obtain portions of this data from NVTa and its local jurisdictions. Facilities mapping shall include non-mobility features, such as short/long term bicycle parking, public restrooms, and water fountains.), and a Level of Traffic Stress (LTS) overlay.

Deliverable: Provide ArcGIS geodatabase of all existing facilities, amenities, and LTS, with unique attributes as identified in coordination with NVTa staff.

- 2.3 **Evaluate Current Active Transportation Use.** CONTRACTOR shall collect data to assess current active transportation use throughout Napa County, including user counts at key locations (downtowns, school sites, retail centers, farmers markets, transit hubs) and select corridors. CONTRACTOR shall provide data with peak AM/PM user volumes while school is in session and exclude anomalous weather (wildfire, atmospheric river) or special events (i.e., BottleRock, Bike to Work Day). CONTRACTOR shall further develop a conceptual plan for biennial in-person and ongoing remote data collection to support future project funding and implementation efforts.

Deliverable: Provide direct count data for all sites, projections or estimates of total use by mode for each jurisdiction, and future data collection efforts. Provide a summary report of findings and recommendations.

TASK 3 Uniform Standards & Toolbox Development

- 3.1 **Treatment Toolbox.** CONTRACTOR shall develop a “toolbox” that identifies a wide range of active transportation improvements, including quick-build type projects, short- and long-term maintenance of existing facilities, as well as programmatic efforts to increase active transportation mode share. It shall include a brief description or definition of the treatment, any quantitative minimum standards as well as any best practices that may exceed those minimums. Toolbox should be balanced and responsive to different needs associated with urban and rural contexts.

Deliverable: Provide a Treatments Toolbox document.

TASK 4 Future Demand Assessment

- 4.1 **Countywide Origin and Destination Mapping.** CONTRACTOR shall utilize data from the NVTa Travel Behavior Study, as well as Census and/or commercially available data sources (Streetlight Data, AllTransit, Strava, etc.), verify key trip origins and destinations countywide. Develop maps that illustrate existing and potential higher-volume active transportation routes. Evaluate current and future demand for active transportation facilities and programs at a countywide level.

Deliverable: Provide a report and maps that details findings for future Active Transportation use.

- 4.2 GHG Emissions Estimate. CONTRACTOR shall utilize existing data and reports, and in coordination with the County of Napa's ongoing Regional Climate Action Plan (RCAP) process, evaluate the potential countywide GHG reduction associated with various potential short- and long-term mode shift and active transportation adoption thresholds.

Deliverable: Provide a report estimating potential GHG reductions associated with increased active transportation use countywide, and for select project/program types.

TASK 5 Public Outreach, Stakeholder Meetings, and Presentations

- 5.1 NVTA Board/Committee and Local Jurisdiction Engagement. Provide Plan updates to the NVTA Board and relevant Committees (estimated at 4 meetings). Provide Plan update materials for NVTA staff presentations to Active Transportation or alternate committees with interest for each local jurisdiction. Consultant may be requested to provide more technical presentations in person as needed.

Deliverable: Agenda memos. Presentation slides. Summary notes including participant details, specific comments received, and other relevant details. To be utilized as part of a Public Outreach chapter in the final Plan.

- 5.2 Community and Stakeholder Engagement. CONTRACTOR shall conduct five (5) community and stakeholder outreach events. These events representing various user and demographic groups, as well as the public, to solicit feedback on draft elements. CONTRACTOR shall further provide an online, bilingual community survey with ArcGIS-based mapping functionality to the project webpage.

Deliverable: Online and printed survey and results memo. Graphics, maps, and posters for in-person outreach. Summary notes including participant details, specific comments received, and other relevant details. To be utilized as part of a Public Outreach chapter in the final Plan.

TASK 6 Policy Framework

- 6.1 Policy Framework Development. CONTRACTOR shall develop a policy framework for the plan, including specific goals, objectives, policies, and performance metrics. This task shall be informed by all prior tasks, with special attention to Tasks 3, 4, and 5, and allow for sufficient input and feedback from member agencies and previously identified stakeholder groups.

Deliverable: Draft policy framework for the Active Transportation Plan, with corresponding performance metrics for each goal and objective. Final deliverable is inclusive of three (3)

complete rounds of review by NVTa and jurisdiction staff as referenced under Task 9.

TASK 7 Proposed Facilities and Improvements

- 7.1 *Proposed Facilities.* CONTRACTOR shall utilize work performed in Tasks 1-6, develop proposed facility improvements as both a project-based list and within a set of GIS maps. Improvements should be categorized by primary mode, including pedestrian, bicycle, as well as multimodal on-road vehicles. Support facilities, such as bicycle parking, showers, restrooms, and rest stops are to be included. Each project will include project name, jurisdiction, project limits or location, existing conditions, and proposed improvements (including current and post-project LTS), major constraints, an estimated cost range and potential funding sources, number of users served annually, and potential for quick-build or pilot project implementation.

Deliverable: *Provide a proposed facilities summary report and associated project list, GIS layers with relevant project attributes, and print-ready maps of proposed facilities.*

- 7.2 *Proposed Programs.* CONTRACTOR shall utilize work performed in above Tasks, develop a list of proposed programs, including recommended current or historic programs that may be continued or re-initiated, along with any changes to scope, geographic extent, or engagement level. Programs are to be broadly defined to encompass work led by public agencies, private organizations, and/or nonprofit partners, that seek to advance the goals of the Active Transportation Plan. Each program should include program name, brief description, agency or organization lead(s), geographic extent, target population(s) served, existing or proposed status, number of individuals engaged annually, estimated cost range and funding plan.

Deliverable: *Provide a report and associated list of proposed programs.*

TASK 8 Implementation & Funding Plan

- 8.1 *Impact Assessment.* CONTRACTOR shall prepare a high-level project and program impact assessment matrix that evaluates each identified project or program type based on potential benefits to the community, including overall cost, improved user safety, improved or expanded mode share or mode shift, consistency with Plan goals, objectives, and policies, as well as benefits to identified high-needs or vulnerable user groups.

Deliverable: *Provide a report with matrix that outlines potential impact of each proposed project or program type.*

- 8.2 Implementation Plan. CONTRACTOR shall develop an implementation plan that builds on the overall Project and Program lists, incorporates the impact assessment matrix, and supports potential for efficiencies based on other planned work from local agency Capital Improvement Program, Measure T, and related infrastructure investment plans at the local and regional level. Structure the implementation plan to identify clear opportunities for low-cost and high-impact projects in the near term, while identifying preparatory or planning efforts (e.g. corridor studies) that may inform more long-term projects and strategies.

Deliverable: Provide a report that evaluates proposed projects and programs for potential implementation following Plan adoption.

- 8.3 Funding Plan. CONTRACTOR will coordinate with NVTa staff and local jurisdictions to understand current funding levels, and level of funding necessary to implement the projects and programs identified. CONTRACTOR shall further develop a list of existing and potential sources of funding for implementation of the projects and programs within the Plan and assess project eligibility and competitiveness for new funding.

Deliverable: Provide a summary report on funding opportunities with short-, medium-, and long-term projections for implementation.

TASK 9 Documents for Plan Approval and Adoption

- 9.1 Draft Plan for NVTa Review. CONTRACTOR shall incorporate all work and reports/deliverables into a single Draft Napa Countywide Active Transportation Plan for review. Include three (3) rounds of review. Separately, CONTRACTOR shall update the project microsite to serve as a repository of key report content, including graphical overview of Plan goals, maps of existing and proposed facilities, project and program lists, and implementation phases. CONTRACTOR shall develop a GIS-based Dashboard for tracking and reporting of projects, programs, and key metrics, to be updated annually.

Deliverable: Provide a draft plan that evaluates proposed projects and programs for potential implementation following Plan adoption. Create relevant online digital assets.

- 9.2 Agency Presentations, Resolutions and Final Plan Adoption. CONTRACTOR shall present the Draft Active Transportation Plan to the NVTa Board of Directors. Incorporate public comment following required timeframe and prepare a final draft of the Plan, adoption memoranda, Resolutions for local agency adoption, and related materials.

Deliverable: Presentation deck, public comment matrix, Final print- ready Plan, and related memos and resolutions.

VI. PROJECT TIMELINE. The Napa Countywide Active Transportation Plan shall be complete and published by September 2025.

Note: Project timeline may vary based on progress and delivery of services.

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

COST SHEET / FEE SCHEDULE

DESCRIPTION	AMOUNT
TASK 1 Project Kick-off Meeting & Local Landscape	\$19,081
TASK 2 Existing Conditions Assessment	\$95,213
TASK 3 Uniform Standards & Toolbox Development	\$32,068
TASK 4 Future Demand Assessment	\$37,117
TASK 5 Public Outreach, Stakeholder Meetings & Presentations	\$73,698
TASK 6 Policy Framework	\$11,751
TASK 7 Proposed Facilities and Improvements	\$29,598
TASK 8 Implementation & Funding Plan	\$21,122
TASK 9 Documents for Plan Approval & Adoption	\$65,289
TOTAL NTE AMOUNT	\$384,938

Detailed CONTRACTOR's cost sheet attached.

The total amount to be paid to the CONTRACTOR for the scope of work defined under EXHIBIT A shall not exceed the total amount of \$384,938.

Maximum payments under this Agreement shall not be construed as guaranteed sums.

CONTRACTOR shall be paid for actual services rendered.

CONTRACTOR shall submit an invoice for payment (Net 30 Days) based on completion of task/deliverable performed.

CONTRACTOR must obtain NVTAs approval prior to performance for any additional services or task performances and their associated costs not listed in the scope of work.

Travel mileage and/or per diem reimbursement, if applicable, will be authorized at the current standard GSA IRS rate (www.irs.gov).