



NAPA VALLEY TRANSPORTATION AUTHORITY COVER MEMO

SUBJECT

On-Call Task Orders with TYLin

STAFF RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director to execute and make minor modifications to:

1. Amendment No. 1 to Project Work Order No. 23-OCE12-E01 with TYLin (Attachment 1) for technical support with transit signal priority (TSP) equipment on the State Route (SR) 29 corridor, increasing the contract value by \$55,792 for a total amount not to exceed \$100,000; and
2. Amendment No. 1 to Project Work Order No. 23-OCE12-E02 with TYLin (Attachment 2) for engineering staff support services, increasing the contract value by \$130,370 for a total amount not to exceed \$200,000.

EXECUTIVE SUMMARY

In early 2024, TYLin was chosen as NVTA's on-call architectural and engineering consultant, delivering services such as construction management and design for infrastructure projects under NVTA's on-call consultant program. Two task orders were issued in May 2024 for TYLin to support transit signal priority (TSP) implementation along the SR29 corridor and to provide engineering staff augmentation. Both task orders have since reached their funding limits. Staff recommends the Board approve amendments adding funds to allow work to continue work. The proposed amendments will enable further TSP data analysis for improved transit efficiency and maintain critical engineering support for NVTA's ongoing projects.

FISCAL IMPACT

Yes. Work Order 23-OCE12-01 Amendment 1 increases contract value by \$55,792 and Work Order 23-OCE12-02 Amendment 1 increases contract value by \$130,370, for a total cost of \$186,162. These project costs will be funded by Regional Measure 3 Funds.



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Memo

TO: NVTA Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Grant Bailey, Program Manager – Engineer
(707) 259-5951 / Email: gbailey@nvta.ca.gov
SUBJECT: On-Call Task Orders with TYLin

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director to execute and make minor modifications to:

1. Amendment No. 1 to Project Work Order No. 23-OCE12-E01 with TYLin (Attachment 1) for technical support with transit signal priority (TSP) equipment on the State Route (SR) 29 corridor, increasing the contract value by \$55,792 for a total amount not to exceed \$100,000; and
2. Amendment No. 1 to Project Work Order No. 23-OCE12-E02 with TYLin (Attachment 2) for engineering staff support services, increasing the contract value by \$130,370 for a total amount not to exceed \$200,000.

COMMITTEE RECOMMENDATION

None

BACKGROUND

In early 2024, TYLin was selected as NVTA's on-call architectural and engineering consultant through a competitive request for proposals process under NVTA's master on-call consultant bench. Under various task orders, TYLin has provided NVTA with engineering-related services including construction management, design of park and ride and electric vehicle charging station infrastructure and claim preparation support.

In May 2024, two task orders were issued under the Executive Director's signature authority for TSP program implementation and engineering staff augmentation. TYLin has

since depleted the budget of each task order, and staff recommends the Board authorize two amendments to increase task order funding to allow work to continue.

TYLin was awarded Task Order 23-OCT-1201 to provide engineering support for deploying a TSP network on eight NVTA transit vehicles and five signalized intersections along the SR29 corridor in American Canyon. TYLin has assisted NVTA in establishing standard operating procedures for long-term maintenance tasks associated with the program, troubleshooting the initial deployment, analyzing initial data outputs, and identifying upgrades for cloud connectivity. Through these efforts, the baseline TSP program and monitoring protocol have been established. If the Board approves this amendment, NVTA and TYLin will continue to analyze TSP data to improve Vine Transit system efficiency and identify additional opportunities within the existing transit network for TSP module deployment.

TYLin was awarded order 23-OCE12-02 to provide NVTA's engineering division with consultant resources for tasks such as providing quality assurance review of engineering documents, permit and utility application preparation, drafting, and general management of the NVTA on-call program. To date, TYLin has provided services under this task order that include project management, request for proposal development, permit application assistance, and Caltrans coordination for the Airport/SR29/SR12 interchange project.

Funding under both task orders have been exhausted, and staff recommends the Board authorize the Executive Director to execute these amendments for TSP technical support and engineering staff augmentation.

ALTERNATIVES

The Board could decline to approve one or both task order amendments. Although the TSP system is currently functional, without the amendment for technical support, data analysis will shift to NVTA staff, which will likely slow system optimization. If the amendment for engineering staff augmentation is not approved, project delivery timelines may be extended, and overall division productivity reduced.

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 economical than hiring full time employees with the qualifications needed to manage the construction of capital projects.

ATTACHMENTS

- (1) Amendment No. 1 to Project Work Order No. 23-OCE12-E01 with TYLin
- (2) Amendment No. 1 to Project Work Order No. 23-OCE12-E02 with TYLin

PROJECT WORK ORDER
NO. 23-OCE12-E01
ON-CALL A/E & PROJECT DELIVERY SERVICES

AMENDMENT NO. 01

PROJECT NAME: STATE ROUTE 29 CORRIDOR TRANSIT SIGNAL PRIORITY (TSP)

PROJECT MANAGER: Grant Bailey, PE, Program Manager – Engineer
E gbailey@nvta.ca.gov | T 707.259.5951

CONSULTANT DESIGNATED TEAM MEMBERS:

- T.Y. Lin International Staff

SCOPE OF WORK: Provide technical support for TSP equipment on the SR 29 corridor in accordance with the Scope of Work, Exhibit

- **WHEREAS NVTA REQUIRES ADDITIONAL SERVICES TO BE PERFORMED BY THE CONTRACTOR UNDER EXHIBIT A, SCOPE OF SERVICES; AND**
- **WHEREAS CONTRACTOR IS ABLE TO PROVIDE THE DESCRIBED SERVICES AT AN ADDITIONAL COST TO NVTA IN THE AMOUNT OF \$55,792 AS PER COST PROPOSAL ATTACHED IN EXHIBIT B, INCREASING THE TOTAL WORK ORDER NTE AMOUNT TO \$100,000; AND**
- **WHEREAS NVTA WILL NEED TO EXTEND THE TERM DATE TO DECEMBER 31, 2025, TO ACCOMMODATE ADDITIONAL SERVICE PERFORMANCE TO COMPLETE THE PROJECT.**
- **WITH THE EXCEPTION OF THE ABOVE ALL TERMS AND CONDITIONS AS AGREED TO IN THE PROJECT WORK ORDER REMAIN IN FULL FORCE AND EFFECT.**

OLD TERM END DATE: DECEMBER 31, 2024

NEW TERM END DATE: DECEMBER 31, 2025

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$100,000

CHARGE NUMBER FOR PAYMENT: Federal

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:	_____



November 7, 2024

Napa Valley Transportation Authority
Attn: Grant Bailey, PE
625 Burnell Street
Napa, CA 94559

Subject: Project Work Order No. 23-OCE12-E01: On-Call A/E & Project Delivery Services
State Route 29 Corridor Transit Signal Priority (TSP) Budget Increase Request

Dear Mr. Bailey,

TYLin is requesting an extension of the *Project Work Order No. 23-OCE12-E01: On-Call A/E & Project Delivery Services – State Route 29 Corridor Transit Signal Priority* contract by six (6) months to June 30, 2025 and to increase the task order budget by \$55,792.

TYLin's scope of work would be to conduct additional analyses on TSP data collected to ensure there are no additional issues with the hardware and system. TYLin will also continue to ensure the ongoing maintenance, coordination, and optimization of the TSP hardware and system by developing standard operating procedures.

Should you require any additional information, please do not hesitate to contact me or my Deputy Project Manager, Eva Cheung. I can be reached by phone at (510) 457-3044 or by email at john.kenyon@tylin.com. Eva Cheung can be reached at (510) 457-3034 or eva.cheung@tylin.com.

Respectfully,

TYLin

John D. Kenyon
Associate Vice President

CC: Michael Pyrz/TYLin; file

AMENDMENT NO. 01

**PROJECT WORK ORDER
NO. 23-OCE12-E02
ON-CALL A/E & PROJECT DELIVERY SERVICES**

PROJECT NAME: ON-CALL STAFF AUGMENTATION

PROJECT MANAGER: Grant Bailey, PE, Program Manager – Engineer
E gbailey@nvta.ca.gov | T 707.259.5951

CONSULTANT DESIGNATED TEAM MEMBERS:

- T.Y. Lin International Staff

SCOPE OF WORK: Provide engineering staff support services during the SGTC building modification, as described in the Scope of Work, Exhibit A.

- **WHEREAS NVTA REQUIRES ADDITIONAL SERVICES TO BE PERFORMED BY THE CONTRACTOR UNDER EXHIBIT A, SCOPE OF SERVICES; AND**
- **WHEREAS CONTRACTOR IS ABLE TO PROVIDE THE DESCRIBED SERVICES AT AN ADDITIONAL COST TO NVTA IN THE AMOUNT OF \$130,370 AS PER COST PROPOSAL ATTACHED IN EXHIBIT B, INCREASING THE TOTAL WORK ORDER NTE AMOUNT TO \$200,000; AND**
- **WHEREAS NVTA WILL NEED TO EXTEND THE TERM DATE TO DECEMBER 31, 2025, TO ACCOMMODATE ADDITIONAL SERVICE PERFORMANCE TO COMPLETE THE PROJECT.**
- **WITH THE EXCEPTION OF THE ABOVE ALL TERMS AND CONDITIONS AS AGREED TO IN THE PROJECT WORK ORDER REMAIN IN FULL FORCE AND EFFECT.**

OLD TERM END DATE: DECEMBER 31, 2024

NEW TERM END DATE: DECEMBER 31, 2025

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$200,000

CHARGE NUMBER FOR PAYMENT: CMA/OBAG/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:	_____



November 7, 2024

Napa Valley Transportation Authority
Attn: Grant Bailey, PE
625 Burnell Street
Napa, CA 94559

Subject: Project Work Order No. 23-OCE12-E02: On-Call A/E & Project Delivery Services
On-Call Staff Augmentation Budget Increase Request

Dear Mr. Bailey,

In order to continue providing NVRTA project management support services through 2025, TYLin would like to request a budget increase of \$130,370 for Project Work Order No. 23-OCE12-E02: On-Call A/E & Project Delivery Services On-Call Staff Augmentation.

The scope of work for this task order will remain the same. TYLin will continue to provide NVRTA with additional resources to support in-house staff with project management activities which includes:

- Developing and assisting with Requests for Proposals (RSPs) for Design Consultants,
- Providing Quality Control for Construction Plans.
- Developing and assisting with RFPs for Construction Management Firms
- Drafting Staff Reports and Approval Documents
- Communication and Collaboration with stakeholders
- Providing additional Project Management tasks.
- Providing AutoCAD drafting services.
- Assist in preparing permit applications.
- Assist in preparing utility service applications.
- Providing assistance in other ad-hoc tasks.

Should you require any additional information, please do not hesitate to contact me or my Deputy Project Manager, Eva Cheung. I can be reached by phone at (510) 457-3044 or by email at john.kenyon@tylin.com. Eva Cheung can be reached at (510) 457-3034 or eva.cheung@tylin.com.

Respectfully,

TYLin

John D. Kenyon
Associate Vice President

CC: Michael Pyrz/TYLin; file