



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Danielle Schmitz, Executive Director
REPORT BY: Grant Bailey, Program Manager – Engineer
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SUBJECT: Notice of Completion (NOC) for the Soscol Gateway Transit Center Tenant Improvements Project

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director or designee to:

- 1) File a Notice of Completion (Attachment 1) with the Recorder-County Clerk; and
- 2) Release the contract retention for NVTA Contract No. 24-C40 Soscol Gateway Transit Center Tenant Improvements project pending the fulfillment of all terms of the agreement.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

This item requests Board authorization to file a Notice of Completion (NOC) for the Soscol Gateway Transit Center Tenant Improvements Project and release contract retention pending satisfactory completion of all agreement terms.

The project renovated NVTA's administrative offices to improve functionality, staff capacity, and flexibility in response to post-pandemic work environment changes. Construction was completed within budget, with a contingency usage of approximately 10% of the base contract value.

FISCAL IMPACT

None for this action.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: This project is Categorically Exempt as defined by California Code of Regulations 15301, Existing Facilities.

BACKGROUND

The Soscol Gateway Transit Center Tenant Improvements Project renovated NVTa's administrative offices to enhance functionality, accommodate additional staff, and provide flexibility in response to post-pandemic workplace changes.

Ground Floor: Converted open storage space into two offices, a meeting space, a wellness room, and a restroom with toilet, shower, and changing area, along with an expansion of the bus driver break room.

Second Floor: Installed sound attenuation treatments in open cubicle areas and added a new pod meeting room.

The Board awarded the construction contract to Carr's Construction Service at the November 20, 2024 meeting for a not-to-exceed value of \$832,000 (base contract plus 15% contingency). The Notice to Proceed was issued February 24, 2025, and construction began March 3, 2025. Substantial completion was achieved on May 22, 2025 and all punch list items were completed in August 2025.

The total project cost, including preconstruction, design, and construction management, was budgeted at \$1,150,000. As of June 30, 2025, total cost was \$912,357. NVTa is expected to be within budget for this project.

NVTa retained 5% of contract progress payments (approximately \$39,750) to address potential disputes or non-payment by the prime contractor. With no known disputes or payment issues, staff recommends releasing the retained funds after the mandatory 35-day lien period initiated by filing the NOC with the County Clerk.

ALTERNATIVES

Without the NOC; the claims period would extend from 30 to 90 days, increasing claims exposure time and delay contract retention release and project closeout.

COUNTYWIDE PLAN GOALS MET BY THIS PROPOSAL

Goal 3: Use taxpayer dollars efficiently.

Filing a NOC with the County Clerk provides public notification of project completion to all contract parties to ensure there are no outstanding issues prior to releasing the contract retention funds.

ATTACHMENT(S)

(1) Notice of Completion

WHEN RECORDED PLEASE RETURN TO:

Napa Valley Transportation Authority
625 Burnell Street
Napa, California 94559

Exempt from Recording Fees: Gov. Code 27383

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, by order of the Board of Directors of the Napa Valley Transportation Authority, State of California, pursuant to Section 9204 of the Civil Code of the State of California, as follows:

That Contract “SGTC Tenant Improvements; 24-C40.” heretofore made and executed by the Napa Valley Transportation Authority (NVTa), as Owner, whose address is 625 Burnell Street, Napa, California 94559 and Carr’s Construction Service, Inc., Contractor, bearing the effective date of November 21, 2024 and Notice-to-Proceed (NTP) of March 3, 2025 for the work of “SGTC Tenant Improvements; 24-C40”, was completed by the Contractor and was accepted on behalf of the NVTa on _____, 2025.

That the work and contract was performed at the Napa Valley Transportation Authority, 625 Burnell St., Napa, CA 94559 in the County of Napa, State of California; and

That upon said Everest National Insurance Company (Bond Issuance: ES00018269) was surety upon the bond given by the Contractor in accordance with the provisions of Division 3, Part 4, Title XV, Chapter 7 (section 3247 et seq.) of the Civil Code of California.

IN WITNESS WHEREOF, pursuant to approval granted by its Board of Directors at a meeting of the Board convened and held on the 17th day of September, 2025, authorizing and directing the execution of this instrument, the District has caused this notice to be executed, authenticated by the signature of the Chair of the Board of Directors, and attested by the signature of its Clerk this 17th day of September, 2025.

Napa Valley Transportation Authority (NVTa)

By: _____
MARK JOSEPH, Chair of the Board of Directors

ATTEST: LAURA SANDERLIN
NVTa Board Secretary

By: _____

DECLARATION

The undersigned declare under penalty of perjury that each of them is an officer of the Napa Valley Transportation Authority (NVTA), to wit: Chair and Secretary of the Board of Directors, respectively; that each of them has read the foregoing Notice of Completion and knows the contents thereof; that the same is true of their own knowledge except as to those matters as are therein stated on information and belief, and as to those matters, each believes them to be true.

Executed on _____ at Napa, California.

MARK JOSEPH, Chair of the Board of Directors of the
Napa Valley Transportation Authority (NVTA)

Laura Sanderlin, NVTA Board Secretary

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of _____)

On _____ before me,
_____, personally appeared
_____, who proved to me on
the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within
instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized
capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon
behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

Approved by the NVTA
Date: _____
Processed by: _____
_____ NVTA Board Secretary

APPROVED AS TO FORM Legal Counsel
By: _____
Date: _____