



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Danielle Schmitz, Executive Director
REPORT BY: Grant Bailey, Program Manager - Engineer
(707) 259-5951 / Email: gbailey@nvta.ca.gov
SUBJECT: On-Call Task Order with T.Y. Lin

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director to execute and allow for minor modifications to Amendment No. 3 for Project Work Order No. 23-OCE12-E05 with T.Y. Lin International (Attachment 1) for engineering and design services for the Redwood Park and Ride Improvements project, in the amount of \$6,085 for a total amount not to exceed value of \$250,000.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

T.Y. Lin has completed environmental and design phase work for the Redwood Park and Ride improvements project. As the project transitions into the construction phase, NVTA is contracting with TYLin to continue design services during construction for submittal review and resolution of potential design issues. This task order amendment adds funding to the design services during construction phase scope of T.Y. Lin's project work order, increasing the cost by \$6,085 from \$243,915 to a new not-to-exceed (NTE) amount of \$250,000.

FISCAL IMPACT

Yes, \$6,085, bringing the total not-to-exceed amount to \$250,000.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION:

The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

BACKGROUND

Vine Transit operates a multimodal transit hub at the Redwood Park and Ride lot in the city of Napa. Because of its significance to Vine operations, it is necessary to update facilities to improve functionality and performance.

The park and ride, which was built in 2011, currently lacks restroom facilities, causing safety, public health, and operational issues, for bus drivers and passengers. Additionally, facility striping, signage, and wayfinding are outdated and in need of modernization.

On July 17th, 2024, the Board approved an agreement with T.Y. Lin through an on-call contract to complete design and environmental services related to the Redwood Park and Ride Improvement Project.

NVTA is currently soliciting bids for construction of Redwood Park and Ride Improvements with anticipated Board award in November 2025. While design services during construction were included in the original task order, additional survey and coordination efforts with the Federal Transit Administration, Caltrans, and the City of Napa during design consumed a portion of the budget. This amendment ensures adequate funding is available for TYLin to support NVTA through the construction phase of the project.

ALTERNATIVES

None. Without the amendment, NVTA staff would lack the expertise to coordinate and resolve design issues encountered during the construction phase of the Redwood Park and Ride Improvements contract halting project delivery.

COUNTYWIDE PLAN GOALS MET BY THIS PROPOSAL

Goal 3: Use taxpayer dollars efficiently.

Outsourcing specialized short-term tasks to consultants is more cost-effective than maintaining in-house expertise for intermittent needs.

ATTACHMENT(S)

(1) Amendment No. 3 to Project Work Order No. 23-OCE12-E05 with T.Y. Lin.

AMENDMENT 03

**PROJECT WORK ORDER NO. 23-OCE12-E05
ON-CALL A/E & PROJECT DELIVERY SERVICES**

PROJECT NAME: REDWOOD PARK AND RIDE CAPITAL IMPROVEMENTS

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 – 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 engineering and design services for the Redwood Park and Ride Capital Improvements.

Add funds for design services during construction, increasing this task order by \$6,085 from \$243,915 for a new not-to-exceed (NTE) amount of \$250,000. No other changes.

Original Contract Value: \$221,741

Amendment No. 1 (Approved): \$18,449

Amendment No. 2 (Approved): \$3,725

Amendment No. 3 (Requested): \$6,085

New Total: \$247,212.50

START DATE: August 1, 2024

COMPLETION DATE: SEPTEMBER 30, 2026

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$250,000

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 are hereby incorporated and made part of this Project Work Order.

NVTA

By: _____
DANIELLE SCHMITZ, Executive Director

CONSULTANT
T.Y. Lin International

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

By: _____
MICHAEL PYRZ, PE/Principal-in-Charge