



## NAPA VALLEY TRANSPORTATION AUTHORITY COVER MEMO

---

### **SUBJECT**

Agreement No. 23-OCE12-E05 with TYLin for Engineering Design Services for the Redwood Park and Ride Improvements Project

### **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-E05 with TYLin for engineering design services associated with improvements to the Redwood Park and Ride in an amount not to exceed \$243,915.

### **EXECUTIVE SUMMARY**

Vine Transit operates a transit stop from the Redwood Park and Ride lot at the corner of Redwood Rd and Solano Ave in Napa, CA, serving as a multimodal transit hub. Because of its central location and significance to Vine operations, facility upgrades are necessary to improve its functionality. The facility currently lacks restrooms, causing safety, public health, and operational issues, for bus drivers and passengers. Additionally, outdated striping, signage, and wayfinding at the Park and Ride need modernization.

NVTA has secured \$600,000 in federal grant funds for construction these improvements, but 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 to improve infrastructure at the Redwood Park and Ride.

### **FISCAL IMPACT**

Yes, this contract has a not to exceed amount of 243,915, which will be funded by Transportation Development Act funds for design and environmental clearance services.



## 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:** Agreement No. 23-OCE12-E05 with TYLin for Engineering Design Services for the Redwood Park and Ride Improvements Project

---

#### **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-E05 with TYLin for engineering design services associated with improvements to the Redwood Park and Ride in an amount not to exceed \$243,915.

#### **COMMITTEE RECOMMENDATION**

None

#### **BACKGROUND**

Vine Transit currently operates a multimodal station at the Redwood Park and Ride (PNR) on the corner of Redwood Rd and Solano Ave in Napa, adjacent to State Route 29. The PNR facility, owned by Caltrans and operated by NVTA under a mutual agreement, functions as a time point stop and a transit hub for local and region routes.

The facility lacks a restroom, posing safety, public health, and operational issue, particularly for Vine bus drivers, passengers, and those with disabilities. In addition to the restroom facilities, the striping, signage, and wayfinding at the site are outdated and in need of modernization to better guide carpoolers, bicyclists, and transit riders to and within the park and ride.

NVTA has secured \$600,000 in Transportation Performance Initiative program grant funds through the Federal Transit Administration to construct the proposed improvements. The initial step in this process is to obtain environmental clearance and

design. Due to project delivery timelines required by the grant funding, staff requested a proposal from TYLin for these services under the existing architectural and engineering on-call contract.

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 associated with infrastructure improvements to the Redwood Park and Ride.

### **ALTERNATIVES**

- 1) The Board can decide not to award this contract and maintain the current operation of the existing park and ride, resulting in diminished level of facility services at the park and ride and safety, public health, and operational issues.
- 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.

Goal 6: Prioritize the maintenance and rehabilitation of the existing system.

By investing in the Redwood Park and Ride Improvements project to create a better work environment, NVTa is using taxpayer dollars efficiently by supporting Vine Transit employee satisfaction, retention, and productivity, which can lead to cost savings and improved services to the community.

### **ATTACHMENTS**

- (1) Draft Agreement No. 23-OCE12-E05 with TYLin

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](mailto: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, including construction support services, for the Redwood Park and Ride Capital Improvements Project as described in the scope of services attached hereto as EXHIBIT A

START DATE: August 1, 2024

COMPLETION DATE: DECEMBER 31, 2025

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$221,741

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. **PROJECT.** The project will provide infrastructure improvements at the Redwood Park and Ride (PNR), located at the intersection of Redwood Rd and Solano Ave in the City of Napa, adjacent to State Route 29 (SR-29). The lack of public restroom facilities is a safety, public health, and operational issue, particularly for Vine drivers and passengers, including those with disabilities. The PNR serves as a multimodal transit hub for Vine Transit local and regional routes. Proposed improvements include pavement restriping and wayfinding signage to better direct transit users, replacement of outdated real-time information signs and installation of restroom facilities to enhance public health and safety.

### 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 (i.e., 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.

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

## **TASK 2 CEQA-Notice of Exemption and NEPA Categorical Exclusion**

- The restroom facility proposed for the project is exempt from CEQA pursuant to California Code of Regulations (CCR) Section 15303, New Construction or Conversion of Small Structures and the wayfinding signage and striping are exempt from CEQA pursuant to CCR Section 15301, Existing Facilities. A draft Notice of Exemption (NOE) will be prepared for review by NVTa. The final NOE will be filed with the Napa County Clerk-Recorder.
- The proposed project qualifies as a Categorical Exclusion (CE) from NEPA pursuant to 23 Code of Federal Regulations Part 771.118(c) Subparts 5, 8, 10 and potentially others. A draft CE Form, using the Federal Transit Administration's template, will be prepared for review by NVTa. It will provide the information needed for probable exclusion. The final CE Form will be provided to the Federal Grant Representative.

### *Deliverables:*

- Draft and Final CEQA NOE
- Draft and Final NEPA CE Form

## **TASK 3 Data Collection and Review**

- CONSULTANT shall prepare a design memo summarizing project information and scope such as environmental concerns, required right of way, water quality impacts, any non-standard conditions, and additional scope items.
- CONSULTANT will assist NVTa in submitting Building Permit applications and coordinating with the City of Napa.
- A surveying subconsultant will perform conventional ground surveys on local streets within the project limits. The data will be processed and plotted in CAD.

### *Deliverables:*

- Draft and Final Design Memo
- Building Permit Application
- ASCII Point file from surveying

## **TASK 4 Civil and Electrical Plans, Specifications and Estimate (PS&E)**

- PS&E work shall consist of providing 75%, 95%, and 100% design for pavement restriping, signage, and tactile wayfinding in order to direct carpoolers, bicyclists, and transit riders to the PNR. Existing

real-time signs at the PNR will also be replaced.

- A distinct, lighted monument sign which will indicate the PNR's location shall also be designed. Design of the sign will be consistent with an existing monument sign located at the Soscol Gateway Transit Center.
- 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:*

- 75% design submittal which will include: 75% project plans, draft Technical Specifications, and engineer's estimate.
- 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.

## **TASK 5 PS&E for New "Off the Shelf" Public Restroom**

- CONSULTANT will design a new "Off the Shelf" public restroom facility (including utility connections). Design of the public restroom shall include:
  - i. Structural design of restroom foundation
  - ii. Restroom typical sections and details
  - iii. Restroom Plumbing Plan
  - iv. Utility Plan and Profile for sanitary sewer connection (gravity flows to either Redwood or Solano Ave), storm drain connection if any, water connection(s), fire hydrants if any, and electric connection.
  - v. Irrigation and Landscape Plans, if needed.
  - vi. Construction details including connection to mains.

*Deliverables:*

- See Task 4 for listed Deliverables.

## **TASK 6 Design Services During Construction**

- CONSULTANT shall provide the following services during Design Services during Construction (DSDC)
- Attend the pre-bid meeting and provide bidding support.

- Respond to RFIs (up to 10 RFIs)
- Review and respond to Submittals (up to 10)
- Prepare As-built Drawings
- Provide other technical assistance as needed to support construction efforts.

*Deliverables:*

- RFI responses
- Submittal responses
- As-Built drawings

**OPTIONAL TASKS**

1. Conduct geotechnical investigations and prepare a draft and final foundation report as authorized by NVTA with the issuance of an amendment.

**ASSUMPTIONS**

- The project will take eight (8) months to complete. There will be one (1) kick-off meeting followed by one (1) site visit. Subsequent design progress meetings will be held on a monthly basis (up to 8 virtual meetings). PDT meetings will be held on a bi-weekly basis.
- Independent Design Check will be done by a third party hired by NVTA.
- Gravity utilities (sewer and storm drain) will not require a lift station or pump to connect to the main.

*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	\$ 35,848
Task 2 - CEQA - NOE and NEPA CE Form	\$ 17,898
Task 3 - Data Collection & Review	\$ 28,513
Task 4 - Civil and Electrical Plans, Specifications, and Estimate	\$ 68,734
Task 5 - Public Restroom Plans, Specifications, and Quantities	\$ 50,799
Task 6 - Design Services during Construction	\$ 19,948
<b>TOTAL NTE AMOUNT</b>	<b>\$ 221,741</b>

*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 \$221,741.***

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

*CONTRACTOR shall be paid for actual services rendered.*

*Subject to Agreement, CONTRACTOR shall periodically invoice NVT A based on progress towards completion of tasks/deliverables listed above, amounts not to exceed tasks/deliverable totals.*