



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Letter

TO: NVRTA Board of Directors

FROM: Kate Miller, Executive Director

REPORT BY: Rebecca Schenck, Transportation Program Planner
(707) 259-8636 / Email: rschenck@nvta.ca.gov

SUBJECT: Authorizing the Executive Director to Execute (1) Project Work Order No. E-01 with DKS and (2) Project Work Order Nos. E-02 through E-07 with T.Y. Lin International (TyLin) for On Call A/E and Project Delivery Services

RECOMMENDATION

That the Napa Valley Transportation Authority (NVRTA) Board authorize the Executive Director to execute (1) Project Work Order No. E-01 with DKS (Attachment 1) and (2) Project Work Order Nos. E-02 through E-07 with T.Y. Lin International (Attachments 2-7) for On-Call A/E and Project Delivery Services for a combined cost not-to-exceed \$500,000 for a two year period Fiscal Year (FY) 2018-19 and 2019-20.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

NVRTA is entering into agreements with two consulting firms, DKS and TyLin, for Program (Project Delivery) Management services to assist the Agency in delivering key capital projects on and off the State Highway system. It's typical for congestion management agencies to retain large engineering firms to provide program management services for delivering programs and projects. Now that NVRTA is entering into the project delivery phase of a number of large projects, the staffing at the agency is insufficient to manage the day to day time demand. This approach further offers a level of expertise in a number of disciplines that NVRTA does currently have on staff nor does the agency have the long term resources to hire permanently. These include engineering in most transportation disciplines including intelligent transportation systems, highway interchanges, transit facilities, traffic engineering, and other modes and disciplines.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comments
3. Motion, Second, Discussion and Vote

FISCAL IMPACT

Is there a Fiscal Impact? Yes. Up to \$500,000 over two fiscal years.

Is it currently budgeted? Yes

Where is it budgeted? Professional Services, Project Management

Future fiscal impact? N/A

Consequences if not approved? There will be no project management team for NVTA's large capital projects.

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 AND DISCUSSION

A Request for Qualifications (RFQ) 2017-07 on November 22, 2017 was advertised seeking on-call engineering, architecture and project delivery services. The purpose for securing on-call engineering, architectural and project delivery services list was to pre-approve eligible consulting firms in order to expedite project awards at the time the services are required.

In response to RFQ 2017-07, twenty-one (21) proposals were received. An evaluation selection committee chose the top seventeen (17) proposing consultants for award of on-call engineering, architectural and project delivery professional services contracts covering work disciplines for project categories outlined in the RFQ scope of work. One of these project categories was 'Project Management and Administration (*service in management support role*)'. The three firms selected under this category were Ty Lin, DKS and Stantec and staff sought competitive proposals from all three firms on May 15, 2018 for professional services.

Current Status

DKS and TyLin responded to the proposal and based upon their responses and subsequent interviews, NVRTA selected both firms to provide Project Delivery Management services for the following projects:

DKS

- Soscol Junction – Plans, Specifications and Estimates

TyLin

- Vine Trail Calistoga to St. Helena
- Imola Park and Ride Improvements
- Carneros Intersection Improvements
- Vine Transit Maintenance Facility

Additional tasks could include supporting the City of Napa in delivering the Roundabouts - California Blvd. at 1st & 2nd Streets, the City of American Canyon's signal upgrade work, and the Emerging Technology Programs – any of which may be assigned to either firm if the need arises.

These projects were awarded based upon wage rates established in the on-call Professional Services Agreement, and the negotiated work plan, schedule, products to be delivered and personnel assigned for the task order.

The DKS and TyLin will be under the general direction of the Executive Director and/or the Director of Programs, Projects and Planning. Engineers at both firms may act in "Responsible Charge" to manage the oversight and delivery of NVRTA capital projects, with activities ranging from the planning and environmental phase through design and construction of projects. The firms will be required to work with Caltrans District 4, the Federal Transit Administration (FTA), and/or other oversight agencies on numerous projects. Both firms have in-depth knowledge and experience in working with these agencies on delivering successful transportation projects.

SUPPORTING DOCUMENTS

Attachment(s): (1) Project Work Order No. E-01 with DKS (Soscol Junction)
(2) Project Work Order No. E-02 with TyLin (Vine Trail Calistoga - St. Helena)
(3) Project Work Order No. E-03 with TyLin (Imola Park & Ride)
(4) Project Work Order No. E-04 with TyLin (Carneros Intersection Improvement)
(5) Project Work Order No. E-05 with TyLin (Transit Maintenance Facility)
(6) Project Work Order No. E-06 with TyLin (Roundabouts-California Blvd at First and Second Streets)
(7) Project Work Order No. E-07 with TyLin (Emerging Technology Programs)

**PROJECT WORK ORDER NO. E-01
ON-CALL A/E & PROJECT DELIVERY SERVICES**

PROJECT NAME: PROJECT DELIVERY MANAGER FOR CAPITAL PROJECTS – SOSCOL
JUNCTION – PLANS, SPECIFICATIONS AND ESTIMATES

PROJECT MANAGER: Rebecca Schenck, Transportation Program Planner & Policy Analyst,
rschenck@nvta.ca.gov, (707) 259-8636

CONSULTANT DESIGNATED TEAM MEMBERS:

- DKS ASSOCIATES Staff – see EXHIBIT A, Vikram Dogra, PE, Director/Project Manager

SCOPE OF SERVICE: See Scope of Services/Proposal for Services dated July 6, 2018, and Fee Schedule attached as EXHIBIT B.

START DATE: JULY 18, 2018

COMPLETION DATE: JUNE 30, 2020

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$150,000

CHARGE NUMBER FOR PAYMENT: TDA 8309000 52310 CMA_PLAN_PRGMS

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 dated JUNE 1, 2018, which terms are hereby incorporated and made part of this Project Work Order.

NVTA

By: _____
KATE MILLER, Executive Director

Date: _____

Contractor
DKS ASSOCIATES

By: _____
TERRY KLIM, PE, Principal in Charge

Date: _____

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

Tax ID: _____

EXHIBIT A

SCOPE OF WORK

PROJECT DELIVERY MANAGER FOR CAPITAL PROJECTS *SOSCOL JUNCTION – PLANS, SPECIFICATIONS, AND ESTIMATES*

I. INTRODUCTION. The Project Delivery Manager will assist the Napa Valley Transportation Authority (NVTA) in delivering key capital projects on and off the State Highway system. Under general direction of the NVTA Executive Director and/or the Director of Programs, Projects and Planning and/or NVTA engineering staff, the Project Delivery Manager may act in “Responsible Charge” to manage the oversight and delivery of capital projects, with activities ranging from the planning and environmental phase through design and construction of the project. The Project Delivery Manager will be required to work with the California Department of Transportation (Caltrans) - District 4, the Federal Transit Administration (FTA), and/or with other oversight agencies on the projects and shall have in-depth knowledge and experience in working with these agencies on delivering successful transportation projects. This will include working from NVTA offices from time to time and managing routine engineering tasks to gap staffing shortfalls.

II. PROJECT SUMMARY.

Soscol Junction – Plans, Specifications and Estimates

The Soscol Junction project would alleviate congestion and improve operations at the SR 29/221/Soscol Ferry Road intersection in south Napa County. NVTA has been working with Caltrans, City of Napa and Omni-means to refine the project alternative to a free-flowing north-south SR 29 with two roundabouts – one on Soscol Ferry Road and one on SR 221 to facilitate turning movements on and off the highway. The draft Environmental Document needs to incorporate this preferred alternative and be recirculated by Caltrans internally and then be vetted for public comment. NVTA has secured State Transportation Improvement Program (STIP) funds for the PS&E phase in FY 19/20.

The Project Delivery Manager shall represent NVTA to oversee the project moving forward working with Caltrans as the lead agency on completion of the Environmental Document. The Project Delivery Manager would then oversee the PS&E phase and the solicitation and management of any consultant(s) working on the PS&E phase. In most

cases, Caltrans will manage project construction. Exceptions would be local multi-jurisdictional projects and transit projects

III. TASKS/DELIVERABLES.

Task 1 - Review Existing Documents

- a) Project Kick-Off meeting and review existing documents.

Task 2 - Project Management

- a) Overall project management.
- b) Quality assurance/quality control.
- c) Coordinate monthly 1.5 hours Caltrans Executive Committee meetings on Soscol Junction. Conference call or at Caltrans District 4.
- d) Attend quarterly 2-hours in-person Caltrans meetings at Caltrans District 4 Headquarters

Task 3 - Environmental Determination

- a) Review CEQA documents prepared by Caltrans.
- b) Review NEPA documents prepared by Caltrans.
- c) Review TOAR and forecasting completed by consultant (Omni Means) for use in the environmental documents.

***NOTE:** Upon completion of the design phase at 30%, determination will be made if either Caltrans or Contractor will resume with the completion of Tasks 4, 5, 6 & 7. Contractor shall not construe these Tasks as a guaranteed assignment and compensation thereof, however costs associated with these Tasks should be considered in the firm's cost proposal.*

Task 4 - Design Development

- a) Review construction documents (35%).
- b) Review construction documents (60%).
- c) Review construction documents (95%).
- d) Review construction documents (100%).
- e) Review cost estimate.
- f) Review schedule updates.

Task 5 - Caltrans Documents

- a) Coordinate Caltrans PS&E submittals.

Task 6 - Bid and Award

- a) Review contract bids for conformance with the contract drawings and specifications, and evaluate bids.

Task 7 - Construction Phase Services

- a) Consultation
- b) Attend Construction Meetings

- c) Periodic Observations
- d) Final Inspection

IV. DUTIES AND RESPONSIBILITIES. As determined by the NVTA Executive Director and/or the Director of Programs, Projects and Planning, the Project Delivery Manager will either work under supervision of the agency staff engineer or be in “Responsible Charge” for delivering the project. The Project Delivery Manager will at minimum:

- Provide oversight of the delivery of the capital project;
- Responsible for overseeing Agency’s consultants working on contract engineering, design, construction management, and other project delivery support activities/documents;
- Manage project oversight and project controls – develops and implements strategies to assure project is delivered timely and per scope and budget parameters;
- Prepare and manage project budgets, schedules and quality control objectives;
- Prepare scopes of work and/or work task orders for activities related to project delivery;
- Provides oversight to Agency’s A&E consultants working on the Agency’s projects;
- Provide project delivery support to local jurisdictions;
- Responsible for technical input on project as needed to support the development and updates to the Countywide Transportation Plan or other Agency plans, studies, and programming efforts;
- Provides recommendations to the NVTA Executive Director and/or Director of Programs, Projects and Planning and/or NVTA engineering staff on all capital project related matters;
- Responsible for facilitating working relationships with key Caltrans staff and stakeholders, and conducting meetings to advance the capital project for the Agency;
- Represent the Agency and its capital projects’ interests when meeting with Caltrans and stakeholders;
- Prepare project materials for Caltrans review;
- Makes presentations to the NVTA Board, its Committees and other public meetings as necessary;
- Provides timely communication of project status and issues to the NVTA Executive Director and/or Director of Programs, Projects and Planning and/or the NVTA engineering staff;
- Develops, negotiates, and recommends to the NVTA Executive Director and/or Director of Programs, Projects and Planning and/or NVTA engineering staff the approval of contracts and cooperative

- agreements with other governmental agencies, stakeholders, consultants, and private contractors as needed, and is responsible for monitoring their implementation;
- Coordinates with federal, state, and local agencies during project conceptualization, design and implementation, and ensures compliance with any pertinent administrative requirements;
 - Assists in grant applications for potential funding for capital project;
 - Review and recommend multi-modal transportation technologies that can assist in moving people/vehicles along transportation corridors; and
 - Performs related duties as required and assigned.

The Project Delivery Manager shall have expertise in:

- Advanced knowledge of principles, practices and techniques of project and program management for capital projects;
- Regulatory requirements and guidelines associated with obligation and expenditure of local, regional, state and federal transportation funds for capital and operations projects;
- All aspects of Caltrans Local Assistance Procedure Manual and Caltrans Project Development Procedure Manual processes and the requirements therein;
- Standard cost estimation and value engineering techniques;
- Standard transportation planning principles and methods; consultant contract preparation and oversight of consultant contracts for professional services;
- Database development and management;
- Spreadsheet, word processing, project scheduling and internet software; and
- Emerging transportation technologies that can assist the Agency in improving operations and efficiencies on transportation systems.

V. SKILLS AND ABILITIES. The Project Delivery Manager shall demonstrate the ability to implement capital projects and program monitoring plan to ensure timely and cost effective project delivery; familiarity with project scheduling applications; ability to analyze and interpret data pertaining to capital planning issues using appropriate methods and statistical techniques; summarize and present data and prepare written reports and recommendations; speak effectively and write clearly and concisely; ability to exercise tact and courtesy in working with members of the general public; and ability to deal effectively with Agency Board members, other government officials, professional and technical colleagues and staff.

DKS COST PROPOSAL - PROJECT: SOSCOL JUNCTION - PLANS, SPECIFICATIONS AND ESTIMATES

INSTRUCTIONS

- 1) The total cost of all items combined should be a not-to-exceed cost proposal. Tasks listed below to be completed between July and December 2018 at a cost not-to-exceed \$50,000. Additional tasks will be assigned in 2019.
- 2) The cost proposal should include the hourly billing rates for each member of the Design Team as indicated in the RFQ. The hourly billing rate must include: salary, benefits, firm overhead charge, any administrative expense or fee and profit. Travel can be included as a separate item.
- 3) Project Management Team can edit the spreadsheet and add additional detail as necessary.

	Director	Principal	Engineer	Associate	Administrative	TOTAL COSTS	
Tasks	\$339	\$269	\$154	\$142	\$77		Comments
1. Review Existing Documents	0	0	0	0	0	0	
a) Project Kick-Off Meeting and Review Existing Documents						0	
2. Project Management	0	0	0	0	0	0	
a) Overall project management						0	
b) Quality assurance/quality control						0	
c) Coordinate monthly 1.5 hour Caltrans Executive Committee Meetings on Soscol Junction. Conference call or at Caltrans District 4						0	
d) Attend quarterly 2 hour in-person Caltrans Meetings at Caltrans District 4 Headquarters						0	
3. Environmental Determination	0	0	0	0	0	0	
a) Review CEQA Documents Prepared by Caltrans						0	
b) Review NEPA Documents Prepared by Caltrans						0	
c) Review TOAR and Forecasting completed by Omni Means for use in the environmental documents						0	
TOTAL COST	0	0	0	0	0	0	

EXHIBIT B

COST SHEET

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Task 1 - Review Existing Documents	_____
Task 2 - Project Management	_____
Task 3 - Environmental Determination	_____
Task 4* - Design Development	_____
Task 5* - Caltrans Documents	_____
Task 6* - Bid and Award	_____
Task 7* - Construction Phase Services	_____
TOTAL NOT TO EXCEED	\$150,000

**NOTE: Upon completion of the design phase at 30%, determination will be made if either Caltrans or Contractor will resume with the completion of Tasks 4, 5, 6 & 7. Contractor shall not construe these Tasks as a guaranteed assignment and compensation thereof, however costs associated with these Tasks should be considered in the firm's cost proposal.*

The total amount to be paid to the CONTRACTOR for the scope of work defined under EXHIBIT A shall not exceed \$150,000. Subject to Agreement, CONTRACTOR shall periodically invoice NVTA based on progress towards completion of tasks/deliverables listed above, amounts not to exceed tasks/deliverable totals.

PROJECT WORK ORDER NO. E-02
ON-CALL A/E & PROJECT DELIVERY SERVICES

PROJECT NAME: PROJECT DELIVERY MANAGER FOR CAPITAL PROJECTS – VINE TRAIL
CALISTOGA - ST. HELENA

PROJECT MANAGER: Rebecca Schenck, Transportation Program Planner & Policy Analyst,
rschenck@nvta.ca.gov, (707) 259-8636

CONSULTANT DESIGNATED TEAM MEMBERS:

- T.Y. LIN INTERNATIONAL Staff – see EXHIBIT A, Samuel Chui, PE, Task Order Manager/Project Manager

SCOPE OF SERVICE: See Scope of Services/Proposal for Services dated July 6, 2018, and Fee Schedule attached as EXHIBIT B.

START DATE: JULY 18, 2018

COMPLETION DATE: JUNE 30, 2020

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$75,000

CHARGE NUMBER FOR PAYMENT: TDA8 8301001 52310 CMA_PLAN_PRGMS

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 dated MAY 15, 2018, which terms are hereby incorporated and made part of this Project Work Order.

NVTA

By: _____
KATE MILLER, Executive Director

Date: _____

T.Y. LIN INTERNATIONAL
Contractor

By: _____
JOHN KENYON, PE Associate Vice President

Date: _____

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

Tax ID: _____
18-25 T.Y. LIN/E02/07182018/rk

EXHIBIT A

SCOPE OF WORK

PROJECT DELIVERY MANAGER FOR CAPITAL PROJECTS

VINE TRAIL CALISTOGA TO ST. HELENA

I. INTRODUCTION. The Project Delivery Manager will assist the Napa Valley Transportation Authority (NVTa) in delivering key capital projects on and off the State Highway system. Under general direction of the NVTa Executive Director and/or the Director of Programs, Projects and Planning and/or NVTa engineering staff, the Project Delivery Manager may act in "Responsible Charge" to manage the oversight and delivery of capital projects, with activities ranging from the planning and environmental phase through design and construction of the project. The Project Delivery Manager will be required to work with the California Department of Transportation (Caltrans) - District 4, the Federal Transit Administration (FTA), and/or with other oversight agencies on the projects and shall have in-depth knowledge and experience in working with these agencies on delivering successful transportation projects. This will include working from NVTa offices from time to time and managing routine engineering tasks to gap staffing shortfalls.

II. PROJECT SUMMARY.

Vine Trail Calistoga to St. Helena

NVTa is the project sponsor for all phases of the Class I facility from Calistoga to St. Helena (8 miles). NVTa was successful in securing \$6.106 million in Active Transportation Program (ATP) Regional funds for this project. The balance of the funding is from local sources. The project has recently encountered some right-of-way issues with a few property owners along the alignment and is working with Caltrans and design team on finding a suitable design exception for approximately 600 feet of the Class I facility. NVTa and Caltrans are working on entering a cooperative agreement for this project and starting the PID process. NVTa will have to extend ATP funds by the maximum extent possible (likely FY 20/21; currently in FY 18/19) for construction. The project management team will work closely with the local jurisdictions and the Napa Valley Vine Trail Coalition. Spring environmental studies have been completed and a large segment on the alignment has been designed to 30%.

The Project Delivery Manager would be responsible in assuming day-to-day responsibilities in acting as the project sponsor overseeing the delivery of this project. The Project Delivery Manager will need to work with Caltrans on the Project Initiation Document (PID), oversee the environmental, design, right-of-way and construction phases of the project and manage consultant staff in completing work on the project.

III. TASKS/DELIVERABLES.

Task 1 - Review Existing Documents

- a) Project Kick-Off meeting and review existing documents.

Task 2 - Project Management

- a) Overall project management.
- b) Quality assurance/quality control.

Task 3 - Environmental Determination

- a) Review CEQA documents prepared by consultant.
- b) Review NEPA documents prepared by consultant
- c) Coordinate Environmental Permitting, RWQCB, DFW, ACOE.

Task 4 - Design Development

- a) Review construction documents (35%).
- b) Review construction documents (60%).
- c) Review construction documents (95%).
- d) Review construction documents (100%).
- e) Review cost estimate.
- g) Update schedule.

Task 5 - Caltrans Documents

- a) Request ATP construction allocation extension.
- b) Coordinate Caltrans PS&E submittals.
- c) Request authorization to Proceed E-76 Construction

Task 6 - Bid and Award

- a) Schedule and conduct contractor pre-bid conference and site visit.
- b) Answer questions raised by prospective bidders regarding the contract documents at the pre-bid conference and during the bidding period.
- c) Prepare addenda to the contract documents, as required.
- d) Review contract bids for conformance with the contract drawings and specifications, and evaluate bids.
- e) Analyze substitutions request and recommend disposition.

Task 7 - Construction Phase Services

- a) Shop drawings review.
- b) Consultation.

- c) Attend construction meetings.
- d) Requests for information.
- e) Periodic observations.
- h) Final inspection.

IV. DUTIES AND RESPONSIBILITIES. As determined by the NVTa Executive Director and/or the Director of Programs, Projects and Planning, the Project Delivery Manager will either work under supervision of the agency staff engineer or be in “Responsible Charge” for delivering the project. The Project Delivery Manager will at minimum:

- Provide oversight of the delivery of the capital project;
- Responsible for overseeing Agency’s consultants working on contract engineering, design, construction management, and other project delivery support activities/documents;
- Manage project oversight and project controls – develops and implements strategies to assure project is delivered timely and per scope and budget parameters;
- Prepare and manage project budgets, schedules and quality control objectives;
- Prepare scopes of work and/or work task orders for activities related to project delivery;
- Provides oversight to Agency’s A&E consultants working on the Agency’s projects;
- Provide project delivery support to local jurisdictions;
- Responsible for technical input on project as needed to support the development and updates to the Countywide Transportation Plan or other Agency plans, studies, and programming efforts;
- Provides recommendations to the NVTa Executive Director and/or Director of Programs, Projects and Planning and/or NVTa engineering staff on all capital project related matters;
- Responsible for facilitating working relationships with key Caltrans staff and stakeholders, and conducting meetings to advance the capital project for the Agency;
- Represent the Agency and its capital projects’ interests when meeting with Caltrans and stakeholders;
- Prepare project materials for Caltrans review;
- Makes presentations to the NVTa Board, its Committees and other public meetings as necessary;
- Provides timely communication of project status and issues to the NVTa Executive Director and/or Director of Programs, Projects and Planning and/or the NVTa engineering staff;

- Develops, negotiates, and recommends to the NVTa Executive Director and/or Director of Programs, Projects and Planning and/or NVTa engineering staff the approval of contracts and cooperative agreements with other governmental agencies, stakeholders, consultants, and private contractors as needed, and is responsible for monitoring their implementation;
- Coordinates with federal, state, and local agencies during project conceptualization, design and implementation, and ensures compliance with any pertinent administrative requirements;
- Assists in grant applications for potential funding for capital project;
- Review and recommend multi-modal transportation technologies that can assist in moving people/vehicles along transportation corridors; and
- Performs related duties as required and assigned.

The Project Delivery Manager shall have expertise in:

- Advanced knowledge of principles, practices and techniques of project and program management for capital projects;
- Regulatory requirements and guidelines associated with obligation and expenditure of local, regional, state and federal transportation funds for capital and operations projects;
- All aspects of Caltrans Local Assistance Procedure Manual and Caltrans Project Development Procedure Manual processes and the requirements therein;
- Standard cost estimation and value engineering techniques;
- Standard transportation planning principles and methods; consultant contract preparation and oversight of consultant contracts for professional services;
- Database development and management;
- Spreadsheet, word processing, project scheduling and internet software; and
- Emerging transportation technologies that can assist the Agency in improving operations and efficiencies on transportation systems.

V. SKILLS AND ABILITIES. The Project Delivery Manager shall demonstrate the ability to implement capital projects and program monitoring plan to ensure timely and cost effective project delivery; familiarity with project scheduling applications; ability to analyze and interpret data pertaining to capital planning issues using appropriate methods and statistical techniques; summarize and present data and prepare written reports and recommendations; speak effectively and write clearly and concisely; ability to exercise tact and courtesy in

working with members of the general public; and ability to deal effectively with Agency Board members, other government officials, professional and technical colleagues and staff.

DRAFT

TY LIN PROJECT MANAGEMENT VINE TRAIL COST PROPOSAL

INSTRUCTIONS

- 1) The total cost of all items combined should be a not-to-exceed cost proposal. Tasks listed below to be completed between in FY 2018/2019 and 2019/2020.
- 2) The cost proposal should include the hourly billing rates for each member of the Design Team as indicated in the RFQ. The hourly billing rate must include: salary, benefits, firm overhead charge, any administrative expense or fee and profit. Travel can be included as a separate item.
- 3) Hourly Billing Rate listed below are for 01/01/2018 to 12/31/2018 and will ride for calendar years 2019 and 2020 as outlined in the RFQ.
- 4) Project Management Team can edit the spreadsheet and add additional detail as necessary.

	Project Manager	Principle-in-Charge	QA/QC Manager	Task Manager	Civil Engineer	TOTAL COSTS	
Tasks	\$324.38	\$355.64	\$316.12	\$227.13	\$190.44		Comments
1. Review Existing Documents	0	0	0	0	0	0	
a) Project Kick-Off Meeting and Review Existing Documents						0	
2. Project Management	0	0	0	0	0	0	
a) Overall project management						0	
b) Quality assurance/quality control						0	
3. Environmental Determination	0	0	0	0	0	0	
a) Review CEQA Documents Prepared by Consultant						0	
b) Review NEPA Documents Prepared by Consultant						0	
c) Coordinate Environmental Permitting, RWQCB, DFW, ACOE						0	
4. Design Development	0	0	0	0	0	0	
a) Review Construction Documents (35%)						0	
b) Review Construction Documents (60%)						0	
c) Review Construction Documents (95%)						0	
d) Review Construction Documents (100%)						0	
e) Review Cost Estimate						0	
f) Updated Schedule						0	
5. Caltrans Documents	0	0	0	0	0	0	
a) Request ATP Con Allocation Extension						0	
b) Coordinate Caltrans PS&E Submittals						0	
c) Request Authorization to Proceed E-76 Construction						0	
6. Bid and Award	0	0	0	0	0	0	
a) Schedule and conduct contractor pre-bid conference and site visit.						0	
b) Answer questions raised by prospective bidders regarding the contract documents at the pre-bid conference and during the bidding period.						0	
c) Prepare addenda to the contract documents, as required.						0	
d) Review contract bids for conformance with the contract drawings and specifications, and evaluate bids.						0	
e) Analyze substitutions request and recommend disposition.						0	
7. Construction Phase Services	0	0	0	0	0	0	
a) Shop Drawings Review						0	
b) Consultation						0	
c) Attend Construction Meetings						0	
d) Requests for Information						0	
e) Periodic Observations						0	
f) Final Inspection						0	
TOTAL COST	0	0	0	0	0	0	

EXHIBIT B
COST SHEET

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Task 1 - Review Existing Documents	
Task 2 - Project Management	
Task 3 - Environmental Determination	
Task 4 - Design Development	
Task 5 - Caltrans Documents	
Task 6 - Bid and Award	
Task 7 - Construction Phase Services	
TOTAL NOT TO EXCEED	\$75,000

The total amount to be paid to the CONTRACTOR for the scope of work defined under EXHIBIT A shall not exceed \$75,000. 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.

**PROJECT WORK ORDER NO. E-03
ON-CALL A/E & PROJECT DELIVERY SERVICES**

PROJECT NAME: PROJECT DELIVERY MANAGER FOR CAPITAL PROJECTS – *IMOLA PARK + RIDE*

PROJECT MANAGER: Rebecca Schenck, Transportation Program Planner & Policy Analyst,
rschenck@nvta.ca.gov, (707) 259-8636

CONSULTANT DESIGNATED TEAM MEMBERS:

- T.Y. LIN INTERNATIONAL Staff – see EXHIBIT A, Samuel Chui, PE, Task Manager/Project Manager

SCOPE OF SERVICE: See Scope of Services/Proposal for Services dated July 6, 2018, and Fee Schedule attached as EXHIBIT B.

START DATE: *JULY 18, 2018*

COMPLETION DATE: *JUNE 30, 2020*

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$50,000

CHARGE NUMBER FOR PAYMENT: TDA8 8301001 52310 CMA_PLAN_PRGMS

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 dated *JUNE 1, 2018*, which terms are hereby incorporated and made part of this Project Work Order.

NVTA

By: _____
KATE MILLER, Executive Director

Date: _____

T.Y. LIN INTERNATIONAL
Contractor

By: _____
JOHN KENYON, PE
Associate Vice President

Date: _____

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

Tax ID: _____
18-25 T.Y. LIN/E03/07182018/ryk

EXHIBIT A

SCOPE OF WORK

PROJECT DELIVERY MANAGER FOR CAPITAL PROJECTS

IMOLA PARK+RIDE IMPROVEMENTS

I. INTRODUCTION. The Project Delivery Manager will assist the Napa Valley Transportation Authority (NVTA) in delivering key capital projects on and off the State Highway system. Under general direction of the NVTA Executive Director and/or the Director of Programs, Projects and Planning and/or NVTA engineering staff, the Project Delivery Manager may act in "Responsible Charge" to manage the oversight and delivery of capital projects, with activities ranging from the planning and environmental phase through design and construction of the project. The Project Delivery Manager will be required to work with the California Department of Transportation (Caltrans) - District 4, the Federal Transit Administration (FTA), and/or with other oversight agencies on the projects and shall have in-depth knowledge and experience in working with these agencies on delivering successful transportation projects. This will include working from NVTA offices from time to time and managing routine engineering tasks to gap staffing shortfalls.

II. PROJECT SUMMARY.

Imola Park and Ride Improvements

NVTA is seeking to build two express bus stops, one on the southbound on-ramp at SR-29 and Imola Avenue/SR-121 and a second bus stop at the northbound off-ramp at SR-29 and Imola Avenue/SR-121 with reconstruction of the adjacent Caltrans owned park and ride facility. The project will also modify existing traffic signals and implement pedestrian and bicycle infrastructure improvements to facilitate access to and from the bus stops to the park and ride lot. Currently, NVTA has started the PEER process with Caltrans on the proposed improvements for this project and has secured funding for design and environmental.

The Project Delivery Manager would assume responsibility of working with Caltrans to deliver this project and prepare and manage any work task order(s) for any consultant(s) to perform related work on this project.

III. TASKS/DELIVERABLES.

Task 1 - Review Existing Documents

- a) Project Kick-Off meeting and review existing documents.

Task 2 - Project Management

- a) Overall project management.
- b) Quality assurance/quality control.

Task 3 - Environmental Determination

- a) Review CEQA documents prepared by consultant.
- b) Review NEPA documents prepared by consultant.
- c) Coordinate environmental permitting.

Task 4 - Design Development

- a) Review RFP for engineering services.
- b) Answer questions raised by prospective bidders during the bidding period.
- c) Prepare addenda to the RFP, as required.
- d) Review construction documents (35%).
- e) Review construction documents (60%).
- f) Review construction documents (95%).
- g) Review construction documents (100%).
- h) Review cost estimate.
- i) Updated schedule.

Task 5 - Caltrans Documents

- a) Coordinate with Caltrans on PEER process.

Task 6 - Construction Bid and Award

- a) Schedule and conduct contractor pre-bid conference and site visit.
- b) Answer questions raised by prospective bidders regarding the contract documents at the pre-bid conference and during the bidding period.
- c) Prepare addenda to the contract documents, as required.
- d) Review contract bids for conformance with the contract drawings and specifications, and evaluate bids.
- e) Analyze substitutions request and recommend disposition.

Task 7 - Construction Phase Services

Oversee the engineering firm in the completion of the following:

- a) Shop drawings review.
- b) Consultation.

- c) Attend construction meetings.
- d) Requests for information.
- e) Periodic observations.
- f) Equipment testing and startup.
- g) Commissioning.
- h) Final inspection.

IV. DUTIES AND RESPONSIBILITIES. As determined by the NVTa Executive Director and/or the Director of Programs, Projects and Planning, the Project Delivery Manager will either work under supervision of the agency staff engineer or be in “Responsible Charge” for delivering the project. The Project Delivery Manager will at minimum:

- Provide oversight of the delivery of the capital project;
- Responsible for overseeing Agency’s consultants working on contract engineering, design, construction management, and other project delivery support activities/documents;
- Manage project oversight and project controls – develops and implements strategies to assure project is delivered timely and per scope and budget parameters;
- Prepare and manage project budgets, schedules and quality control objectives;
- Prepare scopes of work and/or work task orders for activities related to project delivery;
- Provides oversight to Agency’s A&E consultants working on the Agency’s projects;
- Provide project delivery support to local jurisdictions;
- Responsible for technical input on project as needed to support the development and updates to the Countywide Transportation Plan or other Agency plans, studies, and programming efforts;
- Provides recommendations to the NVTa Executive Director and/or Director of Programs, Projects and Planning and/or NVTa engineering staff on all capital project related matters;
- Responsible for facilitating working relationships with key Caltrans staff and stakeholders, and conducting meetings to advance the capital project for the Agency;
- Represent the Agency and its capital projects’ interests when meeting with Caltrans and stakeholders;
- Prepare project materials for Caltrans review;
- Makes presentations to the NVTa Board, its Committees and other public meetings as necessary;

- Provides timely communication of project status and issues to the NVTa Executive Director and/or Director of Programs, Projects and Planning and/or the NVTa engineering staff;
- Develops, negotiates, and recommends to the NVTa Executive Director and/or Director of Programs, Projects and Planning and/or NVTa engineering staff the approval of contracts and cooperative agreements with other governmental agencies, stakeholders, consultants, and private contractors as needed, and is responsible for monitoring their implementation;
- Coordinates with federal, state, and local agencies during project conceptualization, design and implementation, and ensures compliance with any pertinent administrative requirements;
- Assists in grant applications for potential funding for capital project;
- Review and recommend multi-modal transportation technologies that can assist in moving people/vehicles along transportation corridors; and
- Performs related duties as required and assigned.

The Project Delivery Manager shall have expertise in:

- Advanced knowledge of principles, practices and techniques of project and program management for capital projects;
- Regulatory requirements and guidelines associated with obligation and expenditure of local, regional, state and federal transportation funds for capital and operations projects;
- All aspects of Caltrans Local Assistance Procedure Manual and Caltrans Project Development Procedure Manual processes and the requirements therein;
- Standard cost estimation and value engineering techniques;
- Standard transportation planning principles and methods; consultant contract preparation and oversight of consultant contracts for professional services;
- Database development and management;
- Spreadsheet, word processing, project scheduling and internet software; and
- Emerging transportation technologies that can assist the Agency in improving operations and efficiencies on transportation systems.

V. SKILLS AND ABILITIES. The Project Delivery Manager shall demonstrate the ability to implement capital projects and program monitoring plan to ensure timely and cost effective project delivery; familiarity with project scheduling applications; ability to analyze and

interpret data pertaining to capital planning issues using appropriate methods and statistical techniques; summarize and present data and prepare written reports and recommendations; speak effectively and write clearly and concisely; ability to exercise tact and courtesy in working with members of the general public; and ability to deal effectively with Agency Board members, other government officials, professional and technical colleagues and staff.

DRAFT

TY LIN PROJECT MANAGEMENT IMOLA PARK AND RIDE COST PROPOSAL

INSTRUCTIONS

- 1) The total cost of all items combined should be a not-to-exceed cost proposal. Tasks listed below to be completed between in FY 2018/2019 and 2019/2020.
- 2) The cost proposal should include the hourly billing rates for each member of the Design Team as indicated in the RFQ. The hourly billing rate must include: salary, benefits, firm overhead charge, any administrative expense or fee and profit. Travel can be included as a separate item.
- 3) Hourly Billing Rate listed below are for 01/01/2018 to 12/31/2018 and will ride for calendar years 2019 and 2020 as outlined in the RFQ.
- 4) Project Management Team can edit the spreadsheet and add additional detail as necessary.

Tasks	Project Manager	Principle-in-Charge	QA/QC Manager	Task Manager	Civil Engineer	TOTAL COSTS	Comments
1. Review Existing Documents	\$324.38	\$355.64	\$316.12	\$227.13	\$190.44	0	
a) Project Kick-Off Meeting and Review Existing Documents	0	0	0	0	0	0	
2. Project Management	0	0	0	0	0	0	
a) Overall project management						0	
b) Quality assurance/quality control						0	
3. Environmental Determination	0	0	0	0	0	0	
a) Review CEQA Documents Prepared by Consultant						0	
b) Review NEPA Documents Prepared by Consultant						0	
c) Coordinate Environmental Permitting						0	
4. Design Development	0	0	0	0	0	0	
a) Review RFP for Engineering Services						0	
b) Answer questions raised by prospective bidders during the bidding period.						0	
c) Prepare addenda to the RFP, as required.						0	
d) Review Construction Documents (35%)						0	
e) Review Construction Documents (60%)						0	
f) Review Construction Documents (85%)						0	
g) Review Construction Documents (100%)						0	
h) Review Cost Estimate						0	
i) Updated Schedule						0	
5. Caltrans Documents	0	0	0	0	0	0	
a) Coordinate with Caltrans on PEER Process						0	
6. Construction Bid and Award	0	0	0	0	0	0	
a) Schedule and conduct contractor pre-bid conference and site visit.						0	
b) Answer questions raised by prospective bidders regarding the contract documents at the pre-bid conference and during the bidding period.						0	
c) Prepare addenda to the contract documents, as required.						0	
d) Review contract bids for conformance with the contract drawings and specifications, and evaluate bids.						0	
e) Analyze substitutions request and recommend disposition.						0	
7. Construction Phase Services (Oversee Engineering Firm in the completion of the following tasks)	0	0	0	0	0	0	
a) Shop Drawings Review						0	
b) Consultation						0	
c) Attend Construction Meetings						0	
d) Requests for Information						0	
e) Periodic Observations						0	
f) Equipment Testing and Startup						0	
g) Commissioning						0	
h) Final Inspection						0	
TOTAL COST	0	0	0	0	0	0	

EXHIBIT B
COST SHEET

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Task 1 - Review Existing Documents	
Task 2 - Project Management	
Task 3 - Environmental Determination	
Task 4 - Design Development	
Task 5 - Caltrans Documents	
Task 6 - Construction Bid and Award	
Task 7 - Construction Phase Services	
TOTAL NOT TO EXCEED	\$50,000

The total amount to be paid to the CONTRACTOR for the scope of work defined under EXHIBIT A shall not exceed \$50,000. Subject to Agreement, CONTRACTOR shall periodically invoice NVTA based on progress towards completion of tasks/deliverables listed above, amounts not to exceed tasks/deliverable totals.

PROJECT WORK ORDER NO. E-04
ON-CALL A/E & PROJECT DELIVERY SERVICES

PROJECT NAME: PROJECT DELIVERY MANAGER FOR CAPITAL PROJECTS – *CARNEROS INTERSECTION IMPROVEMENT*

PROJECT MANAGER: Rebecca Schenck, Transportation Program Planner & Policy Analyst,
rschenck@nvta.ca.gov, (707) 259-8636

CONSULTANT DESIGNATED TEAM MEMBERS:

- T.Y. LIN INTERNATIONAL Staff – see EXHIBIT A, Samuel Chui, PE, Task Manager/Project Manager

SCOPE OF SERVICE: See Scope of Services/Proposal for Services dated July 6, 2018, and Fee Schedule attached as EXHIBIT B.

START DATE: *JULY 18, 2018*

COMPLETION DATE: *JUNE 30, 2020*

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$25,000

CHARGE NUMBER FOR PAYMENT: TDA8 8301001 52310 CMA_PLAN_PRGMS

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 dated *MAY 15, 2018*, which terms are hereby incorporated and made part of this Project Work Order.

NVTA

By: _____
KATE MILLER, Executive Director

Date: _____

T.Y. LIN INTERNATIONAL
Contractor

By: _____
JOHN KENYON, PE
Associate Vice President

Date: _____

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

Tax ID: _____
18-25 T.Y. LIN/E04/07182018/ryk

EXHIBIT A

SCOPE OF WORK

PROJECT DELIVERY MANAGER FOR CAPITAL PROJECTS *CARNEROS INTERSECTION IMPROVEMENTS*

I. INTRODUCTION. The Project Delivery Manager will assist the Napa Valley Transportation Authority (NVTA) in delivering key capital projects on and off the State Highway system. Under general direction of the NVTA Executive Director and/or the Director of Programs, Projects and Planning and/or NVTA engineering staff, the Project Delivery Manager may act in "Responsible Charge" to manage the oversight and delivery of capital projects, with activities ranging from the planning and environmental phase through design and construction of the project. The Project Delivery Manager will be required to work with the California Department of Transportation (Caltrans) - District 4, the Federal Transit Administration (FTA), and/or with other oversight agencies on the projects and shall have in-depth knowledge and experience in working with these agencies on delivering successful transportation projects. This will include working from NVTA offices from time to time and managing routine engineering tasks to gap staffing shortfalls.

II. PROJECT SUMMARY.

Carneros Intersection Improvements

NVTA has identified improvements to the intersection of SR 29/SR 12/SR 121 known as the Carneros Intersection that are relatively low-cost. Improvements would involve the channelization of a northbound SR 29 free movement and introduction of a SR 29 southbound free right-hand turn onto SR 12. Traffic turning left from SR 12 onto SR 29 would merge onto SR 29 via a slip lane.

The Project Delivery Manager would work with Caltrans on the appropriate Project Initiation Document to get work started on this project (most likely a PEER process), oversee the project delivery and management of this project, and manage any work task order(s) for any consultant(s) to perform related work on this project. NVTA has identified funding to get this project started.

III. TASKS/DELIVERABLES.

Task 1 - Review Existing Documents

- a) Project Kick-Off meeting and review existing documents.

Task 2 - Project Management

- a) Overall project management.
- b) Quality assurance/quality control.

Task 3 - Environmental Determination

- a) Review CEQA documents prepared by consultant.
- b) Review NEPA documents prepared by consultant.
- c) Coordinate environmental permitting.

Task 4 - Design Development

- a) Review RFP for engineering services.
- b) Answer questions raised by prospective bidders during the bidding period.
- c) Prepare addenda to the RFP, as required.
- d) Review construction documents (35%).
- e) Review construction documents (60%).
- f) Review construction documents (95%).
- g) Review construction documents (100%).
- h) Review cost estimate.
- i) Updated schedule.

Task 5 - Caltrans Documents

- a) Coordinate with Caltrans on PEER process

Task 6 - Construction Bid and Award

- a) Schedule and conduct contractor pre-bid conference and site visit.
- b) Answer questions raised by prospective bidders regarding the contract documents at the pre-bid conference and during the bidding period.
- c) Prepare addenda to the contract documents, as required.
- d) Review contract bids for conformance with the contract drawings and specifications, and evaluate bids.
- e) Analyze substitutions request and recommend disposition.

Task 7 - Construction Phase Services

Oversee engineering firm in the completion of the following:

- a) Shop drawings review.

- b) Consultation.
- c) Attend construction meetings.
- d) Requests for information.
- e) Periodic observations.
- f) Equipment testing and startup.
- g) Commissioning.
- h) Final inspection.

IV. DUTIES AND RESPONSIBILITIES. As determined by the NVTa Executive Director and/or the Director of Programs, Projects and Planning, the Project Delivery Manager will either work under supervision of the agency staff engineer or be in “Responsible Charge” for delivering the project. The Project Delivery Manager will at minimum:

- Provide oversight of the delivery of the capital project;
- Responsible for overseeing Agency’s consultants working on contract engineering, design, construction management, and other project delivery support activities/documents;
- Manage project oversight and project controls – develops and implements strategies to assure project is delivered timely and per scope and budget parameters;
- Prepare and manage project budgets, schedules and quality control objectives;
- Prepare scopes of work and/or work task orders for activities related to project delivery;
- Provides oversight to Agency’s A&E consultants working on the Agency’s projects;
- Provide project delivery support to local jurisdictions;
- Responsible for technical input on project as needed to support the development and updates to the Countywide Transportation Plan or other Agency plans, studies, and programming efforts;
- Provides recommendations to the NVTa Executive Director and/or Director of Programs, Projects and Planning and/or NVTa engineering staff on all capital project related matters;
- Responsible for facilitating working relationships with key Caltrans staff and stakeholders, and conducting meetings to advance the capital project for the Agency;
- Represent the Agency and its capital projects’ interests when meeting with Caltrans and stakeholders;
- Prepare project materials for Caltrans review;
- Makes presentations to the NVTa Board, its Committees and other public meetings as necessary;

- Provides timely communication of project status and issues to the NVTa Executive Director and/or Director of Programs, Projects and Planning and/or the NVTa engineering staff;
- Develops, negotiates, and recommends to the NVTa Executive Director and/or Director of Programs, Projects and Planning and/or NVTa engineering staff the approval of contracts and cooperative agreements with other governmental agencies, stakeholders, consultants, and private contractors as needed, and is responsible for monitoring their implementation;
- Coordinates with federal, state, and local agencies during project conceptualization, design and implementation, and ensures compliance with any pertinent administrative requirements;
- Assists in grant applications for potential funding for capital project;
- Review and recommend multi-modal transportation technologies that can assist in moving people/vehicles along transportation corridors; and
- Performs related duties as required and assigned.

The Project Delivery Manager shall have expertise in:

- Advanced knowledge of principles, practices and techniques of project and program management for capital projects;
- Regulatory requirements and guidelines associated with obligation and expenditure of local, regional, state and federal transportation funds for capital and operations projects;
- All aspects of Caltrans Local Assistance Procedure Manual and Caltrans Project Development Procedure Manual processes and the requirements therein;
- Standard cost estimation and value engineering techniques;
- Standard transportation planning principles and methods; consultant contract preparation and oversight of consultant contracts for professional services;
- Database development and management;
- Spreadsheet, word processing, project scheduling and internet software; and
- Emerging transportation technologies that can assist the Agency in improving operations and efficiencies on transportation systems.

V. SKILLS AND ABILITIES. The Project Delivery Manager shall demonstrate the ability to implement capital projects and program monitoring plan to ensure timely and cost effective project delivery; familiarity with project scheduling applications; ability to analyze and

interpret data pertaining to capital planning issues using appropriate methods and statistical techniques; summarize and present data and prepare written reports and recommendations; speak effectively and write clearly and concisely; ability to exercise tact and courtesy in working with members of the general public; and ability to deal effectively with Agency Board members, other government officials, professional and technical colleagues and staff.

DRAFT

TY LIN PROJECT MANAGEMENT CARNEROS PROPOSAL

INSTRUCTIONS

- 1) The total cost of all items combined should be a not-to-exceed cost proposal. Tasks listed below to be completed between in FY 2018/2019 and 2019/2020.
- 2) The cost proposal should include the hourly billing rates for each member of the Design Team as indicated in the RFQ. The hourly billing rate must include: salary, benefits, firm overhead charge, any administrative expense or fee and profit. Travel can be included as a separate item.
- 3) Hourly Billing Rate listed below are for 01/01/2018 to 12/31/2018 and will ride for calendar years 2019 and 2020 as outlined in the RFQ.
- 4) Project Management Team can edit the spreadsheet and add additional detail as necessary.

	Project Manager	Principle-in-Charge	QA/QC Manager	Task Manager	Civil Engineer	TOTAL COSTS	
Tasks	\$324.38	\$355.64	\$316.12	\$227.13	\$190.44		Comments
1. Review Existing Documents	0	0	0	0	0	0	
a) Project Kick-Off Meeting and Review Existing Documents						0	
2. Project Management	0	0	0	0	0	0	
a) Overall project management						0	
b) Quality assurance/quality control						0	
3. Environmental Determination	0	0	0	0	0	0	
a) Review CEQA Documents Prepared by Consultant						0	
b) Review NEPA Documents Prepared by Consultant						0	
c) Coordinate Environmental Permitting						0	
4. Design Development	0	0	0	0	0	0	
a) Write RFP for Engineering Services						0	
b) Answer questions raised by prospective bidders during the bidding period.						0	
c) Prepare addenda to the RFP, as required.						0	
d) Review Construction Documents (35%)						0	
e) Review Construction Documents (65%)						0	
f) Review Construction Documents (95%)						0	
g) Review Construction Documents (100%)						0	
h) Review Cost Estimate						0	
i) Updated Schedule						0	
5. Caltrans Documents	0	0	0	0	0	0	
a) Coordinate with Caltrans on PEER Process						0	
6. Construction Bid and Award	0	0	0	0	0	0	
a) Schedule and conduct contractor pre-bid conference and site visit.						0	
b) Answer questions raised by prospective bidders regarding the contract documents at the pre-bid conference and during the bidding period.						0	
c) Prepare addenda to the contract documents, as required.						0	
d) Review contract bids for conformance with the contract drawings and specifications, and evaluate bids.						0	
e) Analyze substitutions request and recommend disposition.						0	
7. Construction Phase Services (Oversee Engineering Firm in the completion of the following tasks)	0	0	0	0	0	0	
a) Shop Drawings Review						0	
b) Consultation						0	
c) Attend Construction Meetings						0	
d) Requests for Information						0	
e) Periodic Observations						0	
f) Equipment Testing and Startup						0	
g) Commissioning						0	
h) Final Inspection						0	
TOTAL COST	0	0	0	0	0	0	

EXHIBIT B
COST SHEET

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Task 1 - Review Existing Documents	
Task 2 - Project Management	
Task 3 - Environmental Determination	
Task 4 - Design Development	
Task 5 - Caltrans Documents	
Task 6 - Construction Bid and Award	
Task 7 - Construction Phase Services	
TOTAL NOT TO EXCEED	\$25,000

The total amount to be paid to the CONTRACTOR for the scope of work defined under EXHIBIT A shall not exceed \$25,000. Subject to Agreement, CONTRACTOR shall periodically invoice NVTA based on progress towards completion of tasks/deliverables listed above, amounts not to exceed tasks/deliverable totals.

PROJECT WORK ORDER NO. E-05
ON-CALL A/E & PROJECT DELIVERY SERVICES

PROJECT NAME: PROJECT DELIVERY MANAGER FOR CAPITAL PROJECTS – *TRANSIT MAINTENANCE FACILITY*

PROJECT MANAGER: Rebecca Schenck, Transportation Program Planner & Policy Analyst,
rschenck@nvta.ca.gov, (707) 259-8636

CONSULTANT DESIGNATED TEAM MEMBERS:

- T.Y. LIN INTERNATIONAL Staff – see EXHIBIT A, Tim Clifford, PE, Civil Engineer/Project Manager

SCOPE OF SERVICE: See Scope of Services/Proposal for Services dated July 6, 2018, and Fee Schedule attached as EXHIBIT B.

START DATE: *JULY 18, 2018*

COMPLETION DATE: *JUNE 30, 2020*

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$50,000

CHARGE NUMBER FOR PAYMENT: TDA8 8301001 52310 CMA_PLAN_PRGMS

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) dated *MAY 15, 2018*, which terms are hereby incorporated and made part of this Project Work Order.

NVTA

By: _____
KATE MILLER, Executive Director

Date: _____

T.Y. LIN INTERNATIONAL
Contractor

By: _____
JOHN KENYON, PE
Associate Vice President

Date: _____

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

Tax ID: _____
18-25 T.Y. LIN/E05/07182018/ryk

EXHIBIT A

SCOPE OF WORK

PROJECT DELIVERY MANAGER FOR CAPITAL PROJECTS *TRANSIT MAINTENANCE FACILITY*

I. INTRODUCTION. The Project Delivery Manager will assist the Napa Valley Transportation Authority (NVTA) in delivering key capital projects on and off the State Highway system. Under general direction of the NVTA Executive Director and/or the Director of Programs, Projects and Planning and/or NVTA engineering staff, the Project Delivery Manager may act in "Responsible Charge" to manage the oversight and delivery of capital projects, with activities ranging from the planning and environmental phase through design and construction of the project. The Project Delivery Manager will be required to work with the California Department of Transportation (Caltrans) - District 4, the Federal Transit Administration (FTA), and/or with other oversight agencies on the projects and shall have in-depth knowledge and experience in working with these agencies on delivering successful transportation projects. This will include working from NVTA offices from time to time and managing routine engineering tasks to gap staffing shortfalls.

II. PROJECT SUMMARY.

Transit Maintenance Facility

NVTA purchased an 8-acre property to construct a new Vine Transit Maintenance Facility to address the current needs and future growth of the transit fleet. The proposed facility will house a fleet of up to 90 transit vehicles, provide 28,000 square feet of facilities consisting of 6 bus maintenance bays, a bus wash, a regional conference center, dispatch call-center, and administrative offices for the Vine operator. The total project cost is estimated at \$42 million. The facility design work is currently underway at 60% design. Construction on the project is scheduled to commence in summer 2019.

The Project Delivery Manager will review design and engineering plans as well as oversee work completed by various consultants on the project such as the solar consultant, design and engineering and construction management. The Project Delivery Manager will ensure quality control and the interests of the Agency are being met in the design and construction process. The Project Manager will also be expected to meet

with the Vine Operators to confirm operating needs are being met in the design and construction of the project.

III. TASKS/DELIVERABLES.

Task 1 -Review Existing Documents

- a) Project Kick-Off meeting and review existing documents.

Task 2 - Project Management

- a) Overall project management.
- b) Quality assurance/quality control.

Task 3 - Design Review, Cost Estimate and Schedule

- a) Review construction documents (90%).
- b) Review construction documents (100%).
- c) Review cost estimate and milestone scheduling (100%).
- d) Value engineering/analysis.

Task 4 - Review Contract Documents

- a) Review 100% permitting and utilities submissions including Napa Sanitation District, Napa County Public Works, American Canyon Water, PG&E Gas, PG&E Service Planning and Interconnection, and AT&T.

Task 5 - Bid and Award

- a) Attend contractor pre-bid conference and site visit.
- b) Assist in answering questions raised by prospective bidders regarding the contract documents at the pre-bid conference and during the bidding period.
- c) Review addenda to the contract documents, as required.
- d) Review contract bids for conformance with the contract drawings and specifications, and evaluate bids.
- e) Assist in analysis of substitutions request and recommend disposition.

Task 6 - Construction Phase Services. Oversee contractor (Kimley-Horn and Associates) in the completion of the following tasks:

- a) Shop drawings review.
- b) Consultation.
- c) Attend construction meetings.
- d) Review requests for information.
- e) Periodic observations.
- f) Equipment testing and startup.
- g) Commissioning.
- h) Final inspection.

IV. DUTIES AND RESPONSIBILITIES. As determined by the NVTa Executive Director and/or the Director of Programs, Projects and Planning, the Project Delivery Manager will either work under supervision of the agency staff engineer or be in “Responsible Charge” for delivering the project. The Project Delivery Manager will at minimum:

- Provide oversight of the delivery of the capital project;
- Responsible for overseeing Agency’s consultants working on contract engineering, design, construction management, and other project delivery support activities/documents;
- Manage project oversight and project controls – develops and implements strategies to assure project is delivered timely and per scope and budget parameters;
- Prepare and manage project budgets, schedules and quality control objectives;
- Prepare scopes of work and/or work task orders for activities related to project delivery;
- Provides oversight to Agency’s A&E consultants working on the Agency’s projects;
- Provide project delivery support to local jurisdictions;
- Responsible for technical input on project as needed to support the development and updates to the Countywide Transportation Plan or other Agency plans, studies, and programming efforts;
- Provides recommendations to the NVTa Executive Director and/or Director of Programs, Projects and Planning and/or NVTa engineering staff on all capital project related matters;
- Responsible for facilitating working relationships with key Caltrans staff and stakeholders, and conducting meetings to advance the capital project for the Agency;
- Represent the Agency and its capital projects’ interests when meeting with Caltrans and stakeholders;
- Prepare project materials for Caltrans review;
- Makes presentations to the NVTa Board, its Committees and other public meetings as necessary;
- Provides timely communication of project status and issues to the NVTa Executive Director and/or Director of Programs, Projects and Planning and/or the NVTa engineering staff;
- Develops, negotiates, and recommends to the NVTa Executive Director and/or Director of Programs, Projects and Planning and/or NVTa engineering staff the approval of contracts and cooperative agreements with other governmental agencies, stakeholders,

- consultants, and private contractors as needed, and is responsible for monitoring their implementation;
- Coordinates with federal, state, and local agencies during project conceptualization, design and implementation, and ensures compliance with any pertinent administrative requirements;
 - Assists in grant applications for potential funding for capital project;
 - Review and recommend multi-modal transportation technologies that can assist in moving people/vehicles along transportation corridors; and
 - Performs related duties as required and assigned.

The Project Delivery Manager shall have expertise in:

- Advanced knowledge of principles, practices and techniques of project and program management for capital projects;
- Regulatory requirements and guidelines associated with obligation and expenditure of local, regional, state and federal transportation funds for capital and operations projects;
- All aspects of Caltrans Local Assistance Procedure Manual and Caltrans Project Development Procedure Manual processes and the requirements therein;
- Standard cost estimation and value engineering techniques;
- Standard transportation planning principles and methods; consultant contract preparation and oversight of consultant contracts for professional services;
- Database development and management;
- Spreadsheet, word processing, project scheduling and internet software; and
- Emerging transportation technologies that can assist the Agency in improving operations and efficiencies on transportation systems.

V. SKILLS AND ABILITIES. The Project Delivery Manager shall demonstrate the ability to implement capital projects and program monitoring plan to ensure timely and cost effective project delivery; familiarity with project scheduling applications; ability to analyze and interpret data pertaining to capital planning issues using appropriate methods and statistical techniques; summarize and present data and prepare written reports and recommendations; speak effectively and write clearly and concisely; ability to exercise tact and courtesy in working with members of the general public; and ability to deal effectively with Agency Board members, other government officials, professional and technical colleagues and staff.

TY LIN PROJECT MANAGEMENT MAINTENANCE YARD COST PROPOSAL

INSTRUCTIONS

- 1) The total cost of all items combined should be a not-to-exceed cost proposal. Tasks listed below to be completed between in FY 2018/2019 and 2019/2020.
- 2) The cost proposal should included the hourly billing rates for each member of the Design Team as indicated in the RFQ. The hourly billing rate must include: salary, benefits, firm overhead charge, any administrative expense or fee and profit. Travel can be included as a separate item.
- 3) Hourly Billing Rate listed below are for 01/01/2018 to 12/31/2018 and will ride for calendar years 2019 and 2020 as outlined in the RFQ.
- 4) Project Management Team can edit the spreadsheet and add additional detail as necessary.

Tasks	Project Manager	Principle-in-Charge	QA/QC Manager	Task Manager	Civil Engineer	TOTAL COSTS	Comments
1. Review Existing Documents	0	0	0	0	0	0	
a) Project Kick-Off Meeting and Review Existing Documents						0	
2. Project Management	0	0	0	0	0	0	
a) Overall project management						0	
b) Quality assurance/quality control						0	
3. Design Review, Cost Estimate and Schedule	0	0	0	0	0	0	
a) Review Construction Documents (90%)						0	
b) Review Construction Documents (100%)						0	
c) Review Cost Estimate and Milestone Scheduling (100%)						0	
d) Value engineering/analysis						0	
4. Review Contract Documents	0	0	0	0	0	0	
a) Review 100% Permitting and Utilities Submissions including Napa San, Napa County Public Works, AmCan Water, PG&E Gas, PG&E Service Planning and Interconnection, and AT&T						0	
5. Bid and Award	0	0	0	0	0	0	
a) Attend contractor pre-bid conference and site visit.						0	
b) Assist in answering questions raised by prospective bidders regarding the contract documents at the pre-bid conference and during the bidding period.						0	
c) Review addenda to the contract documents, as required.						0	
d) Review contract bids for conformance with the contract drawings and specifications, and evaluate bids.						0	
e) Assist in analysis of substitutions request and recommend disposition.						0	
6. Construction Phase Services (Oversee Kimley Horn in the Completion of the following tasks)	0	0	0	0	0	0	
a) Shop Drawings Review						0	
b) Consultation						0	
c) Attend Construction Meetings						0	
d) Review Requests for Information						0	
e) Periodic Observations						0	
f) Equipment Testing and Startup						0	
g) Commissioning						0	
h) Final Inspection						0	
TOTAL COST	0	0	0	0	0	0	

EXHIBIT B
COST SHEET

DESCRIPTION	AMOUNT
Task 1 -Review Existing Documents	_____
Task 2 - Project Management	_____
Task 3 - Design Review, Cost Estimate and Schedule	_____
Task 4 - Review Contract Documents	_____
Task 5 - Bid and Award	_____
Task 6 - Construction Phase Services	_____
TOTAL NOT TO EXCEED	\$50,000

The total amount to be paid to the CONTRACTOR for the scope of work defined under EXHIBIT A shall not exceed \$50,000. 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.

**PROJECT WORK ORDER NO. E-06
ON-CALL A/E & PROJECT DELIVERY SERVICES**

PROJECT NAME: PROJECT DELIVERY MANAGER FOR CAPITAL PROJECTS –
ROUNDAABOUTS – CALIFORNIA BLVD AT FIRST AND SECOND STREET

PROJECT MANAGER: Rebecca Schenck, Transportation Program Planner & Policy Analyst,
rschenck@nvta.ca.gov, (707) 259-8636

CONSULTANT DESIGNATED TEAM MEMBERS:

- T.Y. LIN INTERNATIONAL Staff – see EXHIBIT A, Section/Chapter, Project Personnel

SCOPE OF SERVICE: See Scope of Services/Proposal for Services dated July 6, 2018, and Fee Schedule attached as EXHIBIT B.

START DATE: JULY 18, 2018

COMPLETION DATE: JUNE 30, 2020

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$10,000

CHARGE NUMBER FOR PAYMENT: TDA8 8301001 52310 CMA_PLAN_PRGMS

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 dated MAY 15, 2018, which terms are hereby incorporated and made part of this Project Work Order.

NVTA

By: _____
KATE MILLER, Executive Director

Date: _____

T.Y. LIN INTERNATIONAL
Contractor

By: _____
JOHN KENYON, PE
Associate Vice President

Date: _____

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

Tax ID: _____
18-25 T.Y. LIN/E06/07182018/ryk

EXHIBIT A

SCOPE OF WORK

PROJECT DELIVERY MANAGER FOR CAPITAL PROJECTS *ROUNDAABOUTS – CALIFORNIA BLVD AT FIRST AND SECOND STREET*

I. INTRODUCTION. The Project Delivery Manager will assist the Napa Valley Transportation Authority (NVTA) in delivering key capital projects on and off the State Highway system. Under general direction of the NVTA Executive Director and/or the Director of Programs, Projects and Planning and/or NVTA engineering staff, the Project Delivery Manager may act in “Responsible Charge” to manage the oversight and delivery of capital projects, with activities ranging from the planning and environmental phase through design and construction of the project. The Project Delivery Manager will be required to work with the California Department of Transportation (Caltrans) - District 4, the Federal Transit Administration (FTA), and/or with other oversight agencies on the projects and shall have in-depth knowledge and experience in working with these agencies on delivering successful transportation projects. This will include working from NVTA offices from time to time and managing routine engineering tasks to gap staffing shortfalls.

II. PROJECT SUMMARY.

Roundabouts - California Blvd at First and Second Street

In support of the City of Napa Public Works Department, provide project management support for this joint City of Napa/Caltrans project to install three (3) roundabouts on the east side of SR 29 at the First Street exit. City staff has developed the PS&E and Caltrans will manage construction. Construction on the project is scheduled to commence in 2019.

III. DUTIES AND RESPONSIBILITIES. As determined by the NVTA Executive Director and/or the Director of Programs, Projects and Planning, the Project Delivery Manager will either work under supervision of the agency staff engineer or be in “Responsible Charge” for delivering the project. The Project Delivery Manager will at minimum:

- Provide oversight of the delivery of the capital project;

- Responsible for overseeing Agency's consultants working on contract engineering, design, construction management, and other project delivery support activities/documents;
- Manage project oversight and project controls – develops and implements strategies to assure project is delivered timely and per scope and budget parameters;
- Prepare and manage project budgets, schedules and quality control objectives;
- Prepare scopes of work and/or work task orders for activities related to project delivery;
- Provides oversight to Agency's A&E consultants working on the Agency's projects;
- Provide project delivery support to local jurisdictions;
- Responsible for technical input on project as needed to support the development and updates to the Countywide Transportation Plan or other Agency plans, studies, and programming efforts;
- Provides recommendations to the NVTa Executive Director and/or Director of Programs, Projects and Planning and/or NVTa engineering staff on all capital project related matters;
- Responsible for facilitating working relationships with key Caltrans staff and stakeholders, and conducting meetings to advance the capital project for the Agency;
- Represent the Agency and its capital projects' interests when meeting with Caltrans and stakeholders;
- Prepare project materials for Caltrans review;
- Makes presentations to the NVTa Board, its Committees and other public meetings as necessary;
- Provides timely communication of project status and issues to the NVTa Executive Director and/or Director of Programs, Projects and Planning and/or the NVTa engineering staff;
- Develops, negotiates, and recommends to the NVTa Executive Director and/or Director of Programs, Projects and Planning and/or NVTa engineering staff the approval of contracts and cooperative agreements with other governmental agencies, stakeholders, consultants, and private contractors as needed, and is responsible for monitoring their implementation;
- Coordinates with federal, state, and local agencies during project conceptualization, design and implementation, and ensures compliance with any pertinent administrative requirements;
- Assists in grant applications for potential funding for capital project;

- Review and recommend multi-modal transportation technologies that can assist in moving people/vehicles along transportation corridors; and
- Performs related duties as required and assigned.

The Project Delivery Manager shall have expertise in:

- Advanced knowledge of principles, practices and techniques of project and program management for capital projects;
- Regulatory requirements and guidelines associated with obligation and expenditure of local, regional, state and federal transportation funds for capital and operations projects;
- All aspects of Caltrans Local Assistance Procedure Manual and Caltrans Project Development Procedure Manual processes and the requirements therein;
- Standard cost estimation and value engineering techniques;
- Standard transportation planning principles and methods; consultant contract preparation and oversight of consultant contracts for professional services;
- Database development and management;
- Spreadsheet, word processing, project scheduling and internet software; and
- Emerging transportation technologies that can assist the Agency in improving operations and efficiencies on transportation systems.

IV. SKILLS AND ABILITIES. The Project Delivery Manager shall demonstrate the ability to implement capital projects and program monitoring plan to ensure timely and cost effective project delivery; familiarity with project scheduling applications; ability to analyze and interpret data pertaining to capital planning issues using appropriate methods and statistical techniques; summarize and present data and prepare written reports and recommendations; speak effectively and write clearly and concisely; ability to exercise tact and courtesy in working with members of the general public; and ability to deal effectively with Agency Board members, other government officials, professional and technical colleagues and staff.

EXHIBIT B
COST SHEET

<u>DESCRIPTION</u>		<u>AMOUNT</u>
<i>Insert cost proposal</i>	NOT TO EXCEED	\$10,000

The total amount to be paid to the CONTRACTOR for the scope of work defined under EXHIBIT A shall not exceed \$10,000. Subject to Agreement, CONTRACTOR shall periodically invoice NVTA based on progress towards completion of tasks/deliverables listed above, amounts not to exceed tasks/deliverable totals.

**PROJECT WORK ORDER NO. E-07
ON-CALL A/E & PROJECT DELIVERY SERVICES**

PROJECT NAME: PROJECT DELIVERY MANAGER FOR CAPITAL PROJECTS – *EMERGING TECHNOLOGY PROGRAMS*

PROJECT MANAGER: Rebecca Schenck, Transportation Program Planner & Policy Analyst,
rschenck@nvta.ca.gov, (707) 259-8636

CONSULTANT DESIGNATED TEAM MEMBERS:

- T.Y. LIN INTERNATIONAL Staff – see EXHIBIT A, SECTION/CHAPTER, Project Personnel

SCOPE OF SERVICE: See Scope of Services/Proposal for Services dated July 6, 2018, and Fee Schedule attached as EXHIBIT B.

START DATE: JULY 18, 2018

COMPLETION DATE: JUNE 30, 2020

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$10,000

CHARGE NUMBER FOR PAYMENT: TDA8 8301001 52310 CMA_PLAN_PRGMS

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 dated MAY 15, 2018, which terms are hereby incorporated and made part of this Project Work Order.

NVTA

By: _____
KATE MILLER, Executive Director

Date: _____

T.Y. LIN INTERNATIONAL
Contractor

By: _____
JOHN KENYON, PE
Associate Vice President

Date: _____

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

Tax ID _____
18-25 T.Y. LIN/E07/07182018/ryk

EXHIBIT A

SCOPE OF WORK

PROJECT DELIVERY MANAGER FOR CAPITAL PROJECTS *EMERGING TECHNOLOGY PROGRAMS*

I. INTRODUCTION. The Project Delivery Manager will assist the Napa Valley Transportation Authority (NVTA) in delivering key capital projects on and off the State Highway system. Under general direction of the NVTA Executive Director and/or the Director of Programs, Projects and Planning and/or NVTA engineering staff, the Project Delivery Manager may act in “Responsible Charge” to manage the oversight and delivery of capital projects, with activities ranging from the planning and environmental phase through design and construction of the project. The Project Delivery Manager will be required to work with the California Department of Transportation (Caltrans) - District 4, the Federal Transit Administration (FTA), and/or with other oversight agencies on the projects and shall have in-depth knowledge and experience in working with these agencies on delivering successful transportation projects. This will include working from NVTA offices from time to time and managing routine engineering tasks to gap staffing shortfalls.

II. PROJECT SUMMARY.

Emerging Technology Programs

NVTA is testing a number of new technologies to improve corridor operations, public transit efficiencies, and bicycle/pedestrian infrastructure. NVTA staff are interested in expanding its knowledge but has limited staffing and capacity to both investigate, test, and implement. NVTA staff envisions a robust Technologies Program that evaluates and demonstrates emerging transportation technologies that could benefit the agency and its constituents both in the near terms and on a 10 to 25 year planning horizon.

III. DUTIES AND RESPONSIBILITIES. As determined by the NVTA Executive Director and/or the Director of Programs, Projects and Planning, the Project Delivery Manager will either work under supervision of the agency staff engineer or be in “Responsible Charge” for delivering the project. The Project Delivery Manager will at minimum:

- Provide oversight of the delivery of the capital project;

- Responsible for overseeing Agency's consultants working on contract engineering, design, construction management, and other project delivery support activities/documents;
- Manage project oversight and project controls – develops and implements strategies to assure project is delivered timely and per scope and budget parameters;
- Prepare and manage project budgets, schedules and quality control objectives;
- Prepare scopes of work and/or work task orders for activities related to project delivery;
- Provides oversight to Agency's A&E consultants working on the Agency's projects;
- Provide project delivery support to local jurisdictions;
- Responsible for technical input on project as needed to support the development and updates to the Countywide Transportation Plan or other Agency plans, studies, and programming efforts;
- Provides recommendations to the NVTA Executive Director and/or Director of Programs, Projects and Planning and/or NVTA engineering staff on all capital project related matters;
- Responsible for facilitating working relationships with key Caltrans staff and stakeholders, and conducting meetings to advance the capital project for the Agency;
- Represent the Agency and its capital projects' interests when meeting with Caltrans and stakeholders;
- Prepare project materials for Caltrans review;
- Makes presentations to the NVTA Board, its Committees and other public meetings as necessary;
- Provides timely communication of project status and issues to the NVTA Executive Director and/or Director of Programs, Projects and Planning and/or the NVTA engineering staff;
- Develops, negotiates, and recommends to the NVTA Executive Director and/or Director of Programs, Projects and Planning and/or NVTA engineering staff the approval of contracts and cooperative agreements with other governmental agencies, stakeholders, consultants, and private contractors as needed, and is responsible for monitoring their implementation;
- Coordinates with federal, state, and local agencies during project conceptualization, design and implementation, and ensures compliance with any pertinent administrative requirements;
- Assists in grant applications for potential funding for capital project;

- Review and recommend multi-modal transportation technologies that can assist in moving people/vehicles along transportation corridors; and
- Performs related duties as required and assigned.

The Project Delivery Manager shall have expertise in:

- Advanced knowledge of principles, practices and techniques of project and program management for capital projects;
- Regulatory requirements and guidelines associated with obligation and expenditure of local, regional, state and federal transportation funds for capital and operations projects;
- All aspects of Caltrans Local Assistance Procedure Manual and Caltrans Project Development Procedure Manual processes and the requirements therein;
- Standard cost estimation and value engineering techniques;
- Standard transportation planning principles and methods; consultant contract preparation and oversight of consultant contracts for professional services;
- Database development and management;
- Spreadsheet, word processing, project scheduling and internet software; and
- Emerging transportation technologies that can assist the Agency in improving operations and efficiencies on transportation systems.

IV. SKILLS AND ABILITIES. The Project Delivery Manager shall demonstrate the ability to implement capital projects and program monitoring plan to ensure timely and cost effective project delivery; familiarity with project scheduling applications; ability to analyze and interpret data pertaining to capital planning issues using appropriate methods and statistical techniques; summarize and present data and prepare written reports and recommendations; speak effectively and write clearly and concisely; ability to exercise tact and courtesy in working with members of the general public; and ability to deal effectively with Agency Board members, other government officials, professional and technical colleagues and staff.

EXHIBIT B
COST SHEET

<u>DESCRIPTION</u>	<u>AMOUNT</u>
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<i>Insert cost proposal</i>	NOT TO EXCEED \$10,000
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The total amount to be paid to the CONTRACTOR for the scope of work defined under EXHIBIT A shall not exceed \$10,000. Subject to Agreement, CONTRACTOR shall periodically invoice NVTA based on progress towards completion of tasks/deliverables listed above, amounts not to exceed tasks/deliverable totals.