



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Memo

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

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director, or designee to execute and allow for minor modifications to Amendment No. 4 to Project Work Order No. 23-OCE12-E05 with T.Y. Lin International (Attachment 1) for engineering and design services for the Redwood Park and Ride Improvements project, in the amount of \$15,000 for a total amount not to exceed value of \$265,000, and to authorize the Executive Director to extend the agreement term to December 31, 2026.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

T.Y. Lin International (TYLin) has requested an amendment to Project Work Order No. 23-OCE12-E05 to complete additional design revisions required for the Redwood Park and Ride Improvements Project. The requested amendment covers updates to curb ramp designs and revisions to the plans, specifications, and estimate (PS&E) needed to both meet Buy America compliance, as well as bid repackaging efforts following the rejection of bids in September 2025. This amendment increases the task order by \$15,000 and extends the agreement term from September 30, 2026 to December 31, 2026.

FISCAL IMPACT

\$15,000, bringing the total not-to-exceed amount to \$265,000. Federal Transit Administration and Transportation Development Act funds have been identified to pay for the changes.

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

The Redwood Park and Ride lot, constructed in 2011, serves as a multimodal transit hub for Vine Transit. The site lacks permanent restrooms and signage, striping, and wayfinding. The project will modernize the facility, including the installation of a new restroom building, an illuminated monument sign, and circulation and wayfinding improvements.

On July 17, 2024, the NVTA Board authorized Project Work Order under NVTA's on-call contract with T.Y. Lin to complete environmental and design services. As the project advances, several changed conditions require work beyond the original task order, including:

- A new ADA-compliant curb ramp design was added during development of the 75% PS&E.
- Additional curb ramp modifications after the City of Napa installed a red-light camera near the planned ramp location.
- Revisions to plans and specifications to meet Buy America compliance requirements.
- Updates to the PS&E to repackage the project for re-advertisement following the rejection of bids in September 2025.

These additional efforts require an amendment to ensure T.Y. Lin can complete the necessary updates while preserving the design services during construction budget needed to support the construction phase.

ALTERNATIVES

None. Without the amendment, the design services during construction budget would be exhausted, increasing project risk and potentially delaying its completion.

COUNTYWIDE PLAN GOALS MET BY THIS PROPOSAL

Goal 3 – Use taxpayer dollars efficiently

Extending a Work Order through an existing consultant is the most cost-effective way to make necessary changes to the Redwood Park & Ride plans.

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

This Work Order, supporting the Redwood Park & Ride Improvement Project, will support the maintenance and rehabilitation of the transportation system by improving and rehabilitating portions of the Redwood Park & Ride facility which are aging and upgrading them to better serve the public and transit users.

ATTACHMENT(S)

(1) Amendment No. 4 to Project Work Order No. 23-OCE12-E05 with T.Y. Lin.

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

PROJECT NAME: REDWOOD PARK AND RIDE CAPITAL IMPROVEMENTS

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

CONSULTANT DESIGNATED TEAM MEMBERS:

- T.Y. Lin International Staff

Consultant will independently and at its own discretion and liability enter into agreement with sub-consultant(s) listed in their proposal for any services required to complete the project as described in the scope of work.

SCOPE OF SERVICE: Provide engineering and design services for the Redwood Park and Ride Capital Improvements.

Add funds for design services during construction, increasing this task order by \$15,000 from \$250,000 for a new not-to-exceed (NTE) amount of \$265,000.

Original Contract Value: \$221,741

Amendment No. 1 (Approved): \$18,449
Amendment No. 2 (Approved): \$3,725
Amendment No. 3 (Approved): \$6,085
Amendment No. 4 (Requested): \$15,000

New Total: \$265,000

Extend agreement term from September 30, 2026, to December 31, 2026.

No other changes.

START DATE: August 1, 2024

COMPLETION DATE: DECEMBER 31, 2026

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$265,000

CHARGE NUMBER FOR PAYMENT: TDA

TERMS AND CONDITIONS: This Project Work Order is issued and entered into as of the last date written below in accordance with the terms and conditions set forth in the Master Agreement (23-OCE12) with CONSULTANT, which are hereby incorporated and made part of this Project Work Order.

NVTA

**ATTACHMENT 1
AGENDA ITEM 10.3
JANUARY 21, 2026
AMENDMENT 4**

By: _____
DANIELLE SCHMITZ, Executive Director

CONSULTANT
T.Y. Lin International

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

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



November 3, 2025

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

Subject: Project Work Order No. 23-OCE12-E05: Redwood Park and Ride Capital Improvements:
Additional Budget Request

Dear Mr. Bailey,

In accordance with our discussion a few weeks ago, we are requesting your consideration of an amendment to the scope and fee for the Redwood Park and Ride TO#5. Please find below a summary of the current scope and subsequent changes associated with Task Order.

The original scope included preparation of 75%, 95%, and 100% PS&E for pavement restriping, signage, and tactile wayfinding to direct users to the Park and Ride (PNR), replacement of existing real-time signs, and design of a new lighted monument sign consistent with the Soscol Gateway Transit Center monument.

Scope changes include:

1. Curb Ramp Design: Addition of a curb ramp at Redwood Rd/Solano Ave intersection, requiring additional design effort, coordination with surveyor, and compliance with Caltrans and ADA standards.
2. Curb Ramp Modification: Revisions to accommodate a newly installed red-light camera by the City of Napa, necessitating field verification and plan updates.
3. Review Plans, Specifications and Estimate (PS&E) provided by NVTa on 10/27/2025: Based on the Build America, Buy America (BABA) requirements, NVTa have made updates to the PS&E. TYLin will review and update the drawings, specifications, and cost estimates.

To cover these additional scope items, we are requesting an amendment of \$14,884. Should you require any additional information, please do not hesitate to contact me or my Deputy Project Manager, Eva Cheung. I can be reached by phone at (510) 457-3033 or by email at michael.pyrz@tylin.com. Eva Cheung can be reached at (510) 457-3034 or eva.cheung@tylin.com.

Respectfully,

TYLin

Michael Pyrz
Sector Manager

CC: Eva Cheung/TYLin; file

Attachments: Scope of Work, Fee Estimate

Redwood Park and Ride Capital Improvements

Potential Change Order (PCO) #3- Scope

Original Scope: The approved scope of work on this TO#5 (Task 4) included “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”.

Change #1: Curb Ramp Design:

At the 75% PS&E submittal, TYLin was directed to include a curb ramp at the corner of the Redwood Rd/Solano Ave intersection. To address this request, an additional sheet was prepared showing the plan, section, and details required to design the curb ramp in accordance with Caltrans standards. Due to the presence of the existing traffic signal poles and utility boxes, additional effort was required to design the ramp within the site constraints while ensuring compliance with Caltrans standards and ADA requirements. TYLin also coordinated with Towill to obtain supplemental survey information at the intersection requiring additional coordination. This work has been completed and included with 100% PS&E.

Change #2: Modifications to curb ramp due to red light camera

TYLin submitted 100% PS&E in June 2025. After the submittal, additional comments from Caltrans were received that were incorporated. TYLin also performed a QC of the PS&E and submitted the final version of the PS&E in July 2025. NVTA have informed TYLin in September 2025 that the City of Napa has installed a red-light camera that could be in conflict with the curb ramp that will require plan revisions. To accommodate these revisions, modifications to the curb ramp may be required. This work is yet to be performed.

Change #3: Review Plans, Specifications and Estimate provided by NVTA on 10/27/2025

Prefabricated Restroom: As per the approved Design Memo dated 11/18/2024, a prefabricated restroom by Exeloo Jupiter was used to develop the PS&E and the 100% PS&E was submitted to NVTA in June 2025. Due to the Build America, Buy America (BABA) requirement, a compliant product will be needed and TYLin has coordinated with Exeloo who are not BABA compliant. The specs, drawings, and estimate provided by NVTA on 10/27/2025 will need to be review since they all specifically call for the Exeloo product.

Electrical: Revisions proposed by NVTA will be incorporated and PS&E updated accordingly. This work is yet to be performed.

Fee: We estimate a fee of \$14,884 for the above changes.

Deliverables:

1. Submit 100% plans to include updated sheets:
 - a. General Notes (GN-1)
 - b. Site Plan (L-2)
 - c. Construction Detail C-1 (curb ramp) based on Change #2 above
 - d. Sign Plan (S-2)
 - e. Electrical Plan (E-1)
2. Review and update specs and estimate provided by NVTA on 10/27/2025

Breakdown of Costs (version date 8/31/12)		MULTIPLIERS										These values will be zero if a firm uses Negotiated Billing Rates (NBRs); otherwise, use applicable Overhead and Fringe						Project Summary									
CONTRACT NUMBER:		% of budget in Current Year (CY)	100.00%	Accepted Overhead	144.436%																						
PROJECT NAME: NVTA Redwood Park and Ride Capital Improvements Change Order # 3		% of budget in CY+1	0.00%	Fringe Rate	0.00%																						
		% of budget in CY+2	0.00%	Negotiated Profit Rate	10.00%																						
		% of budget in CY+3	0.00%	Annual Escalation Rate	3.00%																						
		Annualization Factor	1.0000																								
		Prime Consultant: TYLin																									
		DATA ENTRY SECTION										CALCULATION SECTION						CALCULATION SECTION									
Names and Classification		Michael Pysz	Eva Cheung	Mir Alikhan	Andrew Bayne	Sophia Huynh	Allan Morris	Adam Forbes	Megan Stickelmaier	Gabi Brocklehurst	Anel Melic	Direct Expenses (\$)	Hours	Escalated Direct Labor or NBR \$	Fringe/Overhead	Direct Expenses	TOTAL COST	Profit	Hours	Escalated Direct Labor or NBR \$	Fringe/Overhead	Direct Expenses	Total Cost	Profit	Total Cost + Profit	% of Total Non-Contingency Labor Costs	
Direct Salary Rate (Average, Actual, Max) for Current Year Annualized Direct Salary Rate (or enter Negotiated Billing Rate)		\$143.75	\$78.00	\$98.00	\$110.10	\$71.15	\$90.38	\$70.00	\$55.29	\$94.23	\$88.46																
Task # Fully Burdened Billing Rate		\$386.51	\$209.73	\$263.50	\$296.04	\$191.31	\$243.01	\$188.22	\$148.66	\$253.37	\$237.85																
TASKS/DELIVERABLES																											
1	Project Management & Administration	0	1	0	0	0	0	0	0	0	0	0	1	78	113	0	191	19	1	\$ 78	\$ 113	\$ -	\$ 191	\$ 19	\$ 210	1.4%	
	Project Administration (Budget, Invoicing, Schedule)		1									0	1	78	113	0	191	19	1	\$ 78	\$ 113	\$ -	\$ 191	\$ 19	\$ 210	1.4%	
2	CEQA- NOE and NEPA CE Form	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
3	Data Collection & Review	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
4	Civil and Electrical Plans, Specifications, and Estimate	0	0	2	0	6	10	0	22	0	0	0	40	2743	3962	0	6705	671	40	\$ 2,743	\$ 3,962	\$ -	\$ 6,705	\$ 671	\$ 7,376	49.6%	
	100% Design	0	0	2	0	6	10	0	22	0	0	40	2743.08	3961.995	0	6705.075029	670.508	40	\$ 2,743	\$ 3,962	\$ -	\$ 6,705	\$ 671	\$ 7,376	49.6%		
	100% PS&E Plans			2			10		22			0	34	2316	3345	0	5662	566	34	\$ 2,316	\$ 3,345	\$ -	\$ 5,662	\$ 566	\$ 6,228	41.8%	
												0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
	QA/QC					6						0	6	427	617	0	1043	104	6	\$ 427	\$ 617	\$ -	\$ 1,043	\$ 104	\$ 1,148	7.7%	
												0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
5	Public Restroom Plans, Specifications, and Quantities	0	0	0	0	5	0	0	0	16	0	0	21	1863	2691	0	4555	455	21	\$ 1,863	\$ 2,691	\$ -	\$ 4,555	\$ 455	\$ 5,010	33.7%	
	100% Design	0	0	0	0	5	0	0	0	16	0	0	21	1863.43	2691.464	0	4554.893755	455.489	21	\$ 1,863	\$ 2,691	\$ -	\$ 4,555	\$ 455	\$ 5,010	33.7%	
	100% PS&E Plans									16		0	16	1508	2178	0	3685	369	16	\$ 1,508	\$ 2,178	\$ -	\$ 3,685	\$ 369	\$ 4,054	27.2%	
												0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
	QA/QC					5						0	5	356	514	0	870	87	5	\$ 356	\$ 514	\$ -	\$ 870	\$ 87	\$ 957	6.4%	
												0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
6	Design Services During Construction	0	0	0	0	2	0	0	6	4	0	0	12	260	375	0	2080	208	12	\$ 260	\$ 375	\$ -	\$ 2,080	\$ 208	\$ 2,288	15.4%	
TOTAL Tasks/Deliverables		0	1	2	0	13	10	0	28	20	0	0	74	4944	7141	0	13531	1353	74	\$ 4,944	\$ 7,141	\$ -	\$ 13,531	\$ 1,353	\$ 14,884	1	
OPTIONAL TASKS/DELIVERABLES																											
TOTAL Optional Tasks/Deliverables		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL		0	1	2	0	13	10	0	28	20	0	0	74	4944	7141	0	13531	1353	74	\$ 4,944	\$ 7,141	\$ -	\$ 13,531	\$ 1,353	\$ 14,884	1	