



625 Burnell Street, Napa CA 94559

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

*******SPECIAL MEETING BOARD RETREAT*******

AGENDA

Wednesday, January 15, 2014

8:30 AM CLOSED SESSION

9:00 SPECIAL MEETING BOARD RETREAT

NCTPA/NVTA Conference Room

625 Burnell Street

Napa CA 94559

General Information

All materials relating to an agenda item for an open session of a regular meeting of the NCTPA Board of Directors are posted on our website at www.nctpa.net/agendas-minutes/12 at least 72 hours prior to the meeting and will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the NCTPA Board of Directors, 625 Burnell Street, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NCTPA holidays. Materials distributed to the present members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the NCTPA Board or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

Members of the public may speak to the Board on any item at the time the Board is considering the item. Please complete a Speaker's Slip, which is located on the table near the entryway, and then present the slip to the Board Secretary. Also, members of the public are invited to address the Board on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.

This Agenda shall be made available upon request in alternate formats to persons with a disability. Persons requesting a disability-related modification or accommodation should contact Karrie Sanderlin, NCTPA Board Secretary, at (707) 259-8631 during regular business hours, at least 48 hours prior to the time of the meeting.

This Agenda may also be viewed online by visiting the NCTPA website at www.nctpa.net, click on Minutes and Agendas – NCTPA Board or go to www.nctpa.net/agendas-minutes/12

Note: Where times are indicated for agenda items they are approximate and intended as estimates only, and may be shorter or longer, as needed.

ITEMS

1. Call to Order – Chair Keith Caldwell
2. Pledge of Allegiance
3. Roll Call

Members:

Joan Bennett	City of American Canyon
Leon Garcia, Mayor	City of American Canyon
Chris Canning, Mayor	City of Calistoga
James Barnes	City of Calistoga
Scott Sedgley	City of Napa
Jill Techel, Mayor	City of Napa
Keith Caldwell	County of Napa
Bill Dodd	County of Napa
Ann Nevero, Mayor	City of St. Helena
Peter White	City of St. Helena
Lewis Chilton	Town of Yountville
John F. Dunbar, Mayor	Town of Yountville
JoAnn Busenbark	Paratransit Coordinating Council

4. Public Comment
5. Chairperson's, Board Members' and Metropolitan Transportation Commission (MTC) Commissioner's Update
6. Director's Update
7. Caltrans' Update

Note: Where times are indicated for agenda items they are approximate and intended as estimates only, and may be shorter or longer, as needed.

8. CLOSED SESSION

TIME

8.1 CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)

8:30 AM

Agency Designated Representative:
Keith Caldwell, Chairman

Employee: Executive Director

9.	<u>CONSENT ITEMS 9.1 – 9.6)</u>	<u>RECOMMENDATION</u>	<u>TIME</u>
9.1	Approval to Release Request for Proposals (RFP) # 2014-01 for Fueling Services (Lawrence Gawell) <i>(Pages 7-32)</i> Board action will approve the release of RFP # 2014-01 authorizing the Executive Director to issue the RFP seeking proposals for fueling services for NCTPA vehicles.	APPROVE	9:00 AM
9.2	Approval of First Amendment to Napa County Transportation and Planning Agency Agreement No. 12-10 (Lawrence Gawell) <i>(Pages 33-40)</i> Board action will approve an amendment to NCTPA Agreement No. 12-10 with Dyett and Bhatia in an amount not to exceed \$33,582.40 and to extend the period of performance until June 30, 2014 for work associated with the Community-based SR-29 Gateway Corridor Improvement Plan Study	APPROVE	
9.3	Approval of Insurance Renewals for Napa County Transportation and Planning Agency (NCTPA) (Lawrence Gawell) <i>(Pages 41-49)</i> Board action will authorize the Executive Director to procure insurance policy renewals for the NCTPA through Mackey and Mackey Insurance Agency.	APPROVE	
9.4	Transportation Development Act – Article 3 (TDA-3) Call for Projects (Eliot Hurwitz) <i>(Pages 50-67)</i> Board action will approve the FY 2013-14 and FY 2014-15 TDA-3 Call for Projects.	APPROVE	

- 9.5 Approval of Resolution No. 14-01 Authorizing the City of Calistoga's Request for Abandoned Vehicle Abatement Authority (AVAA) Capital Purchase (Antonio Onorato) *(Pages 68-71)*

APPROVE

Board action will approve Resolution 14-01 authorizing expenditure up to \$18,088 from the Abandoned Vehicle Abatement Authority (AVAA) fund for the City of Calistoga to purchase of an "AVAA vehicle" for parking enforcement and abatement within the City of Calistoga.

- 9.6 Legislative Update and State Bill Matrix (Kate Miller) *(Pages 72-77)*

APPROVE

The Board will receive the monthly Federal and State Legislative Update.

10. BOARD RETREAT

RECOMMENDATION

TIME

- 10.1 25 Year Countywide Transportation Plan Kick Off Presentation

INFORMATION/
ACTION

9:05 AM

The Board will receive a presentation providing information about conditions and projections for Napa County over the next 25 years to elicit direction on policy, projects, programs, and funding concepts.

11. ADJOURNMENT


RECOMMENDATION

12:00 PM

- 11.1 Approval of Regular Meeting Date of February 19, 2014 and Adjournment

APPROVE

I hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NCTPA offices, 625 Burnell Street, Napa, CA, by 5:00 p.m., Friday January 10, 2014.


Karalyn E. Sanderlin, NCTPA Board Secretary

Glossary of Acronyms

AB 32	Global Warming Solutions Act	MTS	Metropolitan Transportation System
ABAG	Association of Bay Area Governments	NCTPA	Napa County Transportation and Planning Agency
ADA	American with Disabilities Act	NEPA	National Environmental Policy Act
BAAQMD	Bay Area Air Quality Management District	NOC	Notice of Completion
AVAA	Abandoned Vehicle Abatement Authority	NOD	Notice of Determination
BART	Bay Area Rapid Transit District	NOP	Notice of Preparation
BATA	Bay Area Toll Authority	NVTA	Napa Valley Transportation Authority
BRT	Bus Rapid Transit	OBAG	One Bay Area Grant
Caltrans	California Department of Transportation	PCI	Pavement Condition Index
CEQA	California Environmental Quality Act	PDA	Priority Development Areas
CIP	Capital Investment Program	PMS	Pavement Management System
CMA's	Congestion Management Agencies	Prop. 42	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes
CMAQ	Congestion Mitigation and Air Quality Improvement Program	PSR	Project Study Report
CMP	Congestion Management Program	PTA	Public Transportation Account
CTC	California Transportation Commission	RACC	Regional Agency Coordinating Committee
EIR	Environmental Impact Report	RFP	Request for Proposal
FAS	Federal Aid Secondary	RFQ	Request for Qualifications
FHWA	Federal Highway Administration	RHNA	Regional Housing Needs Allocation
FTA	Federal Transit Administration	RM2	Regional Measure 2 (Bridge Toll)
FY	Fiscal Year	RTEP	Regional Transit Expansion Program
GHG	Greenhouse Gas	RTIP	Regional Transportation Improvement Program
HBP	Highway Bridge Program	RTP	Regional Transportation Plan
HBRR	Highway Bridge Replacement and Rehabilitation Program	SAFE	Service Authority for Freeways and Expressways
HIP	Housing Incentive Program	SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users
HOT	High Occupancy Toll	SCS	Sustainable Community Strategy
HOV	High Occupancy Vehicle	SHOPP	State Highway Operation and Protection Program
HR3	High Risk Rural Roads	SR	State Route
HSIP	Highway Safety Improvement Program	SRTS	Safe Routes to School
HTF	Highway Trust Fund	SOV	Single-Occupant Vehicle
IFB	Invitation for Bid	STA	State Transit Assistance
ITIP	State Interregional Transportation Improvement Program	STIP	State Transportation Improvement Program
JARC	Job Access and Reverse Commute	STP	Surface Transportation Program
LIFT	Low-Income Flexible Transportation	TCM	Transportation Control measure
LOS	Level of Service		
MPO	Metropolitan Planning Organization		
MTC	Metropolitan Transportation Commission		

Glossary of Acronyms

TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TDM	Transportation Demand Management Transportation Demand Model
TE	Transportation Enhancement
TEA	Transportation Enhancement Activities
TEA 21	Transportation Equity Act for the 21 st Century
TFCA	Transportation Fund for Clean Air
TIP	Transportation Improvement Program
TLC	Transportation for Livable Communities
TMP	Traffic Management Plan
TMS	Transportation Management System
TOD	Transit-Oriented Development
TOS	Transportation Operations Systems
TPP	Transit Priority Project Areas
VHD	Vehicle hours of Delay
VMT	Vehicle Miles Traveled



January 15, 2014
NCTPA Agenda Item 9.1
Continued From: New
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Lawrence E. Gawell, Program Manager – Chief Procurement & Compliance Officer
(707) 259-8636 / Email: lgawell@nctpa.net
SUBJECT: Approval the Release of Request for Proposals (RFP) 2014-01 for Fueling Services

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board authorize the Executive Director to issue a Request for Proposals (RFP) 2014-01 seeking Proposals for fueling services for NCTPA vehicles.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

When advertised, RFP 2014-01 would seek Proposals from qualified firms for fueling services for NCTPA vehicles.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a fiscal impact? Yes, potential reduced fueling costs.

Is it currently budgeted? Yes

Is it mandatory or discretionary? Discretionary

Consequences if not approved: NCTPA would continue to pay existing fueling costs.

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

At the present time, NCTPA purchases ultra low sulphur diesel and 87 octane gasoline pursuant to the terms of the County Agreement with Napa Valley Petroleum. Diesel and gasoline fueling is performed at the Chevron Station at Lincoln and Trancas. Compressed natural gas (CNG) is purchased from Clean Energy at the Redwood Chevron station – this is currently the sole source of CNG in Napa County. NCTPA fuel use during the last quarter of 2013 averaged 14,190 gallons per month of diesel, 11,791 gallons per month of gasoline, and 8,941 gasoline gallon equivalent (GGE) of CNG. The fuel use mix changes with vehicle utilization.

RFP 2014-01 seeks Proposals from qualified firms for off-site refueling services. As alternate 1 to the off-site refueling services, RFP 2014-01 also seeks Proposals for on-site refueling services or a “wet hosing” option for fueling its vehicles.

RFP 2014-01 seeks an initial two year term with the successful proposer with two one-year options thereafter.

SUPPORTING DOCUMENTS

Attachment: (1) Draft Request for Proposals to Provide Fueling Services
(RFP # 2014-01)

DRAFT

REQUEST FOR PROPOSALS

To provide

Fueling Services

(RFP # 2014- 01)

Dear Proposers:

The Napa County Transportation and Planning Agency (NCTPA) is issuing a Request for Proposals (RFP) for fueling services for NCTPA and its affiliate transit services, including Vine Transit, VineGo Paratransit Services, American Canyon Transit, Yountville Trolley, St. Helena Shuttle, and the Calistoga Shuttle. NCTPA invites firms or individuals qualified that possess qualifications, experience and knowledge to submit a proposal.

Any contract to be awarded as a result of this RFP will be awarded without discrimination based on race, color, religion, sex, sexual orientation, race, religious creed, color, national origin, ancestry, denial of family and medical care leave, medical condition (cancer/genetic characteristics) physical handicap, disability (mental or physical) including HIV and AIDS, denial of pregnancy disability leave or reasonable accommodation, marital status, age (40 and above).

To obtain a full copy of the RFP, please contact NCTPA office at (707) 259-8636 or download the document in PDF format from our website www.nctpa.net. All inquiries pertaining to this RFP should be emailed to Lawrence E. Gawell, Procurement & Compliance Officer at the following email address: lgawell@nctpa.net. Response to all questions submitted will be answered in accordance with the Procurement Schedule for this RFP.

Proposals must be received no later than **2:00 PM (PST), on February 21, 2014.**

Late proposals will not be considered. E-mailed proposals will not be accepted.

Proposals will be accepted either by hand delivery or by mail addressed as follows:

Napa County Transportation and Planning Agency
ATTN: Procurement – RFP # 2014-01
625 Burnell St.
Napa, CA 94559

All correspondence and transmittals should be complete, sealed, and clearly marked as **“Proposal Submittal RFP # 2014-01”** and should indicate the date and time of RFP

closing. The proposer must submit an original proposal and seven (7) copies (eight (8) in total).

We look forward to receiving a proposal from your firm.

Sincerely,

Kate Miller
Executive Director

REQUEST FOR PROPOSALS

To provide
Fueling Services

(RFP #2014-01)

Issued by:
Napa County Transportation & Planning Agency

JANUARY 17, 2014

RESPONSES DUE:

2:00 PM local time, February 21, 2014

at the

**Napa County Transportation & Planning Agency
625 Burnell St.
Napa, CA 94559**

Release of RFP authorized by:

Kate Miller, NCTPA Executive Director

Date

Lawrence E. Gawell, Procurement & Compliance Officer

Date

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PROCUREMENT SCHEDULE

KEY RFP DATES

Issue Date:	January 17, 2014
Pre-proposal Conference:	February 3, 2014 @ 11:00 am local time
Deadline for Submitting Written Questions:	February 10, 2014 @2:00 pm local time
Answers to Written Questions Posted:	February 14, 2014
Deadline for Proposal Submittal:	February 21, 2014 @ 2:00 pm local time
Interviews: (optional)	Week of February 23, 2014
Final Selection:	Week of February 23, 2014
Award Contract:	March, 2014

Request for Proposal (RFP #2014-01)

Fueling Services

SECTION 1 – INTRODUCTION

The Napa County Transportation and Planning Agency (NCTPA) is a joint powers authority established in June of 1998 with members including the cities of American Canyon, Calistoga, Napa, St. Helena, the Town of Yountville, and the County of Napa. The work activities of NCTPA are defined by the joint powers agreement and overseen by the Board of Directors made up of elected officials from the respective member agencies, and an ex-officio member from the Paratransit Coordinating Council (PCC).

NCTPA serves as the countywide transportation planning body for the incorporated and unincorporated areas within Napa County and is responsible for programming State and Federal funding for transportation projects within the county. NCTPA is charged with coordinating short and long term planning and funding within an intermodal policy framework in the areas of highways, streets and roads, transit and paratransit, and bicycle improvements.

NCTPA also operates the Napa VINE transit services. Napa VINE provides inter-county/city transit services between Napa Valley Cities, towns and the Counties of Sonoma, Solano, and Contra Costa. Napa VINEGo is the companion paratransit service for Napa County's residents. In addition, the VINE suite of services includes American Canyon Transit, St. Helena Transit, the Yountville Trolley, the Calistoga Shuttle, and a shared vehicle program.

Except for four vehicles, the entire fleet is housed at the Jackson Street Maintenance Facility located at 720 Jackson Street in the City of Napa, California. All vehicles are presently fueled off-site at retail facilities. NCTPA's fleet is made up of various size vehicles from automobiles and 20' paratransit vans to 40' transit buses that use various fuel types. A copy of the vehicle fleet list is included as Attachment A-1. Vehicles are fueled between the hours of 5 pm and 3 am. In the most recent quarter, NCTPA vehicles used on monthly average 14,190 gallons of diesel, 11,791 gallons of gasoline, and 8,941 GGE of CNG. The mix of fuel use is subject to change depending upon vehicle utilization.

The NCTPA seeks proposals for the off-site fueling of these vehicles in a proposer owned/operated facility that provides 24 hour access 365 days a year to NCTPA's transit vehicles. The fueling site must be capable of fueling NCTPA transit vehicles at current levels of use. The location of the site(s) shall be designated in the proposal. The fueling site(s) proximity to the NCTPA Bus Maintenance yard at 720 Jackson Street, Napa, CA shall be stated in the proposal. The fueling site(s) should provide full access to large transit vehicles from public highways.

Alternate 1

As Alternate 1 to the Request for Proposals for Fueling Services, NCTPA seeks proposals for On-Site fueling of its vehicles at the Jackson Street Bus Maintenance Facility utilizing proposer's vehicles and personnel. This fueling service scope of work is similar to the Off-Site in that:

1. The Vendor shall provide fueling services 365 days a year and be capable of daily fueling of NCTPA transit vehicles at current levels of use. The proposers On-Site Fueling crew will refuel the NCTPA transit fleet daily during evening hours.
2. The fueling service shall provide 87 octane unleaded gasoline, ultra low sulphur diesel, and compressed natural gas suitable for the NCTPA fleet of transit vehicles in quantities sufficient to meet daily needs. Vendors may propose separately by fuel type.
3. The vendor responsible for maintenance and operation of its fueling vehicles.
4. The vendor shall provide fuel management system and fuel management software. The fuel management system shall include, but not be limited to the following:
 - The proposed system should provide monitoring, configurable reporting, and real time oversight of the fuel service by NCTPA.
 - The proposed system must capture fuel and vehicle usage data including type and quantity of fuel, transaction cost, transaction date and time, location and vehicle odometer reading.
 - The proposed system must have the ability to export fuel and vehicle data in a Microsoft Excel format or a format approved by NCTPA.
 - The proposed system should be web-accessible by NCTPA staff and no purchase of software or installation/maintenance of hardware or software should be required by the NCTPA.

Proposers can propose for both fueling alternatives and just one fueling alternative.

All proposals should be for a term of two (2) years with an additional two one (1) year options.

SECTION 2 - INSTRUCTIONS TO PROPOSERS

A. Pre-Proposal Conference

A pre-proposal conference will be held in accordance with the Procurement Schedule established for this RFP. All prospective proposers are strongly encouraged to attend. Attendance is not mandatory. Location will be at the NCTPA offices, 625 Burnell St., Napa, CA 94559 unless otherwise specified.

B. Examination of Proposal Documents

By submitting a proposal, the proposer represents that it has thoroughly examined and become familiar with the work required under this RFP, and that it is capable of performing the work identified in ATTACHMENT A, Scope of Work.

C. Addenda/Clarifications

Explanations or clarifications desired by respondents regarding the meaning or interpretation of the RFP may be requested verbally at the pre-proposal meeting or in advance of the meeting in writing. While this meeting is not mandatory, all firms intending to propose are strongly encouraged to attend.

All inquiries pertaining to this RFP should be emailed to Lawrence E. Gawell, Chief, Procurement & Compliance, at the following email address: lgawell@nctpa.net. Questions submitted after the deadline established in the Procurement schedule will not be answered.

D. Submission of Proposals

All proposal submittals shall be transmitted with a cover letter. The person authorized by the proposing entity to negotiate a contract with NCTPA shall sign the cover letter and the letter shall include the name, title, address, email address and the telephone number of the individual to whom correspondence and other contacts should be directed during the proposer selection process. Address the cover letter as follows:

Napa County Transportation and Planning Agency
ATTN: Procurement – RFP #2014-01
625 Burnell St.
Napa, CA 94559

The Proposer shall submit eight (1 original plus 7 copies for a total of 8) hard copies and one (1) electronic CD copy in PDF format of its proposal in a sealed envelope, addressed as noted above, bearing the proposer's name and address, and clearly marked as follows:

"Proposal Submittal - NCTPA RFP # 2014-01"

Proposals must be received in accordance with the Procurement Schedule. Late proposals will not be considered.

A proposer may object to a provision of the RFP on the grounds that it is biased, unduly restrictive or arbitrary or to the selection of a particular proposer on the grounds that NCTPA procedures, the provisions of the RFP or applicable provisions of federal, state or local law have been violated or inaccurately or inappropriately applied by submitting to the Procurement & Compliance Officer a written explanation of the basis for the protest:

1. Any protest alleging improprieties in a solicitation process or in solicitation documents must be filed in accordance with the time lines established by the NCTPA Procurement Policy prior to the scheduled bid opening or deadline for submittal or proposals, as appropriate, in order to be considered by NCTPA. Any protest based on such grounds not timely filed will not be considered by NCTPA.
2. Any protests regarding the evaluation of bids or proposals by NCTPA, or improprieties involving the approval or award or proposed approval or award of a contract must be filed with NCTPA in accordance with the timelines established by the NCTPA Procurement Policy after the NCTPA's written notice of its decision or intended decision to award a contract. Any protest filed after such date which raises issues regarding the bid proposal evaluation, or the contract approval or award will not be considered by NCTPA.

All documents submitted as part of the proposal will be deemed confidential during the evaluation process. After the award of a contract, any material submitted by a proposer in response to this RFP is subject to public inspection under the California Public Records Act (Government Code Sections 6250 et seq.) unless exempt by law. The proposer must identify in writing all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure.

E. Withdrawal of Proposal Submittal

A Proposer may withdraw its proposal at any time before the expiration of the time for submission of proposal submittals as provided in this RFP by delivering to the Procurement & Compliance Officer a written request for withdrawal signed by, or on behalf of, the Proposer.

F. Rights of NCTPA

This RFP does not commit NCTPA to enter into a contract, nor does it obligate NCTPA to pay for any costs incurred in preparation and submission

of the proposal or in anticipation of a contract.

NCTPA may investigate the qualifications of any Proposer under consideration, require confirmation of information furnished by the Proposer, and require additional evidence or qualifications to perform the Services described in this RFP.

NCTPA, in its sole discretion, reserves the right to:

1. Reject any or all proposal submittals.
2. Issue one or more subsequent RFQs and/or RFPs.
3. Postpone opening for its own convenience.
4. Remedy technical errors in the RFP process.
5. Approve or disapprove the use of particular sub proposers.
6. Negotiate with any, all, or none of the Proposers responding to this RFP.
7. Award a contract to one or more Proposers.
8. Waive informalities and irregularities in any proposal.

G. Contract Type

Proposers shall be prepared to accept the terms and conditions of NCTPA's standard form contract included as ATTACHMENT C (NCTPA Sample Professional Service Agreement) hereto. If a Proposer desires to take exception to the Agreement, the Proposer shall provide the following information as a section of the proposal identified as "Exceptions to the Agreement":

1. Proposer shall clearly identify each proposed change to the Agreement, including all relevant Exhibits and Attachments.
2. Proposer shall furnish the reasons therefore as well as specific recommendations for alternative language.

The above factors will be taken into account during contract negotiations. Substantial exceptions to the Agreement may be determined by the Agency, at its sole discretion, to be unacceptable and the Agency will proceed with negotiations with the next highest ranked firm.

SECTION 3 - FORMAT AND CONTENT OF PROPOSAL

A. Format

1. Proposal

Proposals shall be printed, bound and be: 1) as brief as possible, and 2) not include any irrelevant promotional material. Eight (1 original plus 7 for a total of 8) hard copies and one (1) electronic CD copy in PDF format of your RFP submittal. INSTRUCTIONS TO PROPOSERS.

The Proposal shall not exceed a total of the equivalent of thirty (30) single sided pages. RFP submittals must consist of letter-sized (8.5" x 11") pages, with the exception of no more than three tabloid-sized (11" x 17") pages. General Information Form, transmittal letter and resumes are excluded from the total page count. Resumes should be limited to no more than two (2) pages in length. Each tabloid-size page is considered one page for the total page count. Loose-leaf or binder-clipped RFP submittals will not be accepted. Font size shall be at least 12 point.

The nature and form of response of the Proposal submittal is at the discretion of those responding, but shall include, at a minimum, the information listed in Section B below.

2. Cost Proposal

A Cost Proposal must be submitted. The Cost Proposal should be stated for the term of the contract and must be fixed using the OPIS rack average (not the branded average) on the day the fuel is purchased plus a fixed mark-up or minus discount. No guarantee is made that a specific amount of fuel will be purchased. Fuel purchased outside Napa County may be priced on the applicable OPIS rack average price for the location where the fuel was purchased on the date purchased.

B. Content

Proposal content, clarity, and completeness are factors which will be considered in evaluating each proposal received in order to determine suitability of each proposer's capabilities. The entire length of the proposal document must be 30 pages or less and shall include:

- TITLE PAGE
- TRANSMITTAL LETTER
- EXECUTIVE SUMMARY
- QUALIFICATIONS OF PROPOSER

- STAFFING AND ORGANIZATION
- COST PROPOSAL
- EXCEPTIONS TO THE AGREEMENT
- APPENDICES (not included in the 30 page limit)

1. TITLE PAGE

The title page should show the RFP title, the name of the proposer's firm, name of a contact person, a local address, telephone number and the date.

2. TRANSMITTAL LETTER

A transmittal letter signed by an official authorized to contractually bind the firm or individual is required. The transmittal letter shall state that the proposal shall be valid for a 180-day period and should include the name, title, address, telephone number and email address of the individual to whom correspondence and other contacts should be directed during the proposer selection process.

Address the cover letter as follows:

Kate Miller
Executive Director
Napa County Transportation and Planning Agency
625 Burnell St.
Napa, California 94559

3. EXECUTIVE SUMMARY

This section should be limited to a brief narrative highlighting and summarizing the proposal. The summary should clearly convey that the proposer understands the nature of the work and the general approach to be taken.

4. QUALIFICATIONS OF PROPOSER

This section should include a brief description of the proposer's qualifications and previous experience on similar or related engagements. The proposer who is awarded the contract for this work will be required to comply with all applicable Federal, State, regional and local requirements

5. STAFFING AND PROJECT ORGANIZATION

This section should identify key personnel who will be assigned the NCTPA and their experience.

6. COST PROPOSAL

The Cost Proposal should be stated for the term of the contract and must be fixed using the OPIS rack average (not the branded average) on the day the fuel is purchased plus a fixed mark-up or minus discount. No guarantee is made that a specific amount of fuel will be purchased. Fuel purchased outside Napa County may be priced on the applicable OPIS rack average price for the location where the fuel was purchased on the date purchased.

7. EXCEPTIONS TO THE AGREEMENT

This section shall include any exceptions the proposer has taken to ATTACHMENT C – NCTPA Sample Professional Service Agreement.

8. APPENDICES

Under this section, proposers shall provide all legal documents and compliance reports including DBE, Lobbying, Disbarment, etc.

SECTION 4 - SCOPE OF SERVICES TO BE PROVIDED

The work to be performed under contract based on this RFP is described in the Scope of Work attached hereto as ATTACHMENT A and hereby incorporated herein. This proposal also solicits and Alternative 1 proposal. Proposers may submit on both fueling on-site and/or offsite in any combination

SECTION 5 - REQUIRED QUALIFICATIONS

The NCTPA seeks a motivated, skilled and enthusiastic professional team to be accountable and deliver innovative, high quality fueling services. **Proposer must be licensed by the State of California and the United States to conduct business and to fuel transit vehicles as proposed.**

SECTION 6 - EVALUATION AND QUALIFICATIONS

A. EVALUATION METHOD

NCTPA will review and evaluate all proposals deemed responsive to this request by the Evaluation Selection Recommendation Committee (ESRC) in accordance with NCTPA's Procurement Policies and Procedures Manual. Each of the firms will be ranked by the ESRC based on the criteria listed in this section.

B. FINAL SELECTION DETERMINATION

Following the ESRC's analysis of the written proposals and possible follow up discussions, NCTPA will enter into negotiations with the highest ranked firm. If negotiations with this firm are ultimately unsuccessful, or if the firm declines the work offered, then negotiations will proceed with the second highest ranked firm from the proposal list, and so forth.

C. CONTRACT NEGOTIATION

Upon conclusion of the interviews, if any, and best and final offer, if any, NCTPA will enter into contract negotiations with the finalist. The final negotiated contract will be submitted to the NCTPA Board for approval if applicable.

D. EVALUATION AND SCORING CRITERIA

The Evaluation Selection Recommendation Committee (ESRC), which may be made up of staff from NCTPA, and/or other outside agencies, will review the proposals submitted and score them numerically.

The product of the selection process will be to award a contract with the top rank firm, as recommended by the ESRC. The following criteria and point system will be used to evaluate the RFP:

1. Location of fueling sites proposed (25 pts.);
2. Fuel Service Management Hardware and Software (20 pts.);
3. Cost. The most advantageous cost proposal presenting the best value to the NCTPA (55 pts).

SECTION 7 - AWARD

In accordance with NCTPA's Procurement Policies and Procedures Manual, the ESRC will review and evaluate the proposal based on the criteria established above. The NCTPA will enter into negotiations with the highest ranked firm. If negotiations with this firm are ultimately unsuccessful, or if the firm declines the work offered, then negotiations may proceed with the second highest ranked firm from the proposal list, and so forth. Each proposal should be submitted with the most favorable terms from both price and technical perspectives.

SECTION 8 - NON-DISCRIMINATION

Proposers shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, sexual orientation, race, religious creed, color, national origin, ancestry, denial of family and medical care leave,

medical condition (cancer/genetic characteristics) physical handicap, disability (mental or physical) including HIV and AIDS, denial of pregnancy disability leave or reasonable accommodation, marital status, age (40 and above), in the performance of NCTPA contracts. Proposers and any subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.

Proposers shall include the non-discrimination and compliance provisions of the above clause in all subcontracts to perform work under this contract.

SECTION 9 - LEVINE ACT

Proposers will be required to disclose on the record any contribution of more than \$250 which they have made to an NCTPA Board Member within the twelve-month period preceding the submittal deadline of this RFP, and within the twelve-month period preceding any subsequent procurement based on this RFP. This applies to your company, any member of your team, any agents for you or other team members and to the major shareholders of any closed corporation, which is part of your team. If you have made a contribution which needs to be disclosed you must provide written notice of the date, amount and receipt of the contribution(s) to NCTPA Executive Director. This information will need to be provided before the NCTPA can approve any contract.

SECTION 10 - NCTPA DBE REQUIREMENTS

NCTPA has adopted a Disadvantage Business Enterprise (DBE) Policy, pursuant to which the NCTPA encourages all prime proposers to utilize qualified DBE sub proposers on NCTPA projects, NCTPA promotes the direct purchase of goods from qualified DBEs by utilizing DBE vendors when such vendors are available and the price of the goods sought is reasonable, and, for professional services contracts, NCTPA seeks the utilization of qualified DBEs when such DBEs are available. All prime proposers are required to report on DBE usage during the term of each contract.

For purposes of NCTPA's DBE Policy, a DBE shall be a "Disadvantage Business" within the meaning of 13 CFR Part 121 and California Government Code Section 14837. In the event that the NCTPA's DBE Policy conflicts with any Federal, State or other funding source's programs, policies, regulations or requirements, NCTPA shall make the DBE Policy consistent with said funding source's programs, policies, regulations and requirements to the extent permissible by law. NCTPA's DBE Policy is neutral as to race, ethnicity, national origin, age, sex, religion, sexual orientation and other protected classes.

SECTION 11 - INDEMNIFICATION AND INSURANCE REQUIREMENTS

Insurance requirements for this RFP are set forth in ATTACHMENT C, NCTPA Sample Professional Service Agreement for Services, Section 7 – Insurance and Section 8 – Hold Harmless / Defense / Indemnification.

All inquiries pertaining to this RFP should be emailed to Lawrence E. Gawell, Chief Procurement & Compliance, at the following email address: lgawell@nctpa.net in accordance with the procurement schedule. Responses to all questions submitted by the question deadline that may have a material impact on the proposal will be posted on the NCTPA website: www.nctpa.net.

Late proposals will not be considered.

Proposals will be accepted either by hand delivery or by mail addressed as follows:

Napa County Transportation and Planning Agency
ATTN: Procurement – RFP # 2014-01
625 Burnell St.
Napa, CA 94559

Attachments follow.

Attachment A Fueling Services

SCOPE OF WORK

1. The Vendor shall provide 24 hour access, 365 days a year at a fueling site(s) in Napa County capable of fueling NCTPA transit vehicles at current levels of use. The location of the site(s) shall be designated in the proposal. The location(s) proximity to the NCTPA Bus Maintenance yard at 720 Jackson Street, Napa, CA shall be stated in the proposal. The fueling site(s) shall provide full access to large transit vehicles from public highways. Proximity to the NCTPA Bus Maintenance Yard at 720 Jackson street is an important factor in operational costs and will be considered in evaluation of the proposal.
2. At the fueling site(s) the Vendor shall provide 87 octane unleaded gasoline, ultra low sulphur diesel, and compressed natural gas suitable for the NCTPA fleet of transit vehicles in quantities sufficient to meet daily needs. Vendors may propose separately by fuel type. Fuel type is subject to California Air Resource Board regulations and subject to change.
3. The vendor is responsible for maintenance and operation of the fueling site(s).
4. The vendor shall provide fuel cards for fuel card service as well as fuel management software. The fuel card service and fuel management system shall include, but not be limited to the following:
 - The proposed system should provide monitoring, configurable reporting, and real time oversight of the fuel service by NCTPA.
 - The proposed system must capture fuel and vehicle usage data including type and quantity of fuel, transaction cost, transaction date and time, location and vehicle odometer reading.
 - The proposed system must have the ability to export fuel and vehicle data in a Microsoft Excel format or a format approved by NCTPA.
 - The proposed system should afford authorized personnel the ability to assign controls to each account, individual card etc.
 - The proposed system should be web-accessible by NCTPA staff and no purchase of software or installation/maintenance of hardware or software should be required by the NCTPA.

5. All proposals should be for a term of two (2) years with an additional two one (1) year options.

ALTERNATE 1 – On-Site Fueling – Wet Hosing

As an alternative to the Request for Proposals for Off-site fueling services, NCTPA seeks proposals for On-Site fueling of its vehicles at the Jackson Street Bus Maintenance Facility utilizing proposer's vehicles and personnel. This fueling service is a "wet hosing" alternate that requires the proposer to bring fuel to the Jackson Street Bus Maintenance Facility and fuel vehicles with its personnel.

1. The Vendor shall provide fueling services 365 days a year and be capable of daily fueling of NCTPA transit vehicles at current levels of use. The proposers On-Site Fueling crew will refuel the NCTPA transit fleet daily during evening/early morning hours.

2. The fueling service shall provide 87 octane unleaded gasoline, ultra low sulphur diesel, and compressed natural gas suitable for the NCTPA fleet of transit vehicles in quantities sufficient to meet daily needs. Vendors may propose separately by fuel type.

3. The vendor responsible for maintenance and operation of its fueling vehicles.

4. The vendor shall provide fuel management system and fuel management software. The fuel management system shall include, but not be limited to the following:

- The proposed system should provide monitoring, configurable reporting, and real time oversight of the fuel service by NCTPA.
- The proposed system must capture fuel and vehicle usage data including type and quantity of fuel, transaction cost, transaction date and time, location and vehicle odometer reading.
- The proposed system must have the ability to export fuel and vehicle data in a Microsoft Excel format or a format approved by NCTPA.
- The proposed system should be web-accessible by NCTPA staff and no purchase of software or installation/maintenance of hardware or software should be required by the NCTPA.

5. All proposals should be for a term of two (2) years with an additional two one (1) year options.

Attachment A-1 RFP 2014-01

Vehicle Number	Vehicle Year	Make/Model	Fuel Type	FIXED/PARATRANSIT	LIC#	DATE ISSUED
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VINE

1	130	1995	Gillig/Phantom	Diesel	FIXED RT	E021954	1985
2	131	1995	Gillig/Phantom	Diesel	FIXED RT	E021950	1985
3	133	2003	Gillig/Phantom	Diesel	FIXED RT	1152581	2003
4	134	2003	Gillig/Phantom	Diesel	FIXED RT	1182019	2003
5	135	2013	ElDor/Axess	Diesel	FIXED RT	1396911	2013
6	136	2013	ElDor/Axess	Diesel	FIXED RT	1396912	2013
7	137	2013	ElDor/Axess	Diesel	FIXED RT	1396913	2013
8	138	2013	ElDor/Axess	Diesel	FIXED RT	1396914	2013
9	139	2013	ElDor/Axess	Diesel	FIXED RT	1397302	2013
10	140	2013	ElDor/Axess	Diesel	FIXED RT	1397303	2013
11	141	2013	ElDor/Axess	Diesel	FIXED RT	1397304	2013
12	142	2013	ElDor/Axess	Diesel	FIXED RT	1397305	2013
13	143	2013	ElDor/Axess	Diesel	FIXED RT	1397350	2013
14	144	2013	ElDor/Axess	Diesel	FIXED RT	1397349	2013
15	154	2009	GE35LFR	Unleaded	FIXED RT	1219583	2009
16	155	2009	GE35LFR	Unleaded	FIXED RT	1219584	2009
17	156	2009	GE35LFR	Unleaded	FIXED RT	1219585	2009
18	157	2009	GE35LFR	Unleaded	FIXED RT	1219528	2009
19	158	2010	GE35LFR	Unleaded	FIXED RT	1302077	2010
20	159	2010	GE35LFR	Unleaded	FIXED RT	1302078	2010
21	160	2010	GE35LFR	Unleaded	FIXED RT	1302079	2010
22	161	2010	GE35LFR	Unleaded	FIXED RT	1302081	2010
23	162	2010	CHEVY/ARBOC	Unleaded	FIXED RT	1374036	2010
24	163	2010	CHEVY/ARBOC	Unleaded	FIXED RT	1370985	2010
25	164	2011	CHEVY/ARBOC	Unleaded	FIXED RT	1346846	2011
26	165	2011	CHEVY/ARBOC	Unleaded	FIXED RT	1346845	2011
27	166	2012	CHEVY/ARBOC	Unleaded	FIXED RT	1381386	2013
28	167	2012	CHEVY/ARBOC	Unleaded	FIXED RT	1381385	2013
29	168	2012	CHEVY/ARBOC	Unleaded	FIXED RT	1381384	2013
30	169	2012	CHEVY/ARBOC	Unleaded	FIXED RT	1381383	2013
31	200	2013	ElDor/Axess	CNG	FIXED RT	1396908	2013
32	201	2013	ElDor/Axess	CNG	FIXED RT	1396909	2013
33	202	2013	ElDor/Axess	CNG	FIXED RT	1396937	2013
34	203	2013	ElDor/Axess	CNG	FIXED RT	1396938	2013
35	204	2013	ElDor/Axess	CNG	FIXED RT	1396939	2013

Vine-Go

1	625	2002	Ford Aerotech	DIESEL	Paratransit	1156113	2002
2	626	2002	Ford Aerotech	DIESEL	Paratransit	1154602	2002
3	632	2007	Ford E-450	Unleaded	Paratransit	1282248	2007
4	633	2007	Ford E-450	Unleaded	Paratransit	1298192	2007
5	634	2007	Ford E-450	Unleaded	Paratransit	1298191	2007
6	635	2007	Ford E-450	Unleaded	Paratransit	1298190	2007

7	636	2007	Ford E-450	Unleaded	Paratransit	1313753	2007
8	637	2007	Ford E-450	Unleaded	Paratransit	1313754	8/1/2008
9	638	2011	FORD/GALVAL	Unleaded	Paratransit	1346444	9/2/2011
10	639	2011	FORD/GALVAL	Unleaded	Paratransit	1346442	9/2/2011
11	640	2011	FORD/GALVAL	Unleaded	Paratransit	1346443	9/2/2011
12	645	2012	FORD/GALVAL	Unleaded	Paratransit	1381515	5/21/2012
13	646	2012	FORD/GALVAL	Unleaded	Paratransit	1381516	5/21/2012
14	647	2012	FORD/GALVAL	Unleaded	Paratransit	1381517	5/20/2012

Yountville

1	403	2000	Supreme/Trly	DIESEL	FIXED RT	905198	2000
2	404	2012	Ford/Trolley	Unleaded	Yountville	1302121	2012

St Helena

1	641	2011	FORD/EL D	Unleaded	Paratransit	1406068	11/4/2011
2	642	2011	FORD/EL D	Unleaded	Paratransit	1406069	11/4/2011

Calistoga Shuttle

1	643	2011	FORD/EI D	Unleaded	Paratransit	1406070	11/4/2011
2	644	2011	FORD/EI D	Unleaded	Paratransit	1406071	11/4/2011

American Canyon

1	629	2004	Ford Aerotech	Unleaded	Paratransit	1190435	1/1/2004
2	631	2005	Ford Econo	Unleaded	Paratransit	1186244	1/1/2005

NCTPA SUPPORT VEHICLE

1	181	2001	DODGE/TRK	UNLEADED	Shop Trk	1067012	Jan-01
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Veolia support vehicles

1	186	2000	Dodge/Ram 2500	Unleaded	Support	4LLB995	
2	188	2010	Ford Truck	Unleaded	Support	8W90873	
3	801	2010	Ford Fusion	Unleaded	Support	6KPY858	
4	802	2010	Ford Fusion	Unleaded	Support	6KPY856	
5	803	2010	Ford Fusion	Unleaded	Support	6KPY857	

Shared vehicle program

SVP	628	2004	Ford Aerotech	Unleaded	Paratransit	1190434	2004
SVP	612	1999	Ford Aerotech	Unleaded	Paratransit	1023737	1/1/1999
SVP	613	1999	Ford Aerotech	Unleaded	Paratransit	1023738	1/1/1999
SVP	622	1999	Ford Aerotech	Unleaded	Paratransit	E958551	1/1/1999

TYPE LIFT	CAPACITY	MILEAGE	LENGTH	IN SERVICE
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Lift-u	34 or 26+3	950,858	35'	3/4/1995
Lift-u	34 or 26+3	924,699	35'	3/28/1995
Lift-u	45 or 39+2	310615	40'	3/1/2009
Lift-u	45 or 39+2	276,383	40'	3/1/2009
Ricon	31 or 27+2	12762	40'	3/14/2013
Ricon	31 or 27+2	15664	40'	3/14/2013
Ricon	31 or 27+2	12631	40'	3/14/2013
Ricon	31 or 27+2	9343	40'	4/4/2013
Ricon	29 or 23+2	587	35'	9/19/2013
Ricon	29 or 23+2	611	35'	9/19/2013
Ricon	29 or 23+2	600	35'	9/19/2013
Ricon	29 or 23+2	602	35'	9/19/2013
Ricon	29 or 23+2	683	35'	9/19/2013
Ricon	29 or 23+2	556	35'	9/19/2013
N/flyer	29 or 20+2	186,854	35'	6/9/2009
N/flyer	29 or 20+2	186,240	35'	6/9/2009
N/flyer	29 or 20+2	169,253	35'	6/9/2009
N/flyer	29 or 20+2	174,536	35'	6/9/2009
N/flyer	29 or 20+2	139,549	35'	9/1/2010
N/flyer	29 or 20+2	144,124	35'	9/1/2010
N/flyer	29 or 20+2	124,050	35'	9/1/2010
N/flyer	29 or 20+2	127,480	35'	9/1/2010
RICON	23 or 13+2	55759	28'	9/8/2011
RICON	23 or 13+2	56530	28'	9/8/2011
RICON	23 or 13+2	23,558	28'	1/2/2012
RICON	23 or 13+2	39827	28'	1/2/2012
Braun	17 + 2	16633	28	1/11/2013
Braun	17 + 2	12095	28	1/11/2013
Braun	17 + 2	14463	28	1/11/2013
Braun	17 + 2	10383	28	1/11/2013
Ricon	32 or 24+2	5464	35'	3/14/2013
Ricon	32 or 24+2	5085	35'	3/14/2013
Ricon	32 or 24+2	6115	35'	3/14/2013
Ricon	32 or 24+2	6985	35'	3/14/2013
Ricon	32 or 24+2	7196	35'	3/14/2013

Braun	12 or 2+5	208,441	23'	1/1/2002
Braun	12 or 2+5	245,008	23'	1/1/2002
Braun	12 or 4+3	131,005	23'	8/30/2007
Ricon	12 or 4+3	127,501	23'	8/30/2007
Ricon	12 or 4+3	113,372	23'	8/30/2007
Ricon	12 or 4+3	132,065	23'	8/30/2007

Ricon	12 or 4+3	98,531	23'	8/1/2008
Ricon	12 or 4+3	68,247	23'	8/1/2008
BRAUN	12 or 2+5	32,614	23'	11/4/2011
Braun	12 or 2+5	29,266	23'	11/4/2011
Braun	12 or 2+5	42,724	23'	11/4/2011
Braun	12 or 2+5	23,217	23'	5/18/2012
Braun	12 or 2+5	16,942	23'	5/18/2012
Braun	12 or 2+5	23,945	23'	5/18/2012

Maxon	24 or 20+2	183,234	33'	5/26/2002
Lift-U	27 or 22+2	17,522	31'	9/29/2012

Braun	11 or 9+1	21,225	21'	11/4/2011
Braun	11 or 9+1	18,534	21'	11/4/2011

Braun	11 or 9+1	27,314	21'	11/4/2011
Braun	11 or 9+1	32,300	21'	11/4/2011

Ufl	18 or 13+2	82,073	23'	3/8/2004
Ricon	12 or 10+1	163,632	24'	7/1/2006

Maxon	18 or 13+2	250,265	23'	1/1/2004
Ricon	14/2W/C	103,870	23'	8/1/1999
Ricon	14/2W/C	92,306	23'	8/1/1999
Braun	18 or 13+2	206,400	22'	8/1/1999

ATTACHMENT B

GENERAL INFORMATION FORM

(To be completed by the Proposer and placed at the front of the RFP)

Legal Name of Firm :

Date:

Street Address:

Telephone Number:

City/State/Zip:

Firm's Fax Number:

NCTPA DBE ☐

NCTPA LBE ☐

DBE ☐

UDBE ☐

None ☐

Type of Organization:

(Corporation, LPA, Sole Proprietorship, Partnership, etc.)

Business License (documented):

Taxpayer ID Number (Federal):

Name and Title of Manager:

Name, Title, e-mail address, and Phone Number of Person Correspondence should be directed to:

NCTPA DBE ☐

DBE ☐

UDBE ☐

None ☐

Signature, Name and Title of Person Signing

ATTACHMENT C

NCTPA SAMPLE PROFESSIONAL SERVICE AGREEMENT

Please refer to our website www.nctpa.net for a sample Professional Service Agreement. If this is a federally funded procurement, the federally required clauses will be included.

ATTACHMENT D

FEDERAL REQUIRED CONTRACT CLAUSES

Please refer to our website <http://www.nctpa.net/bsn-emp/bsn-procurement/forms.html> for content of Federal required clauses.

Federal Required and Other Model Contract Clauses

	Rolling Stock	Operating	Construction	Consultant Services	Research	Goods	Prof Svc
1. Fly America - Required for air transportation.	>\$100,000		>\$100,000			>\$100,000	
2. Buy America		X					
3. Charter Bus and School Bus							
4. Cargo Preference - Required for all contracts involving equipment, materials, or commodities which may be transported by ocean vessels.							
5. Seismic Safety			New Bldg				
6. Energy Conservation	X	X	X	X	X	X	X
7. Clean Water	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
8. Bus Testing	X	Turnkey					
9. Pre-Award/Post Delivery Audit	X	Turnkey					
10. Lobbying	>\$100,000	>\$100,000	>\$100,000	>\$100,000		>\$100,000	>\$100,000
11. Access to Records and Reports		X	X	X			X
12. Federal Changes	X	X	X	X	X	X	X
13. Bonding							
14. Clean Air	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
15. Recycled Products	* >\$10,000	* >\$10,000	* >\$10,000	* >\$10,000	* >\$10,000	* >\$10,000	* >\$10,000
16. Davis-Bacon and Copeland Anti-Kickback Acts			>\$2,000				
17. Contract Work Hours and Safety Standards Act			>\$100,000				
19. No Government Obligation to Third Parties	X	X	X	X	X	X	X
20. Program Fraud and False or Fraudulent Statements and Related Acts	X	X	X	X	X	X	X
21. Termination	>\$10,000	>\$10,000	>\$10,000	>\$10,000	>\$10,000	>\$10,000	>\$10,000
22. Government-wide Debarment and Suspension (Nonprocurement)	>\$25,000	>\$25,000	>\$25,000	>\$25,000	>\$25,000	>\$25,000	>\$25,000
23. Privacy Act	X	X	X	X	X	X	X
24. Civil Rights	X	X	X	X	X	X	X
25. Breaches and Dispute Resolution	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
26. Patent and Rights in Data							
27. Transit Employee Protective Agreements		X					
28. Disadvantaged Business Enterprise (DBE)	X	X	X	X	X	X	X
30. Incorporation of Federal Transit Administration Terms	X	X	X	X	X	X	X
31. Drug and Alcohol Testing		X					

* Procurement of items designated by EPA - 40CFR247

January 2007

RASTO: Procurement:ProceduresFTA Required Clauses Chart.xlsforms



January 15, 2014
NCTPA Agenda Item 9.2
Continued From: New
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Lawrence E. Gawell, Chief Procurement and Compliance Officer
(707) 259-8636 / Email: lgawell@nctpa.net
SUBJECT: Approval of First Amendment to Napa County Transportation and Planning Agency (NCTPA) Agreement No. 12-10

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board approve the First Amendment to NCTPA Agreement No. 12-10 (Attachment 1) with Dyett and Bhatia in an amount not to exceed \$33,582.40 and to extend the period of performance until June 30, 2014 for work associated with the Community-based SR-29 Gateway Corridor Improvement Plan Study

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The NCTPA entered into Agreement No. 12-10 with Dyett and Bhatia on July 18, 2012 for the Community-based SR-29 Gateway Corridor Improvement Plan Study. NCTPA Agreement No. 12-10 will expire on January 31, 2014. This contract amendment will extend the term until June 30, 2014 and allow additional modeling work to be completed.

PROCEDURAL REQUIREMENTS

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

FINANCIAL IMPACT

Is there a fiscal impact? Yes.

Is it currently budgeted? Yes.

Is it mandatory or discretionary? Discretionary

Consequences if not approved: Modeling of SR-29 intersections in American Canyon will not be performed.

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

NCTPA entered into Agreement No. 12-10 with Dyett and Bhatia on July 18, 2012 to conduct the Community-based SR-29 Gateway Corridor Improvement Plan Study. NCTPA Agreement No. 12-10 will expire on January 31, 2014. It has been determined that Vissum microsimulation modeling of six (6) key intersections of SR-29 in American Canyon needs to be conducted and this work was not in the original contract. This contract amendment will extend the term until June 30, 2014 and add the sum of \$33,582.40 for the additional modeling work.

SUPPORTING DOCUMENTS

Attachment: (1) First Amendment to NCTPA Agreement No. 12-10

**FIRST AMENDMENT TO
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ("NCTPA")
AGREEMENT NO. 12-10**

THIS FIRST AMENDMENT TO NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ("NCTPA") AGREEMENT NO. 12-10 herein after referred to as "Agreement" is made and entered into as of this **15th** day of **January, 2014** between the NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (hereinafter referred to as "NCTPA"), and Dyett & Bhatia, Urban and Regional Planners, whose mailing address is Suite 400, 755 Sansome Street, San Francisco, CA 94111, hereinafter referred to as "CONTRACTOR";

RECITALS

WHEREAS, in July 2012 NCTPA contracted for specialized services, as authorized by Government Code Section 31000, in order to **prepare and complete the SR29 Gateway Corridor Improvement Plan Study**; and

WHEREAS, the Agreement term was scheduled to expire in January 31, 2014; and

WHEREAS, the parties desire to amend the Agreement to extend the term and total compensation further in order to provide CONTRACTOR with the opportunity to complete additional services as set forth in the Agreement; and

WHEREAS, NCTPA requires additional modeling work to be completed under Task 3, Development Plan Components; and

WHEREAS, the CONTRACTOR requires additional \$33,582.40 to complete the additional modeling work as required by NCTPA,

TERMS

NOW, THEREFORE, the NCTPA and CONTRACTOR agree to amend the Agreement as follows:

1. Paragraph 1 of the Agreement is replaced in its entirety to read:

1. **Term of the Agreement.** The term of this Agreement shall commence on the date first above written and **shall expire on June 30, 2014** unless terminated earlier in accordance with Paragraphs 9 (Termination for Cause), 10 (Termination for Convenience) or 23(a) (Covenant of No Undisclosed Conflict); except that the obligations of the parties under Paragraphs 7 (Insurance) and 8 (Indemnification) shall continue in full force and effect after said expiration date or early termination in relation to acts or omissions occurring prior to such dates during the term of the Agreement, and the obligations of CONTRACTOR to NCTPA shall also continue after said

expiration date or early termination in relation to the obligations prescribed by Paragraphs 15 (Confidentiality), 20 (Taxes) and 21 (Access to Records/Retention).

2. Paragraph 3 (c) of the Agreement is replaced in its entirety to read:

3. **Compensation.**

(c) Maximum Amount. Notwithstanding subparagraphs (a) and (b) the maximum cumulative payments under the Agreement shall **be a total of \$331,126.40** for professional services and expenses; provided, however, that such amounts shall not be construed as guaranteed sums, and compensation shall be based upon services actually rendered and received.

3. Exhibit "B-1" is hereby incorporated to include the additional scope of work contained therein.

4. Except as set forth above, the terms and conditions of the Agreement shall remain in full force and effect as previously approved.

IN WITNESS WHEREOF, this Agreement was executed by the parties hereto as of the date first above written.

"NCTPA"

"CONTRACTOR"

NCTPA, a joint powers authority organized
under the laws of the State of California

Dyett & Bhatia
Urban and Regional Planners

By _____
Kate Miller, Executive Director

By _____
Matt Taecker, AICP

ATTEST:

By _____
Karalyn E. Sanderlin, NCTPA Board Secretary

Approved as to Form:

By _____
Janice Killion, NCTPA Legal Counsel

EXHIBIT "B-1"

SR 29 GATEWAY CORRIDOR IMPROVEMENT STUDY

MICROSIMULATION ADD-ON

FEHR & PEERS' SCOPE OF WORK – 10/25/13

This amendment scope of work covers tasks proposed by Fehr & Peers to prepare a microsimulation analysis of the State Route 29 (SR 29) corridor in the City of American Canyon. The simulation models will be used to compare two design concepts under cumulative conditions. This scope of work is intended as proof of concept and does not include a fully calibrated model to existing conditions; nor does it include the full detailed traffic analysis needed for the Caltrans project development process or for an environmental document.

TASK 1 TRAFFIC FORECASTS

The study area will include the following intersections.

1. SR 29 / American Canyon Road
2. SR 29 / Donaldson Way
3. SR 29 / Poco Way / South Napa Junction Road
4. SR 29 / Rio Del Mar
5. SR 29 / Eucalyptus Drive
6. SR 29 / Napa Junction Road

Traffic forecasts will be developed for cumulative PM peak hour conditions based on previous work and the Napa-Solano Travel Demand Model (N-STDM). For driveways and minor street intersections (for example, Crawford Way), engineering judgment will be used to prepare forecasts or the access will be assumed to be closed as part of the design concept.

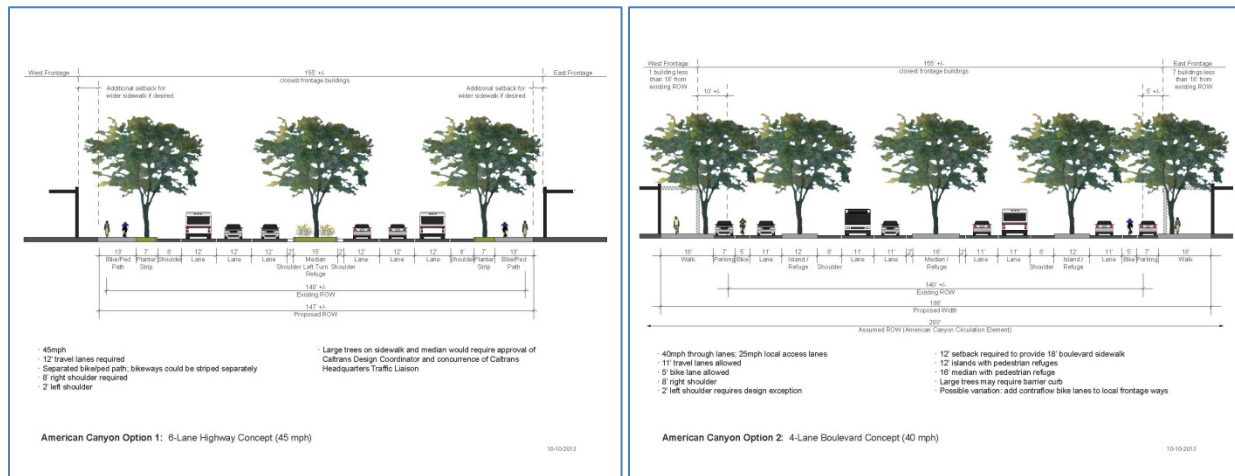
The cumulative conditions PM peak hour forecasts will include estimates for pedestrian, bicycle, and bus volumes. Since within the study area no existing line haul transit service stops on SR 29, no bike lanes currently exist, and pedestrian activity is nominal, we will base future transit and non-motorized activity for each design concept on direction by NCTPA and American Canyon staff.

TASK 2 DESIGN CONCEPTS

Fehr & Peers will work with the project team to develop two design concepts based on the following proposed cross sections.

1. Six Lane Highway – three 12-foot lanes in each direction with 8-foot shoulders, a landscaped median, and bike/ped path on both sides separated from the roadway

- Four Lane Boulevard – two 11-foot lanes in each direction with 8-foot shoulders, a landscaped median, one-lane, one-way frontage roads in each direction with bike lane and on-street parking.



Cross Section Concepts for SR 29 in American Canyon

Given the actual land uses, these cross sections may vary along the corridor. The number of turn pockets at intersections will be based on traffic forecast volumes and the available right-of-way. The frontage road access points – slip lanes, turn restrictions, etc. – will be designed in collaboration with the project team. The corridor concepts for the alternatives will be prepared at the sketch level to be reviewed and approved by the project team before proceeding with the traffic operations analysis (Task 3).

TASK 3 TRAFFIC OPERATIONS ANALYSIS

The two design options for the SR 29 corridor will be constructed in the Vissim microsimulation traffic analysis software. Vissim is a multi-modal operations analysis platform that models the interaction of vehicles at intersections, pedestrians and vehicles at crosswalks, bus routes and stops, and queue interactions on turn pockets and between adjacent intersections.



Example Vissim Screenshot Showing Multi-Modal Operations

The Vissim analysis results will provide PM peak hour results for overall corridor performance and for intersection operations. The network measures of effectiveness will include total delay, volume throughput, and average speed according to travel mode (motor vehicles, buses, bicycles, and pedestrians). Average corridor travel times will be provided for motor vehicles, buses, and bicycles. At the study intersections, average delay and level of service will be calculated for motor vehicles consistent with the procedures in the *Highway Capacity Manual* (Transportation Research Board, 2011).

TASK 4 DOCUMENTATION AND MEETINGS

Although no formal technical memorandum will be prepared, we will provide a brief written summary and submit tables that summarize the Vissim analysis results. We will prepare a video of each of the simulation models using the Vissim 3D animation function for use at project team, stakeholder, or citizen's advisory meetings.

We will attend up to three project meetings to discuss the project and present the analysis results. Additional meetings will be attended on a time and materials basis.

SCHEDULE

The draft corridor concepts will be submitted three weeks after receiving written authorization to proceed. The draft analysis results and videos will be submitted three weeks after the corridor concepts have been reviewed and approved by the project team. We will prepare one final set of analysis results and videos two weeks after receiving all comments and suggestions on the draft version.

COST ESTIMATE

Fehr & Peers can complete the above scope of work on a time-and-materials basis for a fee of \$33,580 as shown in the table below.

TASK	ESTIMATED HOURS					TOTAL	
	Principal	Associate (Technical Lead)	Associate (Project Manager)	Engineer	Admin. Support	Hours	Cost
	\$235	\$185	\$180	\$130	\$110		
1. Traffic Forecasts	2	2	4	6	2	16	\$2,560.00
2. Design Concepts	2	4	8	20	8	42	\$6,130.00
3. Traffic Operations Analysis	4	24	8	54	4	94	\$14,280.00
4. Documentation and Meetings	2	12	18	12	4	48	\$7,930.00
Labor:	10	42	38	92	18	200	\$30,900.00
Other Direct Costs (communications, printing, travel, etc.):							\$2,682.40
Total Cost:							\$33,582.40



January 15, 2014
NCTPA Agenda Item 9.3
Continued From: New
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Lawrence E. Gawell, Chief Procurement & Compliance Officer
(707) 259-8636 / Email: lgawell@nctpa.net
SUBJECT: Approval of Insurance Renewals for Napa County Transportation and Planning Agency (NCTPA_

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board authorize the Executive Director to procure insurance policy renewals for the NCTPA through Mackey and Mackey Insurance Agency.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The Philadelphia Indemnity Insurance Company, Unigard Insurance Company, Atain Specialty Insurance Company, Darwin Select Insurance, and Travelers Property Casualty Co., through Mackey & Mackey Insurance Agency, have offered to renew their insurance policies for the NCTPA for the period January 31, 2014 through January 31, 2015. These insurance policies would protect NCTPA against physical damage and liability losses.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a fiscal impact? Yes. \$62,079.18

Is it currently budgeted? Yes.

Is it mandatory or discretionary? Mandatory

Consequences if not approved: Unanticipated costs incurred due to physical damage, general/professional liabilities.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Philadelphia Indemnity Insurance Company, Unigard Insurance Company, Atain Specialty Insurance Company, Darwin Select Insurance, and Travelers Property Casualty Co., through Mackey & Mackey Insurance Agency, have offered to renew their insurance policies for the NCTPA for the period January 31, 2014 through January 31, 2015. Mackey and Mackey is the insurance agent for the NCTPA that was selected pursuant to RFQ 2013-04.

These insurances provide protection to NCTPA against loss exposures including Worker's Compensation and Employer's Liability, Public Officials' Liability Coverage, Commercial Property Coverage, Commercial Auto Coverage and General Liability Coverage.

SUPPORTING DOCUMENTS

Attachment: (1) Mackey and Mackey Insurance Agency Insurance 2014-15
Insurance Renewal Summary



MACKEY AND MACKEY INSURANCE AGENCY, INC.
WWW.MACKEY-INSURANCE.COM

2014-15 Insurance Renewal Summary
for
Napa County Transportation & Planning Agency

Philadelphia Indemnity Insurance Co. – AM Best Rated A++ / XV

Commercial Property Coverage	Limits
<i>625 Burnell Street</i>	
Building	5,724,000
Business Personal Property / Contents	250,000
Business Income & Extra Expense	300,000
Special Form / Replacement Cost	Included
Deductible – Per Claim	1,000
<i>Annual Premium</i>	<i>\$10,471.00</i>
General Liability Coverage	Limits
General Aggregate	2,000,000
Products / Completed Operations Aggregate	Excluded
Personal & Advertising Injury	Excluded
Each Occurrence	1,000,000
Damage to Premises Rented to You	100,000
Medical Expense – Any One Person	5,000
Covered Premises: 625 Burnell Street; 575 3 rd Street	
<i>Annual Premium</i>	<i>\$2,569.00</i>

450 Kings County Drive, Suite 101
P.O. Box 1209
Hanford, CA 93232
Phone: (559) 583-9393
Fax : (559) 582-3903

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Phone: (805) 772-1799
Fax: (805) 772-6906
STATE LICENSE #0668959

695 Price St., Suite 101
Pismo Beach, CA 93449
Phone: (805) 295-6601
Fax: (805) 295-6603



MACKEY AND MACKEY INSURANCE AGENCY, INC.
WWW.MACKEY-INSURANCE.COM

Philadelphia Indemnity Insurance Co. – AM Best Rated A++ / XV

Commercial Auto Coverage	Limits
Liability – Symbol 1 (Any Auto)	1,000,000
Uninsured Motorist Bodily Injury – Symbol 2 (Owned Autos)	1,000,000
Underinsured Motorist Bodily Injury – Symbol 2 (Owned Autos)	1,000,000
Medical Payments – Symbol 7 (Scheduled Autos)	5,000
Comprehensive Physical Damage – Symbol 7 (Scheduled Autos)	Deductible – 1,000
Collision Physical Damage – Symbol 7 (Scheduled Autos)	Deductible – 1,000
<i>Annual Premium</i>	<i>\$6,905.000</i>

Umbrella / Excess Liability	Option 1
General Aggregate	4,000,000
Each Occurrence	4,000,000
<i>Annual Premium</i>	<i>\$2,821.00</i>

This summary is for informational purposes only and should not be taken or construed as a binder of coverage or an insurance policy. The points above are highlights only. Please review the policy coverage and endorsements for wording regarding specific coverages, conditions, limitations and exclusions. In the event of disagreement between this summary and actual policy coverage, terms and conditions, the policy shall prevail.

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MACKEY AND MACKEY INSURANCE AGENCY, INC.
WWW.MACKEY-INSURANCE.COM

2014-15 Insurance Renewal Summary
for
Napa County Transportation & Planning Agency

Unigard Insurance Co. – AM Best Rated A / XV

Commercial Property Coverage	Limits
<i>720 Jackson Street</i>	
All Metal Building	439,400
Business Personal Property / Contents	515,000
Building (A) – Modular	28,700
Business Personal Property / Contents	25,000
Building (B) – Bus Washing System	71,900
Business Personal Property / Equipment	25,000
Building (C) – Storage	3,600
Building (D) - Shop	94,800
Business Personal Property / Contents	40,000
Special Form / Replacement Cost	Included
Deductible – Per Claim	1,000
<i>Annual Premium</i>	<i>\$2,671.00</i>

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MACKEY AND MACKEY INSURANCE AGENCY, INC.
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Unigard Insurance Co. – AM Best Rated A / XV

General Liability Coverage	Limits
General Aggregate	2,000,000
Products / Completed Operations Aggregate	2,000,000
Personal & Advertising Injury	1,000,000
Each Occurrence	1,000,000
Damage to Premises Rented to You	100,000
Medical Expense – Any One Person	5,000
Covered Premises: 720 Jackson Street	
<i>Annual Premium</i>	<i>\$825.00</i>
Umbrella / Excess Liability Coverage	Limits
General Aggregate	1,000,000
Each Occurrence	1,000,000
<i>Annual Premium</i>	<i>\$527.00</i>

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MACKEY AND MACKEY INSURANCE AGENCY, INC.
WWW.MACKEY-INSURANCE.COM

2014-15 Insurance Renewal Summary
for
Napa County Transportation & Planning Agency

Atain Specialty Insurance Co. – AM Best Rated A / VIII

General Liability Coverage	Limits
General Aggregate	2,000,000
Products / Completed Operations Aggregate	Included
Personal & Advertising Injury	1,000,000
Each Occurrence	1,000,000
Damage to Premises Rented to You	100,000
Medical Expense – Any One Person	5,000
Deductible – Per Occurrence	500
Covered Premises: Bus Stops & Parking Facilities	
<i>Annual Premium + Taxes & Fees</i>	<i>\$6,176.67</i>

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MACKEY AND MACKEY INSURANCE AGENCY, INC.
WWW.MACKEY-INSURANCE.COM

2014-15 Insurance Renewal Summary
for
Napa County Transportation & Planning Agency

Darwin Select Insurance – AM Best Rated A / XV

Public Officials Liability Coverage	Limits
Public Officials Liability – Per Claim	1,000,000
Employment Practices Liability – Per Claim	1,000,000
Policy Aggregate	1,000,000
Public Officials Liability Deductible – Per Claim	10,000
Employment Practices Liability Deductible – Per Claim	50,000
Defense Coverage – Outside the Limit	Unlimited
Annual Premium + Taxes & Fees	\$18,942.51

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MACKEY AND MACKEY INSURANCE AGENCY, INC.
WWW.MACKEY-INSURANCE.COM

2014-15 Insurance Renewal Summary
for
Napa County Transportation & Planning Agency

Travelers Property Casualty Co. – AM Best Rated A+ / XV

Workers' Compensation & Employers Liability	Limits
Bodily Injury – By Accident	1,000,000
Bodily Injury – By Disease	1,000,000
Bodily Injury – By Disease (Each Employee)	1,000,000
Estimated Annual Payroll	1,197,441
Class Code 8810 – Clerical Employees – Net Rate per Hundred	\$0.79
<i>Estimated Annual Premium + State Taxes & Fees</i>	<i>\$10,171.00</i>

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January 15, 2014
NCTPA Agenda Item 9.4
Continued From: June 2013
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Eliot Hurwitz, Program Manager - Planning
(707) 259-8782 / Email: ehurwitz@nctpa.net
SUBJECT: Transportation Development Act-Article 3 (TDA-3) Call for Projects

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board approve the FY 2013-14 and FY 2014-15 Transportation Development Act-Article 3 (TDA-3) Call for Projects.

COMMITTEE RECOMMENDATION

The Technical Advisory Committee (TAC) recommends that the NCTPA Board approve the TDA-3 Call for Projects for FY 2013-14 and FY 2014-15.

EXECUTIVE SUMMARY

The TDA-3 program is funded by approximately 2% of the ¼ cent statewide sales tax for bicycle and pedestrian projects. This generates approximately \$125,000 per year in revenues for Napa County Jurisdictions. Priority is given to capital projects. Planning is a permissible activity under TDA-3 revenues but can only be used for comprehensive planning activities every 5 years per jurisdiction.

The Board approved an initial call for projects in June 2013 for the FY 2013-14 revenues but award of these revenues was delayed until additional information was known about two critical grant applications - the TIGER V and Regional Measure 2 Safe Routes to Transit programs – to fund various Vine Trail projects. Ultimately neither of these efforts was successful.

Staff is recommending that a new call for projects be released that combines both the FY 2013-14 and FY 2014-15 TDA funds.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? Unknown, approval to release the call for projects will make approximately \$458,057 in TDA-3 revenues available for programming to NCTPA and the other jurisdictions in the county.

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

The Board approved releasing a call for projects in June 2013. The call for projects was released and project applications were received. The potential for receiving new TIGER V and Safe Routes to Transit Grants delayed presenting a proposed FY 2013-14 TDA program to the Board for consideration. In March, the FY 2014-15 TDA-3 revenues will be available for allocation. A summary of the revenues is listed in Table A below.

Table A: Available TDA-3 Revenues

FY 2013-14	333,057
FY 2014-15*	125,000
Total Available	\$458,057

*Estimated revenues

At the same time, the statewide and regional Active Transportation Programs (ATP) are also moving forward. The statewide guidelines are anticipated to be approved by the California Transportation Commission (CTC) at its March meeting. Subsequent to approval, the CTC will immediately issue a call for projects. As a reminder, the CTC will administer 50% of the ATP revenues, Caltrans will administer the 10% small urban and rural revenues, and 40% will be administered by the Metropolitan Planning Organizations (MPO).

The Metropolitan Transportation Commission (MTC) serves as the Bay Area's MPO. MTC's guidelines are not likely to be approved until June at which time it will be known how revenues will be distributed locally. The total amount of revenues for the ATP statewide is estimated to be roughly \$125 million annually. Delays in programming the

revenues has resulted in prior year carry over revenues, consequently, the first programming cycle is expected to be closer to \$230 million statewide.

At its January meeting, the TAC was asked to consider the following three programming options:

- a. Proceed with programming the FY 2013-14 TDA-3 funds
- b. Postpone programming the FY 2013-14 TDA-3 funds and complete a second call for projects adding the FY 2014-15 revenues
- c. Postpone programming the TDA-3 funds until the ATP calls for projects are released in March

The TAC's recommendation was to proceed with option (b) but to develop scoring criteria based on prior TDA-3 cycles and ATP guidelines (based on what is currently known) and to establish a list of project priorities. Projects would then be selected for various programs as revenues are made available. The scoring proposal was distributed to the TAC for its consideration and will be discussed at its February meeting. The scoring criteria and a list of bike and pedestrian project priorities will be presented to the Board at a future meeting.

PROPOSED TIMELINE

ITEM	DATE
Board Approval	January 15, 2014
Issue Call For Projects	January 16, 2014
TDA-3 Applications - <i>due to NCTPA by 5:00 PM</i>	March 7, 2014
Draft Program Review by ATAC	March 24, 2014
Draft Program Review by TAC	April 3, 2014
Board Approval	April 16, 2014

SUPPORTING DOCUMENTS

Attachment: (1) Guide and Application for Transportation Development Act–Part 3 (TDA-3) Funds for Napa County



Guide and Application for
Transportation Development Act – Part 3 (TDA-3) Funds
for Napa County

FY 2013-14 and FY 2014-15 Applications
Due to NCTPA: March 7, 2014

NCTPA
625 Burnell Street
Napa, CA 94559
Phone: 707-259-8631
Fax: 707-259-8638
www.nctpa.net

January 16, 2014

The Napa County Transportation and Planning Agency is pleased to announce a Call for Projects for Transportation Development Act, Part 3 (TDA-3) funds available to Napa County jurisdictions.

The TDA-3 program is a grant program, funded by approximately 2% of the ¼ cent Statewide Sales Tax. This generates approximately \$125,000 per year in revenues for Napa jurisdictions. The purpose of the TDA-3 program is to provide grants for local bicycle and pedestrian projects.

The TDA-3 program can fund a wide range of project types, including for capital construction and/or design engineering of bicycle and pedestrian projects; and/or for the maintenance of a Class I bikeway; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan (once every 5 years),

NCTPA is pleased that your agency or organization has chosen the TDA-3 program as a potential funding source to complete your eligible project. This packet has been created to help guide you in submitting a successful application for funding.

The available funding for Napa County TDA-3 projects for FY 2013-14 and FY 2014-15 will be approximately \$458,057 dollars. The TDA Applications will be due to NCTPA by 5:00 PM on Friday, March 7, 2014.

If you have any questions, you may contact Eliot Hurwitz, TDA-3 Program Manager at:

625 Burnell Street
Napa, CA 94559
Phone: 707-259-8631

Sincerely,

Kate Miller
Executive Director
Napa County Transportation & Planning Agency

The TDA-3 Program

The State Legislature passed the Transportation Development Act (TDA) in 1971. The TDA provides one of the major funding sources for public transportation in California. Transportation Development Act (TDA) funds are generated from a statewide ¼ cent sales tax. Article 3 of TDA is a set-aside of approximately 2% of those monies. Under Article 3 of the TDA, funds are also used by local jurisdictions for bicycle and pedestrian projects.

The Metropolitan Transportation Commission (MTC) administers TDA3, which is distributed based on population. Each year, an annual fund estimate or “entitlement” is developed for each jurisdiction. Unused “entitlement” is accumulated as credit. A jurisdiction’s claim in any given year cannot exceed the sum of their accumulated credit plus their projected entitlement for the following two years.

Funds are obtained by local jurisdictions via a three-step process: (1) apportionment, (2) allocation, and (3) payment (reimbursement). Apportionment in the San Francisco Bay Area follows a Metropolitan Transportation Commission (MTC) formula based upon population. Allocation is the discretionary action by MTC that designates funds for a specific claimant for a specific purpose. NCTPA submits TDA allocation requests to MTC on a regular basis, and unused TDA funds allocated to any project may be rolled over from one fiscal year to the next. No matching funds are required, but the project must meet the funding objectives and be developed in cooperation with the community. The basic objectives of the grant source are to fund projects that increase the safety, security, and efficiency of bicycle and pedestrian travel, and to provide for a coordinated system. The MTC requires supporting resolutions from the sponsoring Council.

There are no matching requirements with this funding source. TDA 3 projects are required to meet Caltrans safety design criteria and CEQA requirements; be completed within three years; be maintained; be consistent with adopted bicycle plans; and be authorized by a governing council or board.

This “Call for Projects” will be issued on January 16, 2014, upon approval by the NCTPA Board of Directors. In addition to the application, project sponsors must deliver documentation of environmental clearance and maps/documents showing project locations and design parameters. Projects must be approved by MTC.

As part of the grant process, MTC also requires the City Council to adopt a resolution making certain findings as follows:

- (i) the City is eligible to request grant funding under State law,
- (ii) there is no pending or threatened litigation that adversely affects the project
- (iii) the grant application is accurate,
- (iv) The jurisdiction has committed adequate staffing resources to complete the projects
- (v) The jurisdiction will comply with CEQA,
- (vi) the completed projects will be maintained by the jurisdiction for the benefit of the public, and
- (vii) the adopted resolution will be sent to NCTPA

Basic Eligibility for TDA-3 Funding

TDA Article 3 funds may be used for the following activities relating to pedestrian and bicycle facilities (including sidewalk wheelchair ramps):

- Engineering expenses leading to construction.
- Right-of-way acquisition.
- Construction and reconstruction.

- Retrofitting existing bicycle and pedestrian facilities, including installation of signage, to comply with the Americans with Disabilities Act (ADA).
- Route improvements such as signal controls for cyclists, bicycle loop detectors, rubberized rail crossings and bicycle-friendly drainage grates.
- Purchase and installation of bicycle facilities such as
 - secure bicycle parking,
 - benches, drinking fountains, changing rooms, rest rooms and showers which are adjacent to bicycle trails, employment centers, park-and-ride lots, and/or transit terminals and are accessible to the general public.
- Maintenance of Class I bikeways (unlimited)
- Maintenance of Class II bikeways. Countywide, the total funds allocated to Class II bikeway maintenance cannot exceed 20% of the total countywide TDA estimate
- Bicycle Safety Education Programs (not more than 50% of the project's budget and not more 5% of the countywide TDA Article 3 funds)
- Comprehensive Bicycle & Pedestrian Facilities Plans (not more than once per jurisdiction every 5 years)
- Projects identified in a recent (within 5 years) comprehensive local bicycle or pedestrian plan
- Annual TDA Article 3 Audits

TDA Article 3 funds may not be used to fully fund the salary of any one person working on these programs.

Bicycle Advisory Committee Requirement

Cities and counties may not receive TDA Article 3 funds for bicycle projects unless the jurisdiction has established a Bicycle Advisory Committee (BAC) and the project is included in an adopted plan as stipulated in the MTC TDA Article 3 Rules and Procedures. This requirement does not apply to pedestrian projects. For Napa County, the NCTPA Active Transportation Advisory Committee is fulfills this requirement. However, for those jurisdictions with additional local Bicycle Advisory Committees, the approval of that committee is also required.

Recent Project Examples in Napa County

Project Name	Sponsor	TDA-3 Funds	Total Project \$	Costs must be incurred by
ADA Curb Ramps, CON	Calistoga	\$60,000	\$60,000	6/30/2015
Rowena Ave Sidewalk Improvements, CON	City of Napa	\$169,000	\$169,000	6/30/2015
SR29 Undercrossing, PE	City of Napa	\$72,000	\$72,000	6/30/2015
Vine Trail – Solano Ave, PE	NCTPA	\$50,000	\$504,000	6/30/2015

Project Selection Process

The project selection process is as follows. NCTPA staff will run the prospective projects through an initial qualification process based on project eligibility, and present their findings to the NCTPA Active Transportation Advisory Committee (ATAC) which will serve as the initial selection and prioritization committee. The ATAC recommendations will be forwarded to the NCTPA Technical Advisory Committee

(TAC) for their review and recommendation. The recommendation from both Committees will be forwarded to the NCTPA Board for their decision.

Projects will be evaluated on a cost effective and project readiness basis.

TDA-3 Project Selection Criteria for Napa County

For Bicycle Projects

- The project is listed in the jurisdiction's adopted Bicycle Plan
- The project priority level is "high" as indicated in the jurisdiction's Bicycle Plan
- Environmental Clearance is secured

For Pedestrian Projects

- The project is listed in the jurisdiction's Capital Improvement Plan
- Environmental Clearance is secured

Additional credit will be given to projects that

- are on the Countywide "Primary Bikeway Network"
- provide additional local matching funds (not required)

Application Instructions:

TDA-3 project applications for FY 2013-14 must be submitted to NCTPA no later than 5:00 pm on Friday August 16, 2013. Applications may be emailed to Eliot Hurwitz at ehurwitz@nctpa.net. Applications must include:

- MTC project application (attached)
- Resolution of local support following MTC requirements (attached)

What Happens After Submission of the TDA-3 application?

After applications are submitted to NCTPA the evaluation process will begin. NCTPA plans on the following action timeline:

ITEM	DATE
Board Approval – Call For Projects	January 15, 2014
Issue Call For Projects	January 16, 2014
TDA-3 Applications - due to NCTPA by 5:00 PM	March 7, 2014
Draft Program Review by ATAC	March 24, 2014
Draft Program Review by TAC	April 3, 2014
Board Approval – Program of Projects	April 16, 2014
Execute Funding Agreements	June 15, 2014

Contact Information

Napa County TDA-3 Program Manager:
Eliot Hurwitz
625 Burnell Street
Napa, CA 94559
Phone: (707) 259-8782
ehurwitz@nctpa.net

NCTPA Main Office
625 Burnell Street
Napa, CA 94559
Phone: (707) 259-8631
Fax: (707) 259-8638
www.nctpa.net

Metropolitan Transportation Commission
TDA & RM2 Operating Program Manager
Cheryl Chi
510-817-5939
cchi@mtc.ca.gov

Metropolitan Transportation Commission

Transportation Development Act Article 3 Funds Bicycle and Pedestrian Projects

Instructions for the Use of the Model Governing Body Resolution by Claimants

(A model resolution follows these instructions)

The model resolution contains four parts:

1. Abstract of the purpose of the resolution (optional)
2. Body of the Resolution
3. Attachment A to the Resolution – Required Findings
4. Attachment B to the Resolution – MTC Claim Form(s)

All TDA Article 3 claimants should use this model resolution since it includes proper wording for findings to be made by the claimant.

One resolution may be used for requesting allocations for multiple projects.

A claimant may reformat the resolution for administrative purposes, but any wording changes should be approved by MTC in advance.

Attachment A, the “Findings,” must be included as part of the resolution. If you have questions about revising any of the text in the resolution or in Attachment A, or altering any of the findings, please contact MTC for prior approval.

For attachment B – local Congestion Management agency or county-approved forms may be used in lieu of MTC’s standard format if basic identifying information about the project and the project sponsor is included. A separate “Project Application” form must be used for each project. If the claim covers multiple projects, the multiple claim forms still constitute only one Attachment B. In other words, Attachment B can be one to “n” number of claim forms, and the total number of pages of Attachment B is the total number of pages of all of the claim forms (including any accompanying pages).

Where you see **INSERT NUMBER**, insert – in black type – the number you assign to the resolution.

Where you see **INSERT NAME OF CLAIMANT**, insert – in upper and lower case black type – the official name of the city or county (e.g., “the City of Oakland,” “the County of Solano”).

Where you see **INSERT NAME OF COUNTY**, insert – in upper and lower case black type – the name of the county from which the claim is being submitted (e.g., “Napa County”).

Resolution No. **INSERT NUMBER**
Abstract [Optional]

This resolution approves the request to the Metropolitan Transportation Commission by the **INSERT NAME OF CLAIMANT** for an allocation of Transportation Development Act Article 3 Pedestrian and Bicycle Project funding for fiscal year **INSERT FISCAL YEAR**.

Resolution No. **INSERT NUMBER**

Re: Request to the Metropolitan Transportation Commission for the allocation of fiscal year **INSERT FISCAL YEAR** Transportation Development Act Article 3 Pedestrian/Bicycle project funding

WHEREAS, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 875, Revised, entitled “Transportation Development Act, Article 3, Pedestrian/Bicycle Projects,” which delineates procedures and criteria for submission of requests for the allocation of “TDA Article 3” funding; and

WHEREAS, MTC Resolution No. 875, Revised requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

WHEREAS, the **INSERT NAME OF CLAIMANT** desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists; now, therefore, be it

RESOLVED, that the **INSERT NAME OF CLAIMANT** declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code, and furthermore, be it

RESOLVED, that there is no pending or threatened litigation that might adversely affect the project or projects described in Attachment B to this resolution, or that might impair the ability of the **INSERT NAME OF CLAIMANT** to carry out the project; and furthermore, be it

RESOLVED, that the **INSERT NAME OF CLAIMANT** attests to the accuracy of and approves the statements in Attachment A to this resolution; and furthermore, be it

RESOLVED, that a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments, as the case may be, of **INSERT NAME OF COUNTY** for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

The **INSERT NAME OF CLAIMANT** adopted this resolution on **INSERT DATE**.

AYES:

NAYS:

Certified to by (signature): _____

TYPE NAME OF CERTIFYING INDIVIDUAL HERE

Resolution No. **INSERT NUMBER**
Attachment A

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year **INSERT FISCAL YEAR** Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

Findings

Page 1 of 1

1. That the **INSERT NAME OF CLAIMANT** is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the **INSERT NAME OF CLAIMANT** legally impeded from undertaking the project(s) described in “Attachment B” of this resolution.
2. That the **INSERT NAME OF CLAIMANT** has committed adequate staffing resources to complete the project(s) described in Attachment B.
3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Attachment B are for capital construction and/or design engineering; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the **INSERT NAME OF CLAIMANT** within the prior five fiscal years.
8. That the project(s) described in Attachment B which are bicycle projects have been included in a detailed bicycle circulation element included in an adopted general plan, or included in an adopted comprehensive bikeway plan (such as outlined in Section 2377 of the California Bikeways Act, Streets and Highways Code section 2370 et seq.).
9. That any project described in Attachment B that is a “Class I Bikeway,” meets the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual.
10. That the project(s) described in Attachment B are ready to commence implementation during the fiscal year of the requested allocation.
11. That the **INSERT NAME OF CLAIMANT** agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

Resolution No. **INSERT NUMBER**
Attachment B
page **INSERT PAGE NUMBER** of **INSERT TOTAL PAGE NUMBERS**

TDA Article 3 Project Application Form

Fiscal Year of this Claim: _____ Applicant: _____

Contact person: _____

Mailing Address: _____

E-Mail Address: _____ Telephone: _____

Secondary Contact (in event primary not available) _____

E-Mail Address: _____ Telephone: _____

Short Title Description of Project: _____

Amount of claim: \$ _____

Functional Description of Project: _____

Financial Plan:

List the project elements for which TDA funding is being requested (e.g., planning, environmental, engineering, right-of-way, construction, inspection, contingency, audit). Use the table below to show the project budget. Include prior and proposed future funding of the project. If the project is a segment of a larger project, include prior and proposed funding sources for the other segments.

Project Elements: _____

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3					
list all other sources:					
1.					
2.					
3.					
4.					
Totals					

Project Eligibility:	YES?/NO?
A. Has the project been approved by the claimant's governing body? (If "NO," provide the approximate date approval is anticipated).	
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.	
C. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	
D. Has the project been reviewed by a Bicycle Advisory Committee? (If "NO," provide an explanation).	
E. Has the public availability of the environmental compliance documentation for the project (pursuant to CEQA) been evidenced by the dated stamping of the document by the county clerk or county recorder? (required only for projects that include construction).	
F. Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) _____	
G. Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	

Instructions for the Use of the Model Resolution for Use by Countywide Agencies for Submittal of the Countywide Coordinated Claim

A copy of the resolution follows these instructions.

The exact text of the body of the model resolution must be submitted to MTC; however, a claimant may reformat the resolution for administrative purposes.

Attachment A, the prioritized list of projects, must be completed and included as part of the resolution.

Where you see **INSERT NUMBER**, insert – in black type – the number you assign to the resolution.

Where you see **INSERT NAME OF COUNTY**, insert – in upper and lower case black type – the name of the county from which the claim is being submitted. (e.g., “Napa County”).

Where you see **INSERT NAME OF COUNTYWIDE AGENCY**, insert – in upper and lower case black type – the name of the agency from which the claim is being submitted. (e.g., “Napa County Transportation Planning Agency,” “Solano Transportation Authority,” “Contra Costa County Board of Supervisors,” “Santa Clara Valley Transportation Authority”).

Resolution No. **INSERT NUMBER**

Re: Submittal of Countywide Coordinated Claim to the Metropolitan Transportation Commission for the Allocation of Fiscal Year **INSERT FISCAL YEAR** TDA Article 3 Pedestrian/Bicycle Project Funds to Claimants in **INSERT NAME OF COUNTY**

WHEREAS, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 875, Revised, which delineates procedures and criteria for submission of requests for the allocation of TDA Article 3 funds; and

WHEREAS, MTC Resolution No. 875, Revised requires that requests from eligible claimants for the allocation of TDA Article 3 funds be submitted as part of a single, countywide coordinated claim, composed of certain required documents; and

WHEREAS, the **INSERT NAME OF COUNTYWIDE AGENCY** has undertaken a process in compliance with MTC Resolution No. 875, Revised for consideration of project proposals submitted by eligible claimants of TDA Article 3 funds in **INSERT NAME OF COUNTY**, and a prioritized list of projects, included as Attachment A of this resolution, was developed as a result of this process; and

WHEREAS, each claimant in **INSERT NAME OF COUNTY** whose project or projects have been prioritized for inclusion in the fiscal year **INSERT FISCAL YEAR** TDA Article 3 countywide coordinated claim, has forwarded to the **INSERT NAME OF COUNTYWIDE AGENCY** a certified copy of its governing body resolution for submittal to MTC requesting an allocation of TDA Article 3 funds; now, therefore, be it

RESOLVED, that the **INSERT NAME OF COUNTYWIDE AGENCY** approves the prioritized list of projects included as Attachment A to this resolution; and furthermore, be it

RESOLVED, that the **INSERT NAME OF COUNTYWIDE AGENCY** approves the submittal to MTC, of the **INSERT NAME OF COUNTY** fiscal year **INSERT FISCAL YEAR** TDA Article 3 countywide, coordinated claim, composed of the following required documents:

- A. transmittal letter
- B. a certified copy of this resolution, including Attachment A;
- C. one copy of the governing body resolution and required attachments, for each claimant whose project or projects are the subject of the coordinated claim;
- D. a description of the process for public and staff review of all proposed projects submitted by eligible claimants for prioritization and inclusion in the countywide, coordinated claim;

- E. confirmation that each project meets Caltrans' minimum safety design criteria and is ready to implement within the next fiscal year.

This resolution was adopted by **INSERT NAME OF COUNTYWIDE AGENCY** on **INSERT DATE**.

AYES:

NAYS:

Certified to by (signature): _____
TYPE NAME OF CERTIFYING INDIVIDUAL HERE

Resolution No. **INSERT NUMBER**
Attachment A

Re: Submittal of Countywide Coordinated Claim to the Metropolitan Transportation Commission for the Allocation of Fiscal Year **INSERT FISCAL YEAR** TDA Article 3 Pedestrian/Bicycle Project Funds to Claimants in **INSERT NAME OF COUNTY**

Prioritized List of Projects

	Short Title Description of Project	TDA Article 3 Amount	Total Project Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
	Totals		



January 15, 2014
NCTPA Agenda Item 9.5
Continued From: New
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Antonio Onorato, Program Manager- Finance
(707) 259-8779 / Email: anonorato@nctpa.net
SUBJECT: Approval of Resolution No. 14-01 Authorizing the City of Calistoga's Request for Abandoned Vehicle Abatement Authority (AVAA) Capital Purchase

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Resolution 14-01 (Attachment 1) authorizing expenditure of up to \$18,088 from the Abandoned Vehicle Abatement Authority (AVAA) fund for the City of Calistoga to purchase an "AVAA vehicle" for parking enforcement and abatement within the City of Calistoga.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

NCTPA serves as the Abandoned Vehicle Abatement Authority (AVAA) on behalf of Napa County. This involves collecting the funds from the state and distributing them to the Members based on a mandated formula. The City of Calistoga has requested AVAA funds to purchase a new pick-up truck to further its efforts in reducing the number of abandon vehicles within the city limits of Calistoga. The purchase request is capped at \$18,088.

Funds can be used for activities that relate to abating abandoned vehicles. In the past, Member agencies have used the funds for administrative support, towing services, maintenance vehicles, cameras and computers.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a fiscal impact? Yes, up to \$18,088 will be used in AVAA funds to purchase an abatement vehicle.

Is it Currently Budgeted? The AVAA fund is a fiduciary fund managed by NCTPA and does not have a formal budget. All incoming funds are passed through to the six jurisdictions in Napa County. Capital purchases are allowable expenses for this program.

Where is it budgeted? NA

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: No

Consequences if not approved: The City of Calistoga will not be able to manage its AVAA program effectively.

CEQA REQUIREMENTS

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

BACKGROUND AND DISCUSSION

The AVAA funds are derived from a \$1.00 charge on the vehicle registration fee. Funds are distributed on an annual basis by a formula adopted by the Board that allocates 50% of the money based on amount of vehicles towed, 1% based on number of acres within a jurisdiction, and 49% based on population. The revenues must be used for capital purchases and certain operating costs associated with the removal and impoundment of abandoned vehicles.

As the AVAA, NCTPA is statutorily required to approve capital expenditures by the Members in excess of \$2,500.

The City of Calistoga has requested AVAA funds to purchase a new pick-up truck to further its efforts in reducing the number of abandon vehicles within the city limits of Calistoga. The purchase request is capped at \$18,088.

The City's project is an eligible expense in the AVAA program and has sufficient funds in its account to cover this expenditure.

SUPPORTING DOCUMENTS

Attachments: (1) Resolution No. 14-01

RESOLUTION NO. 14-01

**A RESOLUTION OF THE
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)
APPROVING CAPITAL PURCHASE OF ABANDONED VEHICLE
ABATEMENT FUNDS BY THE CITY OF CALISTOGA**

WHEREAS, the Napa County Transportation and Planning Agency is the Abandoned Vehicle Abatement Authority (AVAA) for the Napa County communities; and

WHEREAS, the City of Calistoga is a participant in the abandoned vehicle program funded by the NCTPA; and

WHEREAS, the AVAA is required to approve all capital purchases made with abandoned vehicle abatement funds in excess of twenty-five hundred dollars (>\$2,500); and

WHEREAS, the City of Calistoga wishes to purchase a vehicle up to a purchase price of \$18,088 (eighteen thousand eighty-eight dollars) as part of their program to abate abandoned vehicles.

NOW THEREFORE BE IT RESOLVED that the Napa County Transportation and Planning Agency acting as the Abandoned Vehicle Abatement Authority hereby approves the capital purchase of a pick-up truck by the City of Calistoga using AVAA funds in an amount not to exceed \$18,088.

Passed and Adopted on the 15th day of January 2014.

Keith Caldwell, NCTPA Chair

Ayes:

Noes:

Absent:

ATTEST:

Karalyn Sanderlin, NCTPA Board Secretary

APPROVED:

Janice Killion, NCTPA Legal Counsel



January 15, 2014
NCTPA Agenda Item 9.6
Continued From: New

Action Requested: INFORMATION/ACTION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Kate Miller, Executive Director
(707) 259-8634 / Email: kmiller@nctpa.net
SUBJECT: Legislative Update and State Bill Matrix

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board receive the monthly Federal and State Legislative Update.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The Board will receive a Federal legislative update. The board will also received a State legislative update (Attachment 1) from Platinum Advisors.

PROCEDURAL REQUIREMENTS

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

FINANCIAL IMPACT

Is there a fiscal impact? No.

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*Federal Update*

Budget Agreement: Congress approved a budget resolution that sets spending levels for the remainder of FY 2014 and all of FY 2015, while cutting the federal deficit by an additional \$23 billion over the next decade. The resolution, which was crafted by Senate Budget Committee Chairperson Patty Murray (D-WA) and House Budget Committee Chairman Paul Ryan (R-WI), calls for reducing the automatic, across-the-board cuts known as “sequestration” by \$63 billion, and provides an FY 2014 discretionary spending limit of \$1.012 billion. In FY 2015, discretionary spending under the resolution would rise slightly to \$1.014 billion.

For FY 2014, \$491.8 billion would be available for non-defense discretionary spending, the portion of the federal budget from which the U.S. Department of Transportation is funded. This figure is up from the current full-year, sequestration amount of \$450.3 billion. The budget resolution does not cover mandatory spending, such as entitlement programs.

Under the budget resolution, the \$63 billion in sequestration relief would be offset in a number of ways, including an increase in the airline passenger security fee from \$2.50 to \$5.60 per flight, savings in the form of higher contributions from federal employees for their retirement, an increase in premiums paid by private companies to the federal government to guarantee their pension benefits, and an extension of higher customs fees.

Passage of the budget resolution paves the way for the Appropriations Committees in the House and Senate to complete their respective FY 2014 spending bills (see Transportation Appropriations below). Congress has until January 15th to pass an omnibus appropriations bill or, failing that, another continuing resolution in order to avoid a federal government shutdown.

For transportation, the increase in non-defense discretionary spending provided in the budget resolution should give the Appropriations Committees some breathing room with regard to FY 2014 and FY 2015 funding for New Starts/Small Starts and other surface transportation programs that receive their money from the General Fund. However, it does not address the looming revenue shortfall in the Highway Trust Fund, which will occur when the Moving Ahead for Progress in the 21st Century Act (MAP-21) expires on September 30, 2014. In fact, the budget resolution includes a GOP-backed

provision that requires any General Fund transfers to bolster the Highway Trust Fund to be offset by revenue increases or spending cuts elsewhere in the budget.

Federal Transportation Funding: Congressman Earl Blumenauer (D-OR) introduced two pieces of legislation dealing with federal transportation funding. The first raises the federal gasoline excise tax by 15 cents and then indexes it to inflation thereafter. The second bill proposes pilot studies to look at implementing a vehicle miles tax. It is unlikely that these two measures will be considered as stand-alone bills; instead, they will get folded into larger discussions that will take place next year regarding surface transportation authorization legislation to replace MAP-21.

Transportation Appropriations: House and Senate Appropriations Committee staff worked over the holidays to craft an FY 2014 omnibus appropriations bill that will include the Transportation-HUD measure. The current continuing resolution expires on January 15th, which gives the two chambers limited time to pass the omnibus and have it signed into law. House and Senate Committee leaders are scheduled to meet early this week to try and reach a final deal. Both sides want to avoid a short-term CR, rather they want to reach and pass a deal before the 15th (next Wednesday).

MAP-21 Hearing: Last week the House Transportation and Infrastructure Committee announced it has scheduled its first hearing on MAP-21 reauthorization. Titled "Building the Foundation for Surface Transportation Reauthorization," it will be held January 14th at 10:00 AM ET/7:00 AM PT. Individuals can participate in the webcast of the hearing at: <http://transportation.house.gov/calendar/eventsingle.aspx?EventID=364867>

USDOT Changes: It was announced last week that USDOT Transportation Under Secretary Polly Trottenberg will be the new Transportation Commissioner for newly-sworn in NYC Mayor Bill de Blasio. With the departure of Deputy Secretary John Porcari on January 1st, that means the number two and three positions at USDOT are vacant (though FHWA Administrator Victor Mendez is Acting Deputy Secretary). More details are in the AASHTO Journal article pasted below.

Pre-Tax Transit Benefit Cap Expired: The pre-tax transit benefit dropped to \$130/month on January, 2014. Congress failed to act to extend the benefit level before adjourning for 2013. Beginning in January, 2014, the transit benefit will drop from up to \$245/month to up to \$130/month while the parking benefit will increase to \$250/month.

State Update

See attached report from Platinum Advisors

SUPPORTING DOCUMENTS

Attachment: (1) January 2, 2014 State Legislative Update



January 2, 2014

TO: Kate Miller, Executive Director
Napa County Transportation Planning Agency

FR: Steve Wallauch
Platinum Advisors

RE: Legislative Update

They're Back: On January 6, the Legislature returns for the second half of session. In contrast to the sleepy start of the first year, the second year begins with the stress and chaos of a deadline week. In addition to the release of the Governor's budget on January 10th, the month is packed with committee hearings rushing to get the "two-year" bills out of their house of origin. In both the Senate and Assembly, the policy committees must complete their work on fiscal bills by January 17th, and January 31st is the absolute deadline to move two-year bills out of the house of origin. This house of origin is one of the few truly firm deadlines. In addition, the deadline to submit new bill proposals to Legislative Counsel for drafting is January 24th.

There will be numerous amendments, including gut and amends, to these two-year bills that will not be in print until January 6. This only adds to the frenzy that will be January. Happy New Year!!

Budget: Governor Brown announced that he will release his proposed budget for the 2014-15 fiscal year on Friday, January 10th, at 9:00 a.m. If you are so inclined, you can watch press conference at calchannel.com. As always, we will provide an overview of the Budget proposal as soon as possible.

While income, sales, and corporate tax receipts were a little below projections in November, year-to-date revenues remain above projections by \$637 million. November's dip may be blamed on the late Thanksgiving Holiday, which may have pushed the reporting of November tax receipts into December. However, the expectation is the LAO's forecast will hold and the state should finish the year \$2.4 billion ahead of expectations.

Assembly Budget Blueprint: Assembly Speaker John Pérez and Assembly Budget Chair Nancy Skinner jointly released the Assembly Democrats' Budget Blueprint for the 2014-15 budget year. This document will be used to guide the Assembly's discussions on developing a budget

for the 2014-15 fiscal year. In general, the Blueprint calls for creating an \$8 billion reserve over the next few years, prioritizing the use of one time revenue on one-time expenses, and increasing the state's investment in a wide range of programs.

The Governor has indicated that he will continue focusing on fiscal prudence and building a budget reserve. In a similar vein, Pérez and Skinner announced the Assembly Democrats will focus on, "achieving stability and expanding opportunity" in conjunction with the Senate and Governor by:

- Building an \$8 billion reserve as recommended by the Legislative Analyst at the end of the 2016-17 budget year.
- Passing a constitutional amendment requiring that spiking capital gains revenues are saved instead of spent, in order to balance years in which capital gains revenues are low.
- Eliminating the use of one-time funds for ongoing programs. Using one-time funds instead for infrastructure investments like clean energy, parks, and schools. Expand the Infrastructure bank revolving loan fund for local government projects. Reinvest Cap and Trade funds into communities.
- Paying down debts, deferrals, and unfunded liabilities.
- Reducing the costs of housing prisoners by implementing recommendations of the Select Committee on Justice Reinvestment including investing in long term recidivism reduction programs, as well as expanding drug, mental health, and veteran's courts.
- Strengthening the State's early childhood educational programs including establishing Universal Transitional Kindergarten, improving access to early care programs for 0-3 year olds.
- Expanding funding and enrollment at UC and CSU as well as strengthening CalGrants by increasing the number of awards given and amount of those awards.
- Expanding job training and creation programs and helping small businesses hire and grow.
- Reducing child poverty by providing more funds to the CalWORKs program, improving CalWORKs job training programs, increasing the number of child care slots, and providing more funding to CalFresh to children enrolled in CalWORKs.
- Expanding access to health care by phasing in Med-Cal rate increases and restoring specific public health programs. Public health programs targeted for restoration are the Early Mental Health Initiative, Asthma Public Health Initiative, and Black Infant Health.

A copy of the Assembly Democrats outline can be found at: <http://asmdc.org/issues/budget-blueprint/images/2014-15-blueprint-for-a-responsible-budget-v7cw.pdf>

Sustainable Communities Planning Grants: The Strategic Growth Council has released a request for proposals for the third round of the Sustainable Communities Planning Grant and Incentive Program. The deadline to submit an application is February 28th. The SGC has announced a series of January workshops that will be held in Merced, Monterey, Solano, and

Los Angeles. The Solano workshop is scheduled for January 28th at the Solano County Events Center from 10:00 a.m. to 12:00 p.m. For additional information about the application process, please visit http://www.sgc.ca.gov/planning_grants.htm

Transportation Initiative: The LAO completed its analysis of the California Road Repair Act, which would phase in a 1% fee based on the value of each vehicle registered in California. The LAO estimates that this proposal would generate about \$400 million in new revenue the first year, increasing to \$3 to \$4 billion annually when fully implemented. Two versions of this proposal were submitted for drafting. While the amount of new revenue for each version is identical, the fiscal impact to the state varies. The degree of general fund impact can affect the level of support for the initiative.

According to the LAO, the first version includes a general fund impact of \$200 million. This version includes language referred to as the “HUTA fix” which would redirect about \$135 million in off-highway fuel taxes to the funding formula outlined in the initiative. It would also redirect \$65 million in non-Article 19 funds to the new formula. This in effect would reduce general fund resources that are currently spent on non-transportation programs to backfill this loss. The second version of the Act simply redirects the non-Article 19 funds to the new formula. The non-Article 19 funds are generated through Caltrans leases and other activities, and are currently used to offset the general fund cost of transportation bond debt.

The official title and summary of the California Road Repair Act is expected to be completed by January 10th. The decision by the California Alliance for Jobs and Transportation California on whether to move forward with this proposal will be made shortly thereafter.

The California Road Repair Act would phase in a 1% fee based on the value of each vehicle registered in California. The fee would not apply to commercial trucks over 10,000 pounds if the excise tax on diesel fuel is increased by at least 3 cents per gallon by July 1, 2016. The revenue would be allocated as follows.

- 25% of all new revenue to all cities in California distributed on a formula allocation based on population for local street and road projects.
- 25% of all new revenue to all counties in California based on a formula allocation equal to 75% of fee-paying vehicle and 25% road miles for local street and road projects.
- 40% of all new revenue for maintenance and rehabilitation of the State Highway System. Half of these funds would be programmed for projects based on the North-South split formula, where 60% is allocated to Southern California projects, and 40% to Northern California projects. The remaining 50% would be programmed for projects based on the “highest need” statewide.
- 10% of all new revenue to public transit operators for system maintenance, rehabilitation and vehicle replacement. The funds cannot be used for operations, and the revenue would be allocated based on the current State Transit Assistance Program formula.