



625 Burnell Street, Napa CA 94559

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

AGENDA

**Wednesday, December 18, 2013
1:30 p.m.**

**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.	<u>CONSENT ITEMS 8.1 – 8.8)</u>	<u>RECOMMENDATION</u>	<u>TIME</u>
8.1	Approval of Meeting Minutes of November 20, 2013 (Karrie Sanderlin) <i>(Pages 9-14)</i>	APPROVE	1:40 PM
8.2	Approval of Revised Title VI Program Policy (Karrie Sanderlin) <i>(Pages 15-61)</i>	APPROVE	
	Board action will approve the Agency's updated Title VI Program Policy.		

- 8.3 Approval to Purchase Three (3) VINE Go Paratransit Vehicles and Two (2) American Canyon Transit Vehicles (Tom Roberts) (**Pages 62-71**) APPROVE

Board action will approve (1) the purchase of three VINE Go paratransit vehicles; (2) the purchase of two American Canyon Transit vehicles; and (3) authorize the Executive Director to issue purchase agreements with A-Z Bus Sales under NCTPA's membership with CalACT (California Association for Coordinated Transportation) and/or Morongo Basin Transit Authority's piggyback agreement.

- 8.4 Approval to Remove and Dispose of Twenty-One (21) Vehicles from NCTPA's Fixed Assets (Tom Roberts) (**Pages 72-74**) APPROVE

Board action will approve the removal of twenty-one (21) obsolete vehicles from the fixed asset inventory and dispose of the assets according to NCTPA policy.

- 8.5 Approval of Fourth Amendment to NCTPA Agreement No. 10-23 with Mark Thomas & Company, Inc. for Work Associated with On-Call Engineering and Project Delivery Services (Lawrence Gawell) **Pages 75-78**) APPROVE

Board action will approve an amendment to the contract with Mark Thomas & Company, Inc. which extends the Period of Performance for NCTPA Agreement No. 10-23 and Work Authorization 4 to June 30, 2014 to allow for completion of the Hub Signage Project.

- 8.6 Approval of First Amendment to NCTPA Agreement No. 13-12 with ERBCO Construction Services Inc. (Lawrence Gawell) (*Pages 79-82*) APPROVE

Board action will approve an amendment to the contract with ERBCO Construction Services Inc. which extends the Period of Performance under NCTPA Agreement No. 13-12 to June 30, 2014 for Work on the Hub Signage Project.

- 8.7 Approval of Resolution No. 13-22 authorizing the City of Napa's request for Abandoned Vehicle Abatement Authority Capital Purchase (Antonio Onorato) (*Pages 83-85*) APPROVE

Board action will approve Resolution 13-22 authorizing up to \$31,300 from the Abandoned Vehicle Abatement Authority fund for the City of Napa's Police Department to purchase an "AVAA vehicle" for parking enforcement and abatement within the City of Napa.

- 8.8 Approval of Amendment No. 2 to Work Authorization 12-29P002 for Professional Engineering Services Agreement No. 12-20 (Lawrence Gawell) (*Pages 86-162*) APPROVE

Board action will approve and authorize the Executive Director to sign Amendment No. 2 to Work Authorization 12-29002 for Professional Engineering Services Agreement No. 12-120 with Arup North America Ltd. in an amount not to exceed \$199,996.00 for consulting services to assist staff in developing the 25-Year Countywide Transportation Plan.

9.	<u>REGULAR AGENDA ITEMS</u>	<u>RECOMMENDATION</u>	<u>TIME</u>
9.1	Feasibility Study for a Bus Maintenance Yard and Fueling Facility (Lawrence Gawell) (<i>Pages 163-164</i>) The Board will receive the final report for the Bus Maintenance Yard and Fueling Facility Feasibility Study.	INFORMATION/ ACTION	1:45 PM
9.2	NCTPA First Quarter FY 2013-14 Budget and 5 Year Forecast (Antonio Onorato) (<i>Pages 165-166</i>) The Board will review the NCTPA financial performance against budget for the first quarter (July-September) period and 5 year forecast model.	INFORMATION	2:00 PM
9.3	Legislative Update and State Bill Matrix (Kate Miller) (<i>Pages 167-179</i>) The Board will receive the monthly Federal and State Legislative Update.	INFORMATION/ ACTION	2:15 PM
10.	<u>INTERJURISDICTIONAL ISSUES FORUM</u>	<u>RECOMMENDATION</u>	<u>TIME</u>
10.1	Interjurisdictional Issues Discussion Forum and Information Exchange Board Members are encouraged to share specific new projects with interjurisdictional impacts.		2:20 PM
11.	<u>FUTURE AGENDA ITEMS</u>		<u>TIME</u>
11.1	Discussion of Topics for Future Meetings.		2:25 PM

12. CLOSED SESSION

TIME

**12.1 PUBLIC EMPLOYEE
PERFORMANCE EVALUATION
(Government Code Section 54957)**

2:30 PM

Title: Executive Director

**12.2 CONFERENCE WITH LABOR
NEGOTIATOR (Government Code
Section 54957.6)**

Agency Designated Representative:
Keith Caldwell, Chairman

Employee: Executive Director

13. ADJOURNMENT

RECOMMENDATION

3:15 PM

12.1 Approval to Cancel the Regular
Meeting Date of January 15, 2014
and Approval of Special Meeting
Date of January 15, 2014 at 9 a.m.
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 December 13, 2013.

Karalyn E. Sanderlin, NCTPA Board Secretary

AB 32	Global Warming Solutions Act
ABAG	Association of Bay Area Governments
ADA	American with Disabilities Act
BAAQMD	Bay Area Air Quality Management District
AVAA	Abandoned Vehicle Abatement Authority
BART	Bay Area Rapid Transit District
BATA	Bay Area Toll Authority
BRT	Bus Rapid Transit
Caltrans	California Department of Transportation
CEQA	California Environmental Quality Act
CIP	Capital Investment Program
CMA's	Congestion Management Agencies
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CMP	Congestion Management Program
CTC	California Transportation Commission
EIR	Environmental Impact Report
FAS	Federal Aid Secondary
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GHG	Greenhouse Gas
HBP	Highway Bridge Program
HBRR	Highway Bridge Replacement and Rehabilitation Program
HIP	Housing Incentive Program
HOT	High Occupancy Toll
HOV	High Occupancy Vehicle
HR3	High Risk Rural Roads
HSIP	Highway Safety Improvement Program
HTF	Highway Trust Fund
IFB	Invitation for Bid
ITIP	State Interregional Transportation Improvement Program
JARC	Job Access and Reverse Commute
LIFT	Low-Income Flexible Transportation
LOS	Level of Service
MPO	Metropolitan Planning Organization
MTC	Metropolitan Transportation Commission

MTS	Metropolitan Transportation System
NCTPA	Napa County Transportation and Planning Agency
NEPA	National Environmental Policy Act
NOC	Notice of Completion
NOD	Notice of Determination
NOP	Notice of Preparation
NVTA	Napa Valley Transportation Authority
OBAG	One Bay Area Grant
PCI	Pavement Condition Index
PDA	Priority Development Areas
PMS	Pavement Management System
Prop. 42	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes
PSR	Project Study Report
PTA	Public Transportation Account
RACC	Regional Agency Coordinating Committee
RFP	Request for Proposal
RFQ	Request for Qualifications
RHNA	Regional Housing Needs Allocation
RM2	Regional Measure 2 (Bridge Toll)
RTEP	Regional Transit Expansion Program
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
SAFE	Service Authority for Freeways and Expressways
SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users
SCS	Sustainable Community Strategy
SHOPP	State Highway Operation and Protection Program
SR	State Route
SRTS	Safe Routes to School
SOV	Single-Occupant Vehicle
STA	State Transit Assistance
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TCM	Transportation Control measure

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

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

MINUTES

Wednesday, November 20, 2013

ITEMS

1. Call to Order

With Chair Caldwell and Vice Chair Dunbar both absent, Karrie Sanderlin, NCTPA Board Secretary, called the meeting to order at 1:33 p.m.

2. Pledge of Allegiance

Board Secretary Sanderlin led the salute to the flag.

3. Roll Call

Members Present:

Voting Power

Leon Garcia	City of American Canyon	(1)
Joan Bennett	City of American Canyon	(1)
James Barnes	City of Calistoga	(1)
Chris Canning	City of Calistoga	(1)
Scott Sedgley	City of Napa	(4)
Jill Techel	City of Napa	(6)
Ann Nevero	City of St. Helena	(1)
Peter White	City of St. Helena	(1)
Lewis Chilton	Town of Yountville	(1)
Marita Dorenbecher	Town of Yountville	(1)

Members Absent:

Keith Caldwell	County of Napa	(2)
Bill Dodd	County of Napa	(2)

Non-Voting Member Absent:

JoAnn Busenbark	Paratransit Coordinating Council	(0)
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Board Secretary Sanderlin announced that in the absence of both Chair Caldwell and Vice Chair Dunbar the first order of business was to nominate and elect a temporary Chair to preside over the meeting. Motion was made by Member Garcia to nominate and elect Member Chilton as temporary chair.

MOTION MOVED by GARCIA, SECONDED by TECHEL to APPROVE the nomination and elect Board Member Chilton as temporary Chair. Motion Passed 18-0.

4. Public Comment

Synthia Smith, Napa Resident, requested that the Board consider appointing a member to the Board representing a Concerned and Interested Citizen.

5. Chairperson's, Board Members' and Metropolitan Transportation Commission (MTC) Commissioner's Update

No Reports Given

6. Director's Update

Kate Miller, Executive Director

Reported that she and several staff members attended the Self Help Counties annual Focus on the Future conference. Conference discussion topics focused on the critical need to backfill the fiscal cliff caused by the end of two major funding sources; Proposition 1 B Infrastructure Bond and American Recovery and Reinvestment Act (ARRA), and the continued decline of state/federal revenues that fund the STIP and the SHOPP. A number of workshops were held on how to address transportation challenges creatively with fewer resources. Speakers noted several times that Transportation, once one of the top three critical issues for voters, has dropped to fifth for voter concerns. A number of speakers emphasized the need to build a greater nexus on how transportation touches on all of the areas that voters note as important, including creating jobs, its influence on the general economy, the environment, and our communities.

Reported that staff has been providing the Board with month to month updates on ridership and on time performance for the VINE Transit services. The Board adopted Service Policies in March 2013 which are designed to aid staff in evaluating and adjusting transit services. As part of that endeavor, Staff is monitoring progress on a number of performance goals which will be included in a new quarterly update to the board. Quarterly updates will provide a greater perspective on service performance and should eliminate month-to-month minor bumps and divots in performance caused by special events and school holidays.

Announced the Holiday Marketing Programs which include:

- Canned Food Drive – November 25, 26, and 27th if you bring a canned food item, you can ride for free.
- Holiday Bus – Staff will be decorating one bus that will be rotated throughout the system and if it comes to your stop, you ride for free.
- Staff is also soliciting various groups to perform or sing at the SGTC during the holiday season.

Announced that the Board Retreat is scheduled for January 15, which is the regular board day but from 9 to Noon. The retreat will focus on the vision, goals, and objectives of the agency and kick off the Countywide 25 year plan.

Announced that former Caltrans Director and Executive Director of Transportation California, Will Kempton and Jim Earp, Executive Director of California Alliance for Jobs and CTC Commissioner have filed a proposed November 2014 ballot measure that would generate an estimated \$3 billion a year for road improvements by more than doubling vehicle license fees. The "California Road Repairs Act of 2014" would phase in a 1 percent surcharge to the fee beginning in 2018. The fee has been .65 percent of a vehicle's market value since the late 1990s, with a temporary increase to 1.15 percent from May 2009 through June 2011.

Reported as part of the One Bay Area Program, the CMAs were tasked to develop PDA Investment and Growth strategies. On November 8th, Staff presented their summaries and challenges to the MTC Planning and ABAG Administrative Committees. Napa has two PDAs; one in the City of Napa and one in American Canyon. Danielle Schmitz presented the information on behalf of the agency.

7. Caltrans' Update

Kate Miller, NCTPA Executive Director, provided the Caltrans Update; specifically that the Hopper Creek Bridge will be closed for 2 weeks beginning this spring in order for Caltrans to make necessary repairs from behind the abutment. This will prevent Caltrans from having to seek a permit from Fish and Game to complete the work from below the bridge, which would likely delay the project for over a year – an impossibility given the current state of its repair. Traffic will be diverted to Zinfandel lane. Caltrans will identify a date with due time to notify the public.

8. CONSENT ITEMS 8.1 – 8.6)

MOTION MOVED by WHITE, SECONDED by GARCIA to APPROVE Consent Items 8.1-8.6. **Motion Passed 18-0.**

8.1 Approval of Meeting Minutes of October 16, 2013

8.2 Approval of Rental Agreement No. 2014-04 with the Napa Valley Exposition

Board action authorized the Executive Director to negotiate and execute a rental agreement for the parking of NCTPA vehicles at the Napa Valley Exposition for a period of twelve (12) months in an amount not to exceed \$24,000.

8.3 Approval of Resolution No. 13-21 Setting the Regular Meeting Time, Place, and Schedule of the Napa County Transportation and Planning Agency (NCTPA) Governing Board, the Technical Advisory Committee (TAC), the Paratransit Coordinating Council (PCC), the VINE Consumer Advisory Committee (VCAC), and the Active Transportation Advisory Committee (ATAC) for Calendar Year (CY) 2014

Board action approved Resolution No. 13-21 setting the regular meeting time, place, and schedule of the NCTPA Governing Board, TAC, PCC, VCAC, and ATAC for Calendar Year (CY) 2014.

8.4 Approval of Amended Resolution No. 13-06 Adopting the One Bay Area Grant (OBAG) Program Under “Moving Ahead for Progress in the 21st Century (MAP-21)” Surface Transportation Road Maintenance Funding Program for the Napa Communities

Board action approved Amended Resolution No. 13-06 making revisions to the program and adopting the final OBAG Projects for FY 2012-13 through 2015-16.

8.5 Approval of Recipient Funding Agreement between the Napa County Transportation and Planning Agency (NCTPA) and the City of Napa (NCTPA Agreement #13-14)

Board action approved entering into a Funding Agreement with the City of Napa to contribute up to \$50,000 for the completion of the California Boulevard Class II Bicycle Lane Gap Closure.

8.6 Approval of Amendment 1 to Work Authorization 12-29P005 for Professional Engineering Services

Board action approved and authorized the Executive Director to sign Amendment No. 1 to the Work Authorization 12-29P005 with Riechers & Spence Associates (RSA) to amend the scope and total compensation in an amount not to exceed \$139,218.

9. REGULAR AGENDA ITEMS

9.1 Legislative Update and State Bill Matrix

Information Only / No Action Taken

The Board received the monthly Federal and State Legislative Update from Steve Wallauch of Platinum Advisors.

9.2 2014 Federal and State Legislative Program and Project Priorities

Board action approved the 2014 State and Federal Legislative Advocacy programs.

MOTION MOVED by CANNING, SECONDED by TECHEL to APPROVE the 2014 Federal and State Legislative Program and Project Priorities. Motion Passed 18-0.

10. INTERJURISDICTIONAL ISSUES FORUM

10.1 Interjurisdictional Issues Discussion Forum and Information Exchange

Board Members share specific new projects with interjurisdictional impacts.

11. FUTURE AGENDA ITEMS

11.1 Discussion of Topics for Next Meeting.

None.

12. CLOSED SESSION

Janice Killion, NCTPA Legal Counsel, announced that Closed Session was postponed to the December 18, 2013 meeting.

**12.1 PUBLIC EMPLOYEE
PERFORMANCE EVALUATION
(Government Code Section 54957)**

Title: Executive Director

13. ADJOURNMENT

13.1 Approval of Meeting Date of December 18, 2013 and Adjournment

The next regular meeting will be held Wednesday December 18, 2013 at 1:30 p.m.

The meeting was adjourned by Chair Chilton at 2:10 p.m.

Karalyn E. Sanderlin, NCTPA Board Secretary



December 18, 2013
NCTPA Agenda Item 8.2
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: Karrie Sanderlin / Program Manager- Human Resources, Civil Rights, and Board Secretary
(707) 259-8633 / Email: ksanderlin@nctpa.net
SUBJECT: Approval of NCTPA's Title VI Program Policy

RECOMMENDATION

That the NCTPA Board approve and adopt the updated Title VI Program Policy (Attachment 1) for the Agency.

COMMITTEE RECOMENDATION

None

EXECUTIVE SUMMARY

The purpose of this policy is to establish guidelines to effectively monitor and ensure that the Napa County Transportation and Planning Agency (NCTPA) is in compliance with all Federal Transit Administration (FTA) Title VI requirements and regulations in order to carry out the provisions of the Department of Transportation's (DOT) Title VI Regulations at 49 CFR Part 21.

PROCEDURAL REQUIREMENTS

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

FISCAL 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

The Napa County Transportation and Planning Agency is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. Its objective is to:

- Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin;
- Promote the full and fair participation of all affected populations in transportation decision making;
- Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations;
- Ensure meaningful access to programs and activities by persons with limited English proficiency.

In this endeavor, staff has updated NCTPA's Title VI policies to meet the requirements outlined in Moving Ahead for Progress in the 21st Century (MAP-21). The new policies involved conducting a four factor limited English proficiency analysis which was used in the development of a Public Participation Plan and Language Assistance Plan. In addition, public transit properties that receive federal funds are required to establish service standards that inform the agency when and how to best make service adjustments. The Service Standards have been previously approved by the Board in March 2013 and are now formally included as part of the agency's overall Title VI Policies and Program.

SUPPORTING DOCUMENTS

Attachments: (1) Title VI Program Policy



NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY

TITLE VI PROGRAM POLICY

NCTPA Board Approved xx,xx,xxxx

TITLE VI PROGRAM POLICY

The Napa County Transportation and Planning Agency (NCTPA) is committed to ensuring that no person is excluded from participation in, or denied benefits of its transit services on the basis of race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964. If you believe you have been subjected to discrimination under Title VI, you may file a written complaint with the Manager of Human Resources, Napa County Transportation and Planning Agency, 625 Burnell Street, Napa CA, 94558; at (707) 259-8631, or by email to ksanderlin@nctpa.net.

Purpose: The purpose of this policy is to establish guidelines to effectively monitor and ensure that the Napa County Transportation and Planning Agency (NCTPA) is in compliance with all requirements and regulations to carry out the provisions of the Department of Transportation's (DOT) Title VI Regulations 49 CFR Part 21.

Policy: NCTPA will ensure that their programs, policies, and activities all comply with the Department of Transportation's (DOT) Title VI regulations. NCTPA is committed to creating and maintaining public transit service that is free of all forms of discrimination. The agency will take whatever preventive, corrective and disciplinary action necessary for behavior that violates this policy or the rights and privileges it is designed to protect.

TITLE VI PROGRAM MONITORING

The requirement to establish internal monitoring processes and methodologies is applicable to all recipients of Federal assistance. NCTPA must monitor its service once per year, or when major service changes or fare increases are proposed, using the procedures outlined in this section.

a. Civil Rights Assurance

The Assurances that are signed by NCTPA's Executive Director, and attested by NCTPA's Legal Counsel, validate the level and quality of transit services and related benefits are provided in a manner consistent with Title VI. Program monitoring is conducted to ensure that NCTPA complies with this assurance.

b. Monitoring Procedures

NCTPA has a complaint procedure to monitor the level and quality of transit service provided to minority communities with overall average services deployed throughout the system in order to affirm the services are distributed equitably and comply with Title VI.

PUBLIC INFORMATION REQUIREMENTS

NCTPA disseminates Title VI Program information to NCTPA employees, contractors, subcontractors, and beneficiaries. NCTPA makes these materials available to the general public by posting information at major transit hubs, on its website (which includes Title VI/Civil Rights complaints procedures), and by publishing an annual Title VI Policy Statement in local newspapers. The local newspapers that NCTPA uses to publish information about public meetings and/or hearings, service changes, and proposed projects have significant circulations in the community. NCTPA also publishes information in minority publications. Information about Title VI and NCTPA's policies are also clearly stipulated in NCTPA's postings for contracting and employment opportunities. Specifically,

- a. NCTPA's Title VI Policy and any other related information is made available to the public upon request.

More detailed information regarding complaint procedures and Title VI civil rights is included in brochures and other materials distributed to the public by NCTPA and is available on NCTPA's websites (www.nctpa.net and www.ridethevine.com).

- b. Multilingual Requirements. Where a significant number or portion of the population eligible to be serviced by NCTPA needs service information in a language other than English to participate in federally funded programs, NCTPA takes every reasonable step to provide information in appropriate languages. In cases where NCTPA posts signs warning the general public about dangerous situations, information in other languages when a significant number of the population is non-English speaking. NCTPA's websites are also linked to the Google translator which can provide translation in over 70 languages.

LIMITED ENGLISH PROFICIENCY (LEP) FOUR FACTOR ANALYSIS AND LANGUAGE ASSISTANCE PLAN (LAP)

NCTPA has developed a Language Assistance Plan based on its Four Factor Analysis consistent with the Federal Transit Administration's policy guidelines. The Plan guides NCTPA on all service-related planning and policy changes under consideration. NCTPA staff will analyze and conduct the four-factor framework provided in the Department of Transportation (DOT) LEP Guidance. NCTPA's complete LAP plan is included as Appendix 1.

PUBLIC PARTICIPATION PLAN

The Public Participation Plan (Appendix 2) outlines the strategies that NCTPA uses to engage the public in the process of transportation decisions. This plan is utilized to cultivate relations with the community and encourage interaction with the minority of non-English speaking communities. Public Notices and general information are provided in both English and Spanish.

a. OPPORTUNITIES FOR PUBLIC COMMENT

NCTPA routinely provides opportunities for public comment, and continually strives to find new and innovative opportunities to solicit public comments and involve all segments of the population. Comments are accepted at any time by phone, fax, email, U.S. mail, in person, or at any open meeting. Examples of these opportunities include:

- The public is notified of monthly NCTPA Board and Committee meetings. The public is invited to attend these meetings. Meeting announcements are posted on the website, at the NCTPA offices, and at the meeting location if held at a location other than the NCTPA offices. The public is invited to comment on general items or specific agenda items.

b. ENGAGING TITLE VI PROTECTED GROUPS

NCTPA realizes that there are large segments of the population from whom input is rarely if ever received. In an effort to hear a truly representative voice of the public, NCTPA makes all significant service-related planning and policy publications available in accessible formats.

c. PUBLIC OUTREACH

NCTPA publishes monthly memos and newsletters as an on-going, proactive dissemination of service information and to cultivate public relations. These publications contain articles and features of current issues and projects. Moreover, they serve as a valuable information tool to present transportation planning to the public.

d. STAFF ACCESSIBILITY

Staff is accessible in person, on the phone, by mail, by fax, or by email. Contact information is provided on the agency's website and on public notices.

e. PROVIDE SERVICE FOR THE DISABLED AND LEP

Upon advance notice, special accommodations are provided for public meetings. These services include translators, special assistance, and/or transportation.

COMPLAINTS OF DISCRIMINATION PROCEDURE

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by NCTPA as to consultants, and contractors. Intimidation or retaliation of

any kind is prohibited by law. The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. Every effort is made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the Title VI Coordinator may be utilized for resolution.

Complaint Procedure

1. Any person who feels that he or she, individually, or as a member of any class of persons, on the basis of race, color, national origin, age, sex, disability, religion, or low-income status has been excluded from or denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance through NCTPA may file a written complaint with the Manager of Human Resources. The complaint form (Appendix 3) may be found on the NCTPA website by clicking the following link: www.nctpa.net or is available in hard copy from the NCTPA. A formal complaint must be filed within 180 days of the alleged occurrence.
2. In cases where the complainant is unable or incapable of providing a written statement, a verbal complaint may be made. The Manager of Human Resources will interview the complainant and if necessary assist the person in converting verbal complaints to writing. All complaints must, however, be signed by the complainant or his/her representative.
3. Complaints shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination.
4. NCTPA will provide the complainant or his/her representative and any contractor (respondent) with a written acknowledgement that NCTPA has received the complaint within five (5) working days of receipt.
5. A copy of the complaint will be forwarded to NCTPA's legal counsel for review.
6. The Manager of Human Resources will appoint one or more staff review officers, as appropriate, to evaluate and investigate the complaint.
7. The review officer(s) will determine if the complaint has investigative merit:
 - a. It was received within 180 days of the alleged occurrence.
 - b. It does not appear to be frivolous or trivial.
 - c. It involves NCTPA or NCTPA contractors and not another entity.
 - d. A complaint against a contractor involves a NCTPA Federally Funded contract.
8. The complainant and contractor or other party to the complaint will be notified of the status of the complaint within 10 days of receipt of the complaint, *by registered mail*;

- a. That the complaint will not be investigated and the reasons why the complaint does not have investigative merit.
 - b. That the complaint will be investigated and a request for additional information needed to assist the investigator.
9. The complainant or contractor must submit the requested information within 60 working days from the date of the original request. Failure of the complainant to submit additional information within the designated timeframe may be considered good cause for a determination of no investigative merit. Failure of the contractor to submit additional information within the designated timeframe may be considered good cause for a determination of noncompliance under the contract.
10. The review officer(s) and/or contractor must within 15 working days, supply the Executive Director with status report of their investigation and/or resolution of the complaint.
11. Within 60 working days of the receipt of the complaint, the Manager of Human Resources will prepare a written report for the Executive Director. The report shall include:
 - a. A narrative description of the incident. Including persons or entities involved.
 - b. A statement of the issues raised by the complainant and the respondent's reply to each of the allegations.
 - c. Citations of relevant Federal, State and local laws, NCTPA policy etc.
 - d. Description of the investigation, including list of the persons contacted and a summary of the interviews conducted.
 - e. A statement of the investigator's finding and recommendations for disposition.
12. The investigative report and findings of the complaint will be sent to legal counsel for review.
13. The Executive Director shall, based on the information before him or her and in consult with legal counsel, make a determination on the disposition of the complaint. Determination shall be made within 10 days from Executive Director's receipt of the investigator's report. Examples of disposition are as follows:
 - a. Complainant is found to have been discriminated against. NCTPA or Contractor is therefore in noncompliance with Title VI regulations. Reasons for the determination will be listed. Remedial actions that NCTPA or the Contractor must take will be listed.
 - b. Complaint is found to be without merit. Reasons why will be listed.
14. Notice of the Executive Director's determination will be mailed to the complainant and contractor. Notice shall include information regarding appeal rights of complainant and instructions for initiating such an appeal. Example of a notice of appeal follows:

- a. NCTPA will only reconsider this determination, if new facts, not previously considered.
 - b. If the complainant is dissatisfied with the determination and/or resolution set forth by NCTPA, the same complaint may be submitted to the Federal Transit Administration (FTA) for investigation. Complainants will be directed to contact Federal Transit Administration, Office of Civil Rights, 201 Mission Street, Suite 1650; San Francisco, CA 94105 / (415) 744-3133.
15. A copy of the complaint and NCTPA's investigation report/letter of finding and Final Remedial Action Plan will be issued to FTA within 90 days of the receipt of the complaint.
16. After receiving FTA's comments, briefings may be scheduled with all relevant parties to the complaint.
17. A summary of the complaint and its resolution would be included in the annual report to the FTA.

GENERAL REPORTING REQUIREMENTS

Title VI of the Civil Rights Act of 1964 (Title VI), states the following: "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial assistance."

The Department of Justice and the Department of Transportation regulations implementing Title VI, require Federal agencies to collect data and other information to enforce Title VI. In this regard the Napa County Transportation and Planning Agency (NCTPA), as an applicant and/or recipient receiving Federal funding, hereby provides to FTA the following information:

- There are no active lawsuits or complaints naming NCTPA nor were there any investigations, complaints, or lawsuits in the past three years, which allege discrimination on the basis of race, color, or national origin with respect to service or other transit benefits.
- There are currently no pending construction projects which would negatively impact minority communities being performed by NCTPA.

SERVICE STANDARDS

In order to insure compliance with the Title VI Program and to accomplish the goal of providing efficient and effective service to the residents of Napa County, NCTPA developed a series of service standards (Appendix 4) that provide a framework for service allocation as well as measures to continually examine public transit service to

ensure that they meet efficiency and effectiveness standards in accordance with stated objectives.

RECORD KEEPING REQUIREMENTS

The Manager of Human Resources shall ensure that all records relating to NCTPA's compliance to Title VI are maintained for a minimum of seven years.

Records must be available for compliance review audits.

Copies of the following material will be kept available by the Manager of Human Resources for dissemination to the public upon demand:

- NCTPA's Title VI policy
- Annual reports to FTA
- Audit report findings and recommendations
- Summaries of actions taken by NCTPA to remedy audit findings
- Complaints received and a summary of their disposition
- Annual report to Executive Director regarding Title VI compliance

APPENDICES

- Appendix 1 NCTPA Plan for Language Assistance Plan to Limited English Proficient (LEP) Populations
- Appendix 2 Public Participation Plan
- Appendix 3 Title VI Complaint Form
- Appendix 4 Service Standards and Design
- Appendix 5 Title VI Notice to the Public

APPENDIX 1



NCTPA Plan for Language Assistance Plan to Limited English Proficient (LEP) Populations

December 3, 2013

Also available in Spanish

Napa County Transportation and Planning Agency

625 Burnell Street

Napa, CA 94559

contact@nctpa.net

(707) 259-8631

Para solicitar una copia en español del Plan de Servicios de Lenguaje para Poblaciones con Conocimiento Limitado del Inglés por favor llame al (707) 259-8631

Language Assistance Plan for Napa County Transportation and Planning Agency (NCTPA)

Introduction

NCTPA serves as the congestion management agency and public transit provider for the jurisdictions in Napa County, and is one of the nine Bay Area counties within the Metropolitan Transportation Commission (MTC) region. NCTPA's service area includes a population of some 139,000 residents in over 740 square miles of land, consisting mostly of smaller, rural communities and agricultural land. The service area is diverse, with large numbers of residents speaking a language other than English as their primary means of communication.

Individuals who have a limited ability to read, write, speak or understand English are considered to be limited English proficient, or "LEP." In compliance with guidance and rules issued by the U.S. Department of Transportation, and Title VI of the Civil Rights Act of 1964, NCTPA has taken reasonable steps to ensure that all persons have meaningful access to its programs, services, and information, at no additional cost. This includes the following plan for LEP persons within NCTPA's jurisdiction.

A Language Assistance Plan starts with an assessment to identify LEP individuals who need assistance. NCTPA will perform an on-board rider survey in the spring of 2014 and the survey results will be available in summer 2014. NCTPA also plans to conduct internal surveys with transit operators, dispatch, customer service and ticket sales staff, regarding frequency of contact with LEP individuals or groups. Once the assessment is complete, the Language Assistance Plan is drafted and adopted by the agency.

Implementation of the Language Assistance Plan includes the development of language assistance measures, staff training, notification measures to LEP individuals, and monitoring and updating of the plan on a yearly basis.

Purpose

The purpose of this Language Assistance Plan (hereinafter "plan") is to ensure members of the public have access to public information and services provided by NCTPA and to meet Federal Transit Administration's (FTA) requirements to comply with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin. As a subrecipient of FTA funds, NCTPA is required to take reasonable steps to provide meaningful access to its transit services for persons who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. The FTA refers to these persons as Limited English Proficient (LEP) persons.

The U.S. DOT's FTA Office of Civil Rights' publication *"Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons – A Handbook for Public Transportation Providers"* was used in the preparation of this plan.

Contents

This plan contains:

- A. A needs assessment based on the four-factor analysis
- B. Language assistance measures
- C. Staff training plan
- D. Methods for notifying LEP persons about available language assistance
- E. Methods for monitoring, evaluating and updating plan

A. LEP Needs Assessment – the Four-Factor Analysis

Determination of Need

In order to prepare this Plan, NCTPA implemented the U.S. Department of Transportation’s four factor LEP analysis, which considers the following:

1. The Number and Proportion of LEP Persons Served or Encountered in the Eligible Service Population
2. The frequency with which LEP persons come in contact with NCTPA programs, activities or services
3. The Importance to LEP Persons of NCTPA’s Program, Activities and Services
4. The resources available to NCTPA and overall cost to provide LEP assistance

Factor 1: Number and proportion of LEP persons served or encountered

NCTPA used the American Community Survey (ACS) 5 Year survey data for 2007-2011 for Limited English Proficient (LEP) Populations in Napa County to estimate the number or proportion of LEP persons who might use or want to use NCTPA’s services.

The American Community Survey (ACS) 5 Year survey data identifies people who speak English “less than very well” as Limited English Proficient persons. The survey data is broken down by the languages spoken at home, and by ability to speak English, for persons five years of age and older, with number and percentage broken out by county. For Napa County, the ACS data indicates that approximately half of the residents identified as speaking a “language other than English”, and whose primary language is categorized as “Spanish or Spanish Creole”, were identified as speaking English “less than very well”. The ACS study data also indicates that nearly 40% of the Asian and Pacific Islanders in Napa County speak English “less than very well”.

2007-2011 American Community Survey Language Spoken at Home	Total		Percent of specified language speakers			
			Speak English "very well"		Speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	127,288	+/-76	83.5%	+/-1.0	16.5%	+/-1.0
Speak only English	65.9%	+/-1.1	(X)	(X)	(X)	(X)
Speak a language other than English	34.1%	+/-1.1	51.7%	+/-2.5	48.3%	+/-2.5
Spanish or Spanish Creole	26.7%	+/-1.0	47.6%	+/-3.0	52.4%	+/-3.0
Other Indo-European languages	2.7%	+/-0.4	80.6%	+/-5.3	19.4%	+/-5.3
Asian and Pacific Island languages	4.4%	+/-0.4	58.2%	+/-5.3	41.8%	+/-5.3
Other languages	0.3%	+/-0.1	66.3%	+/-14.1	33.7%	+/-14.1
SPEAK A LANGUAGE OTHER THAN ENGLISH						
Spanish or Spanish Creole	33,979	+/-1,234	47.6%	+/-3.0	52.4%	+/-3.0
5-17 years	8,954	+/-586	69.2%	+/-5.5	30.8%	+/-5.5
18-64 years	23,481	+/-860	39.8%	+/-3.1	60.2%	+/-3.1
65 years and over	1,544	+/-152	39.7%	+/-11.0	60.3%	+/-11.0
Other Indo-European languages	3,419	+/-555	80.6%	+/-5.3	19.4%	+/-5.3
5-17 years	314	+/-148	87.9%	+/-15.9	12.1%	+/-15.9
18-64 years	2,261	+/-446	82.1%	+/-7.5	17.9%	+/-7.5
65 years and over	844	+/-204	73.9%	+/-10.1	26.1%	+/-10.1
Asian and Pacific Island languages	5,649	+/-476	58.2%	+/-5.3	41.8%	+/-5.3
5-17 years	715	+/-183	68.3%	+/-14.6	31.7%	+/-14.6
18-64 years	4,054	+/-355	63.0%	+/-6.0	37.0%	+/-6.0
65 years and over	880	+/-152	28.2%	+/-13.2	71.8%	+/-13.2
Other languages	365	+/-166	66.3%	+/-14.1	33.7%	+/-14.1
5-17 years	65	+/-90	58.5%	+/-22.3	41.5%	+/-22.3
18-64 years	242	+/-107	71.9%	+/-18.9	28.1%	+/-18.9
65 years and over	58	+/-45	51.7%	+/-37.1	48.3%	+/-37.1
CITIZENS 18 YEARS AND OVER						
All citizens 18 years and over	87,477	+/-993	92.5%	+/-0.8	7.5%	+/-0.8
Speak only English	78.7%	+/-1.0	(X)	(X)	(X)	(X)
Speak a language other than English	21.3%	+/-1.0	65.0%	+/-3.3	35.0%	+/-3.3
Spanish or Spanish Creole	14.5%	+/-0.9	63.8%	+/-4.2	36.2%	+/-4.2
Other languages	6.8%	+/-0.5	67.5%	+/-4.3	32.5%	+/-4.3

- The ACS data above estimates the total population of the NCTPA Napa County service area to be: 127,288.
- The ACS data above estimates the total number of people who speak a language other than English in the NCTPA Napa County service area is estimated to be: 43,405 or 34.1% of the population.
- The ACS data above estimates the total number of LEP persons (those who speak English less than "very well") in the NCTPA Napa County service area is estimated to be: 21,702 or 17% of the population.

Factor 2: Frequency of LEP populations' contact with existing programs, activities, and services

Statistical data regarding individual requests from LEP persons will be tracked as resources permit; however since several transit routes serve Napa County social service and non-profit agencies, it is likely that NCTPA is providing services to many LEP individuals.

The main language spoken by LEP individuals within the NCTPA service area is primarily Spanish.

Factor 3: Importance to LEP population of programs, activities, and services

NCTPA considers public transit to be an important and essential service for many residents, commuters, and visitors in the local service area. This includes local buses and buses servicing neighboring counties and the regional BART system, paratransit, and services for seniors. These services are used by people from all walks of life, including commuters, students, visitors, the elderly, and those with limited mobility.

Factor 4: Resources available to NCTPA and overall cost to provide LEP assistance

NCTPA makes every reasonable effort to communicate with LEP persons about available transit services, including providing the funding for translation of current services and bilingual materials. As resources permit, NCTPA will include training for all drivers on best practices for serving LEP individuals.

In addition to using a translation service, NCTPA recently hired additional Spanish-speaking staff at the ticket desk to better serve LEP individuals. NCTPA has also translated key website pages into Spanish.

In an effort to better serve the transit service needs of its users, NCTPA recently completed construction of its new Transit Center facility. The expanded facility will allow NCTPA to better market and communicate its transit services and serve the needs of the traveling public, including those of LEP populations.

NCTPA works with many advocacy groups serving LEP individuals to gain insight regarding their needs and concerns about local transit services. This includes Napa County Department of Health and Human Services, Community Action Napa Valley, SOMOS Napa, Hispanic Network, Non-profit Coalition, and Legal Aid of Napa Valley. NCTPA is continually exploring options for the best methods of delivering information and meeting the transit needs of all LEP persons and Napa County residents. NCTPA undertook significant Spanish-language outreach during its Agricultural Worker Vanpool Program and continues to expand community outreach efforts agency-wide.

B. Language Assistance Measures

Language measures currently used and planned to be used by the NCTPA transit system to address the needs of LEP persons include the following:

☒ Translating key documents in the following language(s): Spanish (other languages as needed)

☒ Translating key website pages

- ☒ Coordination of Oral and Written Translation Services
- ☒ Communication with LEP advocacy groups about transit services
- ☒ Increased use of signage with graphic visual images and pictograms to promote universal understanding
- ☒ Posting of bilingual notices informing LEP persons of available services
- ☒ Other (description of services): training new residents on how to use transit system

C. Staff Training

To ensure effective implementation of this plan, NCTPA will schedule orientations for new staff and annual training for all employees whose position requires regular contact with the public. Training will include a review of this plan and how to handle verbal requests for transit service in a language other than English.

D. Notice to LEP Persons about Available Language Assistance

NCTPA will notify LEP individuals about the language assistance services available to them without cost by using the following methods:

- ☒ Brochures
- ☒ Sending information to local organizations serving LEP populations
- ☒ Website notices
- ☒ Including contact information for translation requests on all printed materials
- ☒ Posting of bilingual flyers at libraries, churches, schools, cultural and community centers
- ☒ Audio programs and radio ads
- ☒ Participation in local community events

E. Monitoring, Evaluating and Updating Plan

NCTPA staff will review this plan annually, including:

- Assessing the sufficiency of staff training and budget for language assistance,
- Reviewing current sources for assistance to ensure continuing availability, and
- Reviewing any complaints, comments and suggestions from LEP persons, or agencies serving LEP populations, received during the past year.

Annual plan revisions will be approved by the agency's Executive Director and dated accordingly.

F. Dissemination of Plan

This plan is available on the NCTPA website at www.nctpa.net.

This plan is also available at no cost in English or Spanish upon request by telephone, fax, U.S. Postal Service mail, e-mail, or in person at the NCTPA office.

G. Contact Information

Questions or comments about this plan may be submitted to:

Napa County Transportation and Planning Agency
ATTN: Civil Rights Officer
625 Burnell Street
Napa, CA 94559
(707) 259-8631
(707) 259-8638

Published: December 2013

APPENDIX 2



Napa County Transportation and Planning Agency (NCTPA)

Title VI/Environmental Justice/Public Participation Plan

December 2013

Also available in Spanish

Napa County Transportation and Planning Agency (NCTPA)

625 Burnell Street

Napa, CA 94559

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EXECUTIVE SUMMARY

The mission of the Napa County Transportation & Planning Agency (NCTPA) is to ensure the development of an efficient, effective and equitable transportation system for the residents, businesses and visitors to the Napa region, through a coordinated inter-jurisdictional decision making process. In order to carry out its mission to its fullest potential, NCTPA solicits and receives input from all of its stakeholders, regardless of race, language or socioeconomic status.

Multicultural outreach and environmental justice initiatives are founded on the recognition of a community's cultural and economic diversity, as well as the awareness that some groups have not always enjoyed equal access to information, services, or other resources. Recent U.S. Census reports¹ indicate that Napa County fares better than many parts of the state: average rates of poverty in Napa County are below state averages, and average income is higher than the state average. However, these assessments cannot take into account the many cultural and economic challenges with which some individuals and groups are faced. As in other parts of California, the ethnic composition of Napa County is changing. Once predominantly Caucasian, the population of Hispanic or Latino residents has grown considerably in the last decade. Populations of Asian, African-American, Indo-European, Pacific Islander and Middle-Eastern people have also grown.

This Title VI Public Participation Plan (PPP) aims to identify communities that have been traditionally underserved by NCTPA and determine the most effective ways to encourage the participation of these communities. The PPP is designed to be a living document that will be updated yearly to incorporate new data, methods, and outcomes, as identified through local outreach activities and best practices in the field. The NCTPA will work with community partners to identify and implement strategies that remove barriers to access and participation for diverse community members.

¹ U.S. Census 2012 Estimates, Quickfacts.census.gov/qfd/states/06/06055.html

1. INTRODUCTION

NCTPA serves as the congestion management agency and public transit provider for the jurisdictions within Napa County, one of the nine Bay Area counties within Metropolitan Transportation Commission (MTC) region. According to 2012 population estimates, nearly 140,000 people reside on the roughly 740 square miles of land in Napa County. Land types include a mixture of smaller, rural communities and agricultural land. NCTPA provides services to a diverse group of stakeholders, with a mixture of English and non-English speakers from a variety of cultural and socioeconomic backgrounds. The NCTPA makes every reasonable effort to address the needs of all stakeholders by providing equal access and opportunities for ongoing involvement and participation in its operations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origins in programs and activities receiving federal financial assistance. Under federal regulations, transit operators must take reasonable steps to ensure persons have access to their activities and programs. Public participation opportunities, already provided to the public in English, should also be made accessible to persons who have a limited ability to speak, write, read, or understand English.

A. PURPOSE OF THE PUBLIC PARTICIPATION PLAN

This Plan attempts to identify all minority, low-income, and Limited English Proficient (LEP) populations located within the NCTPA service area. The Plan describes existing outreach methods that are used to communicate NCTPA programs and services to the public. It also addresses strategies that can be applied to increase the involvement of traditionally underrepresented or underserved groups in order to develop more inclusive plans for the future.

B. SUMMARY OF PLAN DEVELOPMENT

To assist in the preparation of this report, NCTPA conducted interviews with agency staff to gain an understanding of how inclusivity is currently incorporated in the planning process. The agency also engaged a wide array of community groups to identify key concerns among the distinct populations in the region. For a list of community groups that were contacted, see Appendix A. This effort also included an attempt to thoroughly account for all minority and low-income populations served by NCTPA. As described in the 2013 Language Assistance Plan developed by NCTPA (see Appendix B), the agency will perform an on-board survey in the spring of 2014 to assess the frequency of employees' contact with minority, low-income, and other disadvantaged individuals and identify any existing barriers to effectively serving those populations. Plans exist to conduct additional interviews with operations, customer service, and dispatch staff in the future.

2. NAPA COUNTY PROFILE

A. COMMUNITIES

NCTPA serves all of Napa County. This includes connections to portions of Solano County (Fairfield, Suisun, and Vallejo) and the BART Station in the City of El Cerrito. According to the most recent US Census figures for Napa County, the total population was estimated to be 136,484 residents. The City of Napa has the largest population, followed by the cities of American Canyon, St. Helena, Calistoga and Yountville respectively.

In addition to the five incorporated cities and towns listed above, there are several unincorporated communities within Napa County whose residents also depend on NCTPA to meet their many and diverse transportation needs:

- Aetna Springs
- Angwin
- Berryessa Highlands
- Capell Valley
- Chiles Valley
- Circle Oaks
- Deer Park
- Dry Creek
- Gordon Valley
- Lokoya
- Los Carneros
- Moskowitz Corner
- Mt. Veeder
- Oakville
- Pope Valley
- Rutherford
- Silverado Resort
- Soda Canyon
- Spanish Flat
- Vichy Springs

B. DEMOGRAPHICS

NCTPA reviewed Census maps and data for Napa County in order to establish context for this PPP. According to the data available, the majority of Napa County residents identify themselves as Caucasian. A significant percentage of the local population identified as Hispanic or Latino, with a smaller number of respondents identifying as Asian, African American, or more than one race. According to a recent study², “immigrants are contributing to very rapid demographic change in Napa County, particularly in the urban areas in southern Napa County and Calistoga. This demographic shift is most evident in the student and young working-adult populations.” Nearly one-third of Napa County residents identify themselves as Hispanic or Latino, and another 6.8% identify as Asian. Small enclaves of ethnically and culturally-diverse groups, such as Sikhs, Filipinos, and Native Americans live within NCTPA’s service area, in addition to a significant population of year-round agricultural workers. Given the predominance of undocumented immigrants working in agricultural labor, these numbers may underestimate the actual number of minority populations residing and working in Napa County.

A breakdown of the racial demographics in Napa County, as measured during the 2010 U.S. Census, are shown in **Table 1** below:

² “Profiles of Immigrants in Napa County”, Migration Policy Institute, May 2012, www.migrationpolicy.org/pubs/napa-profile

Table 1: Racial Demographics in Napa County

(Source: US Census, 2010 Napa County Demographic Profile Data)

Total Population	136,484	
One Race	130,904	95.9%
White	97,525	71.5%
Black or African American	2,668	2.0%
American Indian or Alaska Native	1,058	0.8%
Asian	9,223	6.8%
Native Hawaiian or Other Pacific	372	0.3%
Two or more Races	5,580	4.1%
Hispanic or Latino (of any race)	44,010	32.2%

Outside of the Napa County service area, Hispanic or Latino peoples comprise approximately 26% of the population in the Solano County cities of Fairfield and Suisun.

C. LANGUAGE

In Napa County, approximately 83% of the population speaks English “very well” according to U.S. Census standards. This figure includes both native English speakers and speakers of multiple languages. Of the total population, 34% of all people speak a language other than English. Approximately half of those people, or 17%, are considered to speak English “less than very well.” These communities are the focus of this study. **Table 2** shows a numerical breakdown of languages spoken at home in Napa County.

Table 2: Language Spoken at Home in Napa County

(Source: US Census Bureau, American Community Survey 2007-2011, Napa County)

Speak English Very Well	83%
Speak English Less Than Very Well	17%
Speak only English	65.9%
Speak a language other than English	34.1%
Spanish or Spanish Creole	26.7%
Other Indo-European languages	2.7%
Asian and Pacific Island languages	4.4%
Other languages	0.3%

Please see the NCTPA’s 2013 Language Assistance Plan for Limited English Proficient (LEP) Populations (Appendix B) for more information.

D. ECONOMIC CHARACTERISTICS

The U.S. Census Bureau studied labor patterns in Napa County between 2007 and 2011. According to this study, there are approximately 63,450 people employed in Napa County. Of these workers, 1.4% were identified as relying on public transportation to commute to work. This figure is below the state’s average of 5.1%, and may represent an opportunity for NCTPA to increase its transit ridership.

There are approximately 49,640 households in Napa County. An analysis of income per household is presented in **Table 3**. A map of Napa County mean income is shown in **Figure 1**.

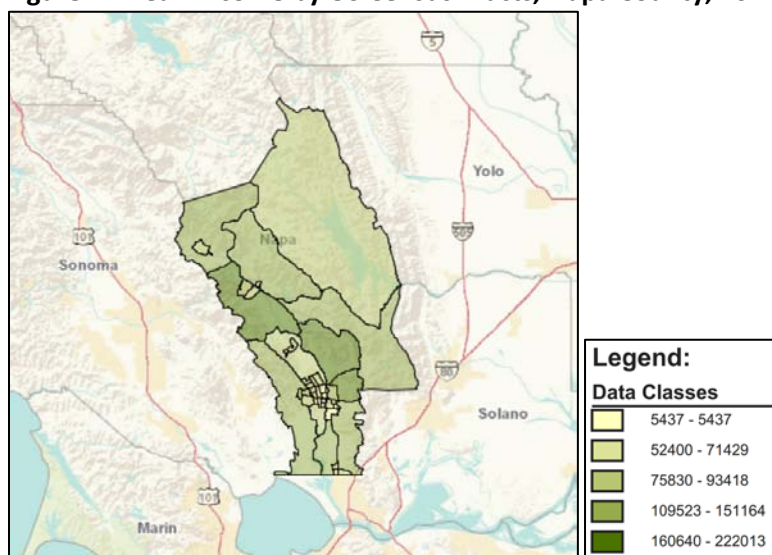
Table 3: Household Income in Napa County

(Source: US Census Bureau, American Community Survey 2007-2011, Napa County)

Total Households	49,640	
Less than \$10,000	1,547	3.1%
\$10,000 to \$14,999	2,132	4.3%
\$15,000 to \$24,999	4,034	8.1%
\$25,000 to \$34,999	3,985	8.0%
\$35,000 to \$49,999	6,568	13.2%
\$50,000 to \$74,999	8,754	17.6%
\$75,000 to \$99,999	6,082	12.3%
\$100,000 to \$149,999	8,465	17.1%
\$150,000 to \$199,999	3,714	7.5%
\$200,000 or more	4,359	8.8%

Napa County has an average (mean) income of \$94,894, which is nearly \$10,000 higher than the state average of \$85,148. Also, the rate of poverty, i.e. the percentage of total households with an income below \$35,000, is 6.7%. This figure is below the California average of 10.8% of all households.

Figure 1: Mean Income by US Census Tracts, Napa County, 2011

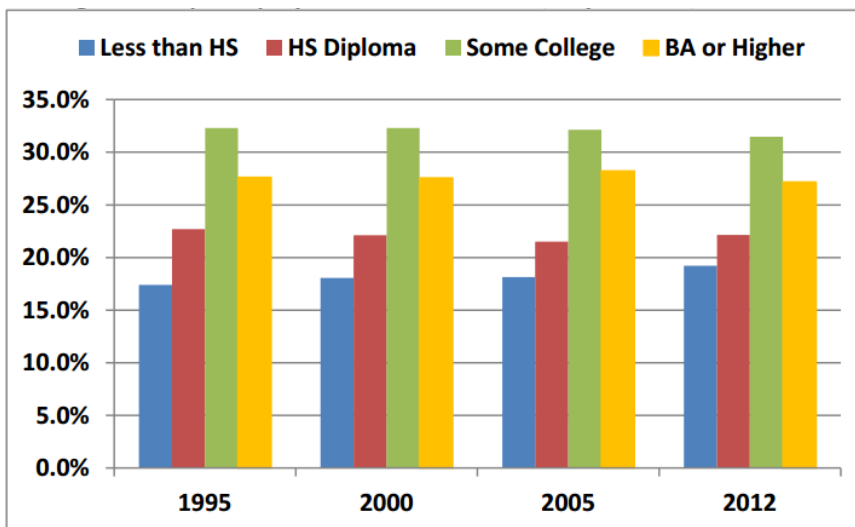


E. TRADITIONALLY UNDERSERVED COMMUNITIES

To determine which communities qualify for consideration as low-income and minority populations, NCTPA analyzed U.S. Census Data and established partnerships with local community-based organizations and city and county agencies that serve these populations. NCTPA acknowledges that subgroups exist within traditionally underrepresented ethnic and income groups (e.g. individuals who are mentally or physically handicapped or homeless, etc.) and makes a reasonable effort to serve those subgroups, as resources and staff permit. Agricultural laborers in Napa County are reported to have lower levels of formal education, as well as limited English proficiency and other cultural and socio-economic

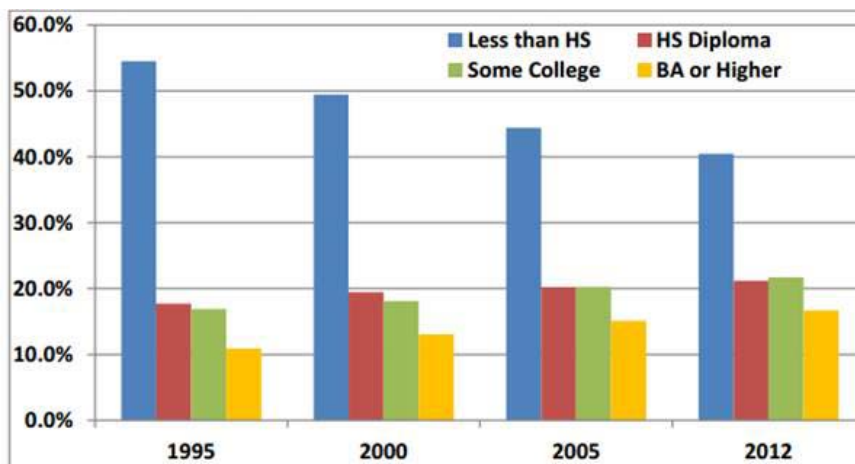
barriers that may prohibit access to information and services. **Figure 2** shows the education level of Napa County workers during select years between 1995 and 2012. **Figure 3** shows the education level of Napa County Vineyard Workers between the years of 1995 and 2012.

Figure 2: Napa County Employment Education Level, 1995 - 2012



Source: QWI (http://lehd.ces.census.gov/applications/qwi_online/)

Figure 3: Napa County Vineyard Jobs and Education Level, 1995 - 2012



Source: QWI (http://lehd.ces.census.gov/applications/qwi_online/)

3. OPPORTUNITIES AND CHALLENGES FOR PUBLIC PARTICIPATION

A. INTRODUCTION

The NCTPA faces a wide range of socio-economic challenges and ethnicity-based differences in meeting the needs of Napa County residents and visitors classified under Title VI regulations. Napa County's unique agricultural heritage and reputation attract people from every part of the world. Napa County is becoming more ethnically diverse and beginning to more closely reflect regional population patterns. Many people in Napa County are employed in the wine and hospitality industries, including many agricultural laborers. The interconnections that exist between industries in Napa County, such as between the wine and hospitality industries, also extend to, and have economic impacts on, other businesses and residents of Napa County. The wine industry continues to use an increasing amount of contract labor from third parties outside Napa, which is not reflected in the U.S. Census Bureau statistics for the area or their estimates for reliance on public transportation by this segment of the population.

B. TARGET POPULATION AND NEEDS

Vineyard workers in Napa County have been identified as predominantly Hispanic or Latino and relatively young. Along with their extended families, these laborers represent a growing audience for the NCTPA's Title VI community outreach efforts. Farmworker Housing Centers, churches, schools and community organizations serving the local Hispanic or Latino community, are provided with copies of translated NCTPA materials and information on how to access Spanish-speaking staff or translators. Ongoing outreach to other ethnically, culturally or economically-disadvantaged groups throughout Napa County is maintained through regular contact with representatives from community based organizations (CBOs) and local agencies that serve these populations. Specific methods used for outreach to LEP individuals are also outlined in NCTPA's 2013 Plan for Language Assistance (Appendix B).

Several current studies³ indicate that the average age of employees outside of agriculture, both in and out of Napa County, is shifting to relatively older workers. This is particularly true for many hospitality industry employees. Napa County has a significant senior population, many of whom live on fixed incomes and have limited access to transportation due to economic, geographic, or physical limitations.

C. PARTNERSHIPS WITH COMMUNITY BASED ORGANIZATIONS (CBOs)

NCTPA has identified and maintains contact with a network of representatives from local Community Based Organizations (CBOs), non-profit, faith-based and volunteer groups, health care, legal aid and social service agencies, educators and administrators. The agency relies on these groups to provide input and feedback on their programs and services, as well as to disseminate information to the populations served by or involved with these groups and organizations. Enhanced outreach to these groups includes regular distribution of bilingual (Spanish and English) collateral materials with current

³ "The Labor Market in Napa County, California: Opportunities and Challenges for the Wine Industry", IMPACT Napa Conference, North Bay Business Journal, August 29, 2013, <http://www.northbaybusinessjournal.com/wp-content/uploads/Robert-Eyler-economics-presentation-for-Impact-Napa-2013.pdf>; "Economic Opportunity and Workforce Development in Napa County", Prepared for the Napa County Workforce Investment Board, September 2010, www.napaworkforce.org/portals/3/downloads/report/NapaEconRpt10.pdf; "Profiles of Immigrants in Napa County", Migration Policy Institute, May 2012, www.migrationpolicy.org/pubs/napa-profile

route and scheduling information, as well as updates on new programs and services provided by telephone, email, website links and social media posts.

D. TRANSLATION AND INTERPRETIVE SERVICES

NCTPA continues to enhance its efforts to provide equal access to low-income, minority and LEP populations. This is accomplished by translating website pages; distributing route schedules, reports and other agency materials; and making translation services more widely available at public venues and community events.

4. PUBLIC PARTICIPATION STRATEGIES

A. INTRODUCTION

Effective public participation strategies utilize a variety of methods to engage the greatest number of people. NCTPA continually strives to meet this strategic objective with existing staff and other resources. The following factors guide NCTPA staff in the design and implementation of public participation strategies:

- Size and/or scale of the plan or project (regional or county-wide, neighborhood level, etc.)
- Level of potential impacts, including social, economic and environmental impacts

B. EXISTING NCTPA OUTREACH

NCTPA has and will continue to use a broad array of communication tools and resources to reach out to Napa County residents, businesses, CBOs, service agencies, neighborhood and community groups, visitors, commuters and other potential transit users groups, all of which have the potential to include Title VI-qualifying communities. Some of the tools and methods used by NCTPA to effectively disseminate information to Title VI groups and the larger community include:

- Implementing the language assistance measures outlined in the 2013 NCTPA Plan for LEP Populations (Appendix B)
- Translation of NCTPA key website pages, documents and reports
- Making translators available at public meetings and events
- Using translation services for responses to individual public requests and service inquiries
- Including contact information for translation requests on all printed material
- Use of local bilingual radio, television and newspaper advertising
- Distribution of translated or bilingual collateral materials to local CBOs and community agencies
- Use of social media tools and resources
- Participation in local community events
- Hosting of public meetings at appropriate community venues

C. RECOMMENDED STRATEGIES

Pursuant to Title VI regulatory guidance, NCTPA will continue to take reasonable steps to provide meaningful access to underserved populations identified within their service area. This includes ongoing

efforts to improve access and opportunities for involvement in the identification of social, economic, and environmental impacts of proposed transportation decisions and programs. All public participation activities normally provided in English will continue to be made available to low-income, minority and LEP populations, using the methods and tools deemed most effective for reaching those audiences, including:

- Continued implementation of the 2013 NCTPA Plan for LEP Populations and training for NCTPA operations and customer service staff on key plan components
- Expanded use of local and regional bilingual radio, television and newspaper advertising
- Continued use of translators and translated materials
- Expansion and continued use of the NCTPA's contact database of CBO and other community-focused organizations to maintain open communication, provide input and receive feedback
- Increased use of graphic signage and visually enhanced materials
- Increased use of website applications, posting of website notices and links to information
- Continued posting and distribution to local CBOs, churches, schools, libraries, cultural and community centers and service agency representatives of bilingual flyers, postcards and brochures
- Increased participation in community events
- Continued hosting of public meetings

NCTPA also plans to distribute copies of the agency's Public Participation Plan in English and Spanish. In addition, NCTPA will draft and implement project-specific public participation plans for any major projects or initiatives conducted by the agency. These plans will take into account the audiences affected by the project or initiative, their communication needs, as well as the strategies listed above.

5. PERFORMANCE METRICS AND GOALS

A. MONITORING AND RECORDING

NCTPA is committed to accountability and transparency throughout its operations. NCTPA staff will continue to monitor and track public participation methods and make the results of those efforts available for review. Complaints, comments, and suggestions from Title VI individuals or groups will be monitored and tracked by designated NCTPA staff.

NCTPA has collected some existing information about the reach and effectiveness of its current methods and will continue to expand and use that information to improve access, programs and services. Some of the measurable objectives that the NCTPA currently tracks or will implement as resources permit, include:

- Regular updates to contacts in the community partners database and outreach to low-income, minority and LEP individuals
- Tracking the number and type of Title VI participants attending NCTPA public meetings and events

- Tracking the number and percentage of comments or feedback received in languages other than English
- Analyzing website statistics, webpage downloads and time spent on key webpages
- Tracking internal (staff) and external (transit users) survey results
- Tracking the number and type of Title VI public inquiries that the NCTPA staff receive via phone, email and in-person visits

B. PUBLIC PARTICIPATION OUTCOMES

The Title VI Public Participation Plan is designed to identify opportunities for greater community involvement through implementation of thoughtful outreach methods and all tools available. These strategies will be applied with the goal of engaging the greatest possible number of residents and visitors, based on available resources and recognition of the unique characteristics, strengths and challenges of the Napa County transportation service area.

As NCTPA increases its efforts to solicit involvement from these Title VI-qualifying communities, the agency hopes to see increased engagement from diverse community members. Ongoing engagement and participation will foster a two-way dialogue between transit providers and transit users, leading to improved efficiency and service. NCTPA will be able to better serve its customers and its customers will realize greater benefits from the use of NCTPA's services.

APPENDIX A

Community Groups Contacted for the Language Assistance Plan

- American Canyon Family Resource Center
- Boys & Girls Clubs of Napa Valley
- Napa County Hispanic Network
- Napa Valley Adult School
- Napa Valley College
- Napa Valley Community Housing (Mayacamas Village)
- Napa Valley Non-Profit Coalition
- Puertas Abiertas
- Somos Napa
- VOICES (Voice Our Independent Choices for Emancipation)

APPENDIX B

Language Assistance Plan for Napa County Transportation and Planning Agency

Introduction

NCTPA serves as the congestion management agency and public transit provider for the jurisdictions in Napa County, and is one of the nine Bay Area counties within the Metropolitan Transportation Commission (MTC) region. NCTPA's service area includes a population of some 139,000 residents in over 740 square miles of land, consisting mostly of smaller, rural communities and agricultural land. The service area is diverse, with large numbers of residents speaking a language other than English as their primary means of communication.

Individuals who have a limited ability to read, write, speak or understand English are considered to be limited English proficient, or "LEP." In compliance with guidance and rules issued by the U.S. Department of Transportation, and Title VI of the Civil Rights Act of 1964, NCTPA has taken reasonable steps to ensure that all persons have meaningful access to its programs, services, and information, at no additional cost. This includes the following plan for LEP persons within NCTPA's jurisdiction.

A Language Assistance Plan starts with an assessment to identify LEP individuals who need assistance. NCTPA will perform an on-board rider survey in the spring of 2014 and the survey results will be available in summer 2014. NCTPA also plans to conduct internal surveys with transit operators, dispatch, customer service and ticket sales staff, regarding frequency of contact with LEP individuals or groups. Once the assessment is complete, the Language Assistance Plan is drafted and adopted by the agency.

Implementation of the Language Assistance Plan includes the development of language assistance measures, staff training, notification measures to LEP individuals, and monitoring and updating of the plan on a yearly basis.

Purpose

The purpose of this Language Assistance Plan (hereinafter "plan") is to ensure members of the public have access to public information and services provided by NCTPA and to meet Federal Transit Administration's (FTA) requirements to comply with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin. As a subrecipient of FTA funds, NCTPA is required to take reasonable steps to provide meaningful access to its transit services for persons who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. The FTA refers to these persons as Limited English Proficient (LEP) persons.

The U.S. DOT's FTA Office of Civil Rights' publication *"Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons – A Handbook for Public Transportation Providers"* was used in the preparation of this plan.

Contents

This plan contains:

- A. A needs assessment based on the four-factor analysis
- B. Language assistance measures
- C. Staff training plan
- D. Methods for notifying LEP persons about available language assistance
- E. Methods for monitoring, evaluating and updating plan

A. LEP Needs Assessment – the Four-Factor Analysis

Determination of Need

In order to prepare this Plan, NCTPA implemented the U.S. Department of Transportation's four factor LEP analysis, which considers the following:

1. The Number and Proportion of LEP Persons Served or Encountered in the Eligible Service Population
2. The frequency with which LEP persons come in contact with NCTPA programs, activities or services
3. The Importance to LEP Persons of NCTPA's Program, Activities and Services
4. The resources available to NCTPA and overall cost to provide LEP assistance

Factor 1: Number and proportion of LEP persons served or encountered

NCTPA used the American Community Survey (ACS) 5 Year survey data for 2007-2011 for Limited English Proficient (LEP) Populations in Napa County to estimate the number or proportion of LEP persons who might use or want to use NCTPA's services.

The American Community Survey (ACS) 5 Year survey data identifies people who speak English "less than very well" as Limited English Proficient persons. The survey data is broken down by the languages spoken at home, and by ability to speak English, for persons five years of age and older, with number and percentage broken out by county. For Napa County, the ACS data indicates that approximately half of the residents identified as speaking a "language other than English", and whose primary language is categorized as "Spanish or Spanish Creole", were identified as speaking English "less than very well". The ACS study data also indicates that nearly 40% of the Asian and Pacific Islanders in Napa County speak English "less than very well".

2007-2011 American Community Survey Language Spoken at Home	Total		Percent of specified language speakers			
			Speak English "very well"		Speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	127,288	+/-76	83.5%	+/-1.0	16.5%	+/-1.0
Speak only English	65.9%	+/-1.1	(X)	(X)	(X)	(X)
Speak a language other than English	34.1%	+/-1.1	51.7%	+/-2.5	48.3%	+/-2.5
Spanish or Spanish Creole	26.7%	+/-1.0	47.6%	+/-3.0	52.4%	+/-3.0
Other Indo-European languages	2.7%	+/-0.4	80.6%	+/-5.3	19.4%	+/-5.3
Asian and Pacific Island languages	4.4%	+/-0.4	58.2%	+/-5.3	41.8%	+/-5.3
Other languages	0.3%	+/-0.1	66.3%	+/-14.1	33.7%	+/-14.1
SPEAK A LANGUAGE OTHER THAN ENGLISH						
Spanish or Spanish Creole	33,979	+/-1,234	47.6%	+/-3.0	52.4%	+/-3.0
5-17 years	8,954	+/-586	69.2%	+/-5.5	30.8%	+/-5.5
18-64 years	23,481	+/-860	39.8%	+/-3.1	60.2%	+/-3.1
65 years and over	1,544	+/-152	39.7%	+/-11.0	60.3%	+/-11.0
Other Indo-European languages	3,419	+/-555	80.6%	+/-5.3	19.4%	+/-5.3
5-17 years	314	+/-148	87.9%	+/-15.9	12.1%	+/-15.9
18-64 years	2,261	+/-446	82.1%	+/-7.5	17.9%	+/-7.5
65 years and over	844	+/-204	73.9%	+/-10.1	26.1%	+/-10.1
Asian and Pacific Island languages	5,649	+/-476	58.2%	+/-5.3	41.8%	+/-5.3
5-17 years	715	+/-183	68.3%	+/-14.6	31.7%	+/-14.6
18-64 years	4,054	+/-355	63.0%	+/-6.0	37.0%	+/-6.0
65 years and over	880	+/-152	28.2%	+/-13.2	71.8%	+/-13.2
Other languages	365	+/-166	66.3%	+/-14.1	33.7%	+/-14.1
5-17 years	65	+/-90	58.5%	+/-22.3	41.5%	+/-22.3
18-64 years	242	+/-107	71.9%	+/-18.9	28.1%	+/-18.9
65 years and over	58	+/-45	51.7%	+/-37.1	48.3%	+/-37.1
CITIZENS 18 YEARS AND OVER						
All citizens 18 years and over	87,477	+/-993	92.5%	+/-0.8	7.5%	+/-0.8
Speak only English	78.7%	+/-1.0	(X)	(X)	(X)	(X)
Speak a language other than English	21.3%	+/-1.0	65.0%	+/-3.3	35.0%	+/-3.3
Spanish or Spanish Creole	14.5%	+/-0.9	63.8%	+/-4.2	36.2%	+/-4.2
Other languages	6.8%	+/-0.5	67.5%	+/-4.3	32.5%	+/-4.3

- The ACS data above estimates the total population of the NCTPA Napa County service area to be: 127,288.
- The ACS data above estimates the total number of people who speak a language other than English in the NCTPA Napa County service area is estimated to be: 43,405 or 34.1% of the population.
- The ACS data above estimates the total number of LEP persons (those who speak English less than "very well") in the NCTPA Napa County service area is estimated to be: 21,702 or 17% of the population.

Factor 2: Frequency of LEP populations' contact with existing programs, activities, and services

Statistical data regarding individual requests from LEP persons will be tracked as resources permit; however since several transit routes serve Napa County social service and non-profit agencies, it is likely that NCTPA is providing services to many LEP individuals.

The main language spoken by LEP individuals within the NCTPA service area is primarily Spanish.

Factor 3: Importance to LEP population of programs, activities, and services

NCTPA considers public transit to be an important and essential service for many residents, commuters, and visitors in the local service area. This includes local buses and buses servicing neighboring counties and the regional BART system, paratransit, and services for seniors. These services are used by people from all walks of life, including commuters, students, visitors, the elderly, and those with limited mobility.

Factor 4: Resources available to NCTPA and overall cost to provide LEP assistance

NCTPA makes every reasonable effort to communicate with LEP persons about available transit services, including providing the funding for translation of current services and bilingual materials. As resources permit, NCTPA will include training for all drivers on best practices for serving LEP individuals.

In addition to using a translation service, NCTPA recently hired additional Spanish-speaking staff at the ticket desk to better serve LEP individuals. NCTPA has also translated key website pages into Spanish.

In an effort to better serve the transit service needs of its users, NCTPA recently completed construction of its new Transit Center facility. The expanded facility will allow NCTPA to better market and communicate its transit services and serve the needs of the traveling public, including those of LEP populations.

NCTPA works with many advocacy groups serving LEP individuals to gain insight regarding their needs and concerns about local transit services. This includes Napa County Department of Health and Human Services, Community Action Napa Valley, SOMOS Napa, Hispanic Network, Non-profit Coalition, and Legal Aid of Napa Valley. NCTPA is continually exploring options for the best methods of delivering information and meeting the transit needs of all LEP persons and Napa County residents. NCTPA undertook significant Spanish-language outreach during its Agricultural Worker Vanpool Program and continues to expand community outreach efforts agency-wide.

B. Language Assistance Measures

Language measures currently used and planned to be used by the NCTPA transit system to address the needs of LEP persons include the following:

☒ Translating key documents in the following language(s): Spanish (other languages as needed)

☒ Translating key website pages

☒ Coordination of Oral and Written Translation Services

☒ Communication with LEP advocacy groups about transit services

☒ Increased use of signage with graphic visual images and pictograms to promote universal understanding

☒ Posting of bilingual notices informing LEP persons of available services

☒ Other (description of services): training new residents on how to use transit system

C. Staff Training

To ensure effective implementation of this plan, NCTPA will schedule orientations for new staff and annual training for all employees whose position requires regular contact with the public. Training will include a review of this plan and how to handle verbal requests for transit service in a language other than English.

D. Notice to LEP Persons about Available Language Assistance

NCTPA will notify LEP individuals about the language assistance services available to them without cost by using the following methods:

☒ Brochures

☒ Sending information to local organizations serving LEP populations

☒ Website notices

☒ Including contact information for translation requests on all printed materials

☒ Posting of bilingual flyers at libraries, churches, schools, cultural and community centers

☒ Audio programs and radio ads

☒ Participation in local community events

E. Monitoring, Evaluating and Updating Plan

NCTPA staff will review this plan annually, including:

- Assessing the sufficiency of staff training and budget for language assistance,
- Reviewing current sources for assistance to ensure continuing availability, and
- Reviewing any complaints, comments and suggestions from LEP persons, or agencies serving LEP populations, received during the past year.

Annual plan revisions will be approved by the agency's Executive Director and dated accordingly.

F. Dissemination of Plan

This plan is available on the NCTPA website at www.nctpa.net.

This plan is also available at no cost in English or Spanish upon request by telephone, fax, U.S. Postal Service mail, e-mail, or in person at the NCTPA office.

G. Contact Information

Questions or comments about this plan may be submitted to:

Napa County Transportation and Planning Agency
ATTN: Civil Rights Officer
625 Burnell Street
Napa, CA 94559
(707) 259-8631
(707) 259-8638

TITLE VI Complaint Form

Title VI of the Civil Rights Act of 1964 states "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Title 42 U.S.C. Section 2000d

Please provide the following information necessary in order to process your complaint. A formal complaint must be filed within 180 days of the occurrence of the alleged discriminatory act. Assistance is available upon request. Please contact NCTPA at (707) 259-8631.

Complete this form and return to:

Program Manager-Human Resources, Civil Rights and Board
Secretary
Napa County Transportation and Planning Agency
625 Burnell Street
Napa, CA 94559

Complainant's Name:

Address: City:

State: Zip Code:

Telephone (Home): (Work):

Person(s) discriminated against (if other than complainant)

Name:

Address: City:

State: Zip Code:

Telephone (Home): (Work):

What is the discrimination based on?

- ☐ Race/Color
 ☐ National Origin
 ☐ Sex
 ☐ Disability
- ☐ Low Income
 ☐ Limited English Proficiency

Date of the alleged discrimination: Location:

Agency or person that who was responsible for alleged discrimination:

Describe the alleged Discrimination. Explain what happened and whom you believe was responsible (for additional space, attach additional sheets of paper to this form.

List names and contact information of persons who may have knowledge of the alleged discrimination.

How can this complaint be resolved? How can the problem be corrected?

Please sign and date. The complaint will not be accepted if it is has not been signed. You may attach any written materials or other supporting information that you think is relevant to your compliant.

Signature

Date

SERVICE STANDARDS AND DESIGN

PURPOSE

To accomplish the goal of providing efficient and effective service to the residents of Napa County, the Agency has developed a series of service standards that provide a framework for service allocation as well as measures to continually examine the service to ensure that services meet efficiency and effectiveness standards in accordance with stated objectives. Additionally, these standards are also a requirement of Title VI of the Civil Rights Act of 1964 in order to ensure that service is allocated and assessed without regard to race, color, or national origin.

SERVICE DEFINITIONS

A matrix depicting the service standards and goals for the various types of service is contained in Attachment 1 to this policy. The section below provides a definition for each service type operated by NCTPA:

Local – These are the services operating on corridors where residential densities are approximately 4,000 to 5,000 residents per square mile (or comparable commercial densities). These routes operate along the arterial streets as well as local or residential roads, and provide the highest level of service due to the general mobility needs within the urbanized area.

Regional - Provides inter-city service along arterials, highways or freeways to major focal points, destinations and trip attractors. These routes provide connections to regional rail or other transportation options and may include express-type services. Service features wide stop-spacing or areas with closed door operation (most often on the freeway). Underlying local service operating on similar roads also contributes to a greater aggregate service frequency during operating hours.

Community Circulators – These are primarily routes operating in areas of very low density (fewer than 4,000 residents per square mile). Provide service that operates to focal points within the community.

City Dial a Ride – Demand responsive service provides a more flexible operation than traditional fixed route services for areas of very low density where fixed route service may not be warranted. These are services such as those that serve designated areas within the two cities of Calistoga and Yountville. There are largely no service standards for these services, as they are generally based on each city's financial contribution toward the operation.

DENSITY STANDARDS

To ensure that the service is able to be both cost efficient and useful, areas with higher density of population or commercial development should be allocated service that is more frequent, with routes and bus stops spaced closer together, and that operates more consistently throughout the day. Within each service category, service will be allocated primarily on the basis of demand or use, provided that minimum service levels are provided.

Service Span refers the number of hours that the service operates on any given day. It is generally indicated with beginning and end periods. However, this may be changed based on demand for earlier or later service to meet specific needs of the community.

For example, within the Local Service category, service will be provided at a minimum of every 30 minutes for at least 11 hours a day for every day except Sunday. More frequent service allocation will be provided on the basis of a combination of demand for service and density.

Route Spacing refers to the general availability of routes within the service area. For Regional routes, due to the nature of operation and design of the service, gaps between routes may be greater than a mile. For local routes, spacing is generally closer and follows the grid of the city.

Table 1: Density, Frequency and Service Span Standard

Persons per Square Mile	Service Type	Route Spacing	Route Structure	Weekday Frequency Standard	Service Span
4,000 – 5,000 (Medium Density) [such as urban area of Napa]	Local	½ mile	Modified Grid	30 minutes Peak 60 minutes off peak	7 am to 7 pm (Monday to Saturday)
3,000 – 4,000 (Low Density)	Community	½-1 mile	Focal Point	45 minutes Peak 90 minutes off peak	7 am to 5 pm (Monday to Friday)
3,000 – 4,000 (Low Density)	Regional	½-1 mile	Focal Point	120 minutes Peak No Midday Service	6 am to 7 pm (Monday to Friday)
3,000 and below	City Dial A Ride	N/A	Focal Point	No Standard	No Standard

VEHICLE LOAD STANDARDS

A Vehicle Load Factor is the ratio of the number of seats on a vehicle to the number of passengers on-board. Load factor is an indicator of the extent or probability of overcrowding, and may indicate the need for additional vehicles to maintain useful service.

The Load factor is determined by taking the number of passengers on a specific trip that pass the peak load point during the peak hour, and dividing that number by the number of seats on the bus during that trip.

Load factors can vary by service type and can take into consideration both customer expectation and customer trip length in determining the correct load factor. For instance, for longer distance Regional services, a load factor of 1.0 (no standees) is considered optimal, as riders may be reluctant to ride if they do not have a seat for such a long trip.

Different Vehicle Load thresholds shall be used to measure service effectiveness or to determine remediation. The following thresholds shall be monitored, as reflected in Table 2:

Table 2: Vehicle Load Factor by Route Type

Route Type	Vehicle Load Factor
Local	1.25 (25% standees)
Regional (Urban)	1.00 (no standees)*
Regional (Rural)	1.00 (no standees)*
Community	1.25 (25% standees)

*For purposes of measuring the Vehicle Load Factor for Regional Service, the Vehicle Load Factor shall be measured as the route enters the “non-revenue area” and is operating closed-door, which is generally on the freeway or highway.

SERVICE AVAILABILITY

Service availability refers to the general measure of how the routes are distributed within the NCTPA service area. It can be defined as a measure of the distance a person must travel to gain access to transit service.

NCTPA fixed route bus service will serve 85% of the dwelling units within the urbanized area of Napa County within one quarter mile. 90% of the major activity centers will be within one quarter mile of a bus route.

ON-TIME PERFORMANCE

For all fixed route services, regardless of service type, 90% of service will operate on time (between 0 minutes early and 5 minutes late). For City Dial a Ride (demand responsive) 90% of the service will arrive within 30 minutes of call requesting pick up.

PASSENGER PER HOUR

In order to account for Regional service, which can sometimes operate closed-door for large portions of the route, the standards for passenger activity assumes that closed door portions of the route will not be counted toward overall passengers per hour. This way, a route that operates closed door (without the ability to pick up passengers) for a large percentage of the route will not be identified for poor performance. Table 3 presents the following thresholds that should be monitored:

Table 3: Passenger Activity by Route Type

Route Type	Passenger Activity
Local	12 passengers per hour
Regional (Urban)	7 passengers per hour
Regional (Rural)	5 passengers per hour
Community	5 passengers per hour
City Dial a Ride	2 passengers per hour

FAREBOX RECOVERY RATIO

Farebox recovery ratio is an efficiency metric that gauges the amount of cost that is covered by passenger fares. In certain instances, outside funding can be used to supplant passenger fares, as is the case of the City Dial a Ride services. Table 4 presents the farebox recovery standard by service type.

Table 4: Farebox Recovery Ratio

Route Type	Farebox Recovery Ratio
Local	Meet or exceed 17%
Regional (Urban)	Meet or exceed 17%
Regional (Rural)	Meet or exceed 15%
Community	Meet or exceed 10%
City Dial a Ride	Meet or exceed 10%

TRANSIT AMENITIES

Transit amenities are those items installed by NCTPA that provide improvements to the traditional bus stop pole and sign. This includes shelters, canopies, benches or other betterments intended to provide comfort or convenience to the rider. In 2012, NCTPA

completed a project that prioritized locations for bus stop improvements followed by implementation.

Future implementation of amenities will be based upon availability of funding for improvements, while prioritizing services that operate at 60 minutes or worse at stops with the greatest number of riders per day.

APPLICATION OF STANDARDS

To determine service effectiveness, staff will conduct ridership analyses on a regular basis. This information will be used to determine evaluative components such as passengers per vehicle hour, vehicle load factor, passengers per trip and hour, and farebox recovery ratio.

An assessment of route performance within the service categories will be conducted annually to determine if corrective action is required. Minority Transit routes (those routes that have at least 1/3 of the total route mileage in a census tract with a percentage of minority population greater than the percentage of minority population in the service area) will also be identified in the evaluation in order to comply with federal Title VI Civil Rights guidance.

Service that falls below the standard for all routes within its category will be analyzed for the following:

- Schedule adjustments, if service frequencies exceed the standards provided in this Policy.
- Running time adjustments or minor route changes to improve efficiency or improve route performance.
- Route improvements, including route consolidation or through-routing to improve efficiency and effectiveness.
- Route discontinuance, should there be no other means to improve efficiency or provide a well-used transit product.
- Other actions, such as grant funded opportunities or targeted marketing, to improve route performance.

Attachment 1: Service Standards

Service Type	EFFECTIVENESS									PERFORMANCE / EFFICIENCY		
	Density	Peak and Base Frequencies*	Service Span*	Scheduling	Route Structure	Load Factor*	Vehicles	Stop Spacing	Stop Amenities*	Farebox Recovery	Passengers per hour	On-time Performance*
Local (Routes 1 through 11)	4,000 to 5,000 (Medium Density) [such as urban areas of Napa]	Not to exceed 30 minutes in the peak and 60 minutes midday	7 am to 7 pm (Monday to Saturday) 9 PM for valley-wide commuter routes.	Clock Headways preferred	Modified Grid: uses the lay out of the urban area	1.25	Standard 40' or smaller vehicle to meet load	1/4 to 1/2 mile depending on density	Shelters based on high ridership routes in areas with lower frequency	Meet or exceed 17%	12 passenger per hour	90% of service will operate on time (between 0 minutes early and 5 minutes late)
Regional (Urban) (Routes 20 & 29)	3,000 to 4,000 (Low Density)	Not to exceed 2 hours in the peak. No midday standard.	6 am to 7pm (Monday to Friday) 9 PM for valley-wide commuter routes.	Scheduled to meet regional connections	Focal Point: provides access between two focal areas to provide regional and intercity connectivity	1.00	Standard 40' or smaller vehicle to meet load	1/2 to 1 mile depending on density or trip generators and attractors (such as school, shopping, medical)	Shelters based on high ridership routes in areas with lower frequency	Meet or exceed 17%	7 passengers per hour	90% of service will operate on time (between 0 minutes early and 5 minutes late)
Regional (Rural) (Routes 25)	3,000 to 4,000 (Low Density)	Not to exceed 2 hours in the peak. No midday standard.	6 am to 7 pm (Monday to Friday)	Scheduled to meet regional connections	Focal Point: provides access to connect rural focal area and regional hubs	1.00	Standard 40' or smaller vehicle to meet load	1 to 2 mile depending on density or trip generators and attractors (such as school, shopping, medical)	Shelters based on high ridership routes in areas with lower frequency	Meet or exceed 15%	5 passengers per hour	90% of service will operate on time (between 0 minutes early and 5 minutes late)
Community (American Canyon and St. Helena)	3,000 to 4,000 (Low Density)	Not to exceed 45 minutes in the peak and 90 minutes midday	7 am to 5 pm (Monday to Friday) or based upon available funds	As required to meet demand	Focal Point: provides access between focal areas within a small community	1.25	30' vehicle or smaller	1/2 to 2/3 mile depending on density or trip generators and attractors (such as school, shopping, medical)	Shelters based on high ridership routes in areas with lower frequency	Meet or exceed 10%	5 passenger per hour	90% of service will operate on time (between 0 minutes early and 5 minutes late)
City Demand Response (Calistoga and Yountville)	3,000 and below	Upon call in, service will arrive within 15 - 30 minutes.	Service based upon available funds	As requested	No standard	No standard	30' vehicle or smaller	No standard	Shelter locations are responsibility of city partners	Meet or Exceed 10% (includes City or other sponsor funding)	2 passengers per hour	90% of service will arrive within 30 minutes of call in

*Required by Title VI for Fixed Route Service Only

GLOSSARY

Arterial Street

A signalized roadway that primarily serves through-traffic and secondarily provides access to abutting properties. Signals are generally less than 2 miles apart.

Clock Headways

The scheduled headway between vehicle trips that can be divided into sixty (60) evenly (e.g. 60, 30, 20, 15, 10 or 5)

Closed Door Operation

Portions of Bus routes with one or more long segments in which no stops are made (e.g. while on freeway).

Demand Responsive Service

Bus service that operates only when summoned by reservation by intending passengers.

Fixed Route Service

Bus service that operates on a prescribed routing, stopping at prescribed stops and operating on a prescribed schedule.

Frequency

The quantity of service on a route, usually described in terms of the number of buses per hour or the elapsed time between consecutive buses. The latter measure is also called the *headway*. The term *high-frequency* denotes many buses per hour, or small headways.

Grid Network

A type of multi-destinational route structure. In a typical grid network, high-frequency routes operate on the length of east-west and north-south arterials, intersecting each other to form a grid pattern. This allows a passenger to travel from anywhere to anywhere else by a right-angle movement with at most a single transfer. Ideally, routes are spaced $\frac{1}{2}$ mile apart so that everyone is in walking distance to both a north-south line and an east-west line. Since conditions rarely allow for an ideal grid, this concept is often called *modified grid*.

Headway

Another term for frequency, referring to the elapsed time between consecutive buses on a route.

Load Factor

The ratio of passengers on board a bus to the number of seats. The load factor is generally shown as an average over a period of time, usually 60 minutes.

Minority Transit Route

Routes that have at least 1/3 of the total route mileage with a percentage of minority population greater than the percentage of minority population in the service area

Peak Period

A period of increased transit service, generally during the morning and afternoon peak (“rush hour”) periods. Generally, peak periods are 6:00am to 9:00am and 3:00pm to 6:00pm.

Revenue Service

The time spent in scheduled service from the first timepoint of the day to the last timepoint of the day. Revenue

Span of Service

The total hours during which transit service is operated.

Standard

The acceptable level of performance; the rule for the measure or test of quality.

Through-routing

When a route designed to carry people to/from a downtown doesn't end in the downtown; instead, it flows across downtown and out the other side as a different route.

Title VI Notice to Public

The Napa County Transportation & Planning Agency is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. It's objective to:

- Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin;
- Promote the full and fair participation of all affected populations in transportation decision making;
- Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations;
- Ensure meaningful access to programs and activities by persons with limited English proficiency.

The Napa County Transportation & Planning Agency is committed to a policy of non-discrimination in the conduct of its business, including its Title VI responsibilities and to the delivery of equitable and accessible transportation services. Any person who believes that he or she has been subjected to discrimination under Title VI on the basis of race, color or national origin may file a Title VI complaint with Napa County Transportation & Planning Agency. Any such complaint must be in writing and submitted to the Napa County Transportation & Planning Agency within one hundred eighty (180) days following the date of the alleged discrimination.

There are several ways to file a complaint. Complaints may be filed in writing and mailed to Program Manager - Human Resources, Civil Rights Officer and Board Secretary, Napa County Transportation & Planning Agency, 625 Burnell Street, Napa, CA 94558. A copy of the Title VI Complaint Form is available by calling (707) 259-8631 or (707) 259-8633 and at www.nctpa.net. We encourage use of the Title VI Complaint Form.



December 18, 2013
NCTPA Agenda Item 8.3
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: Tom Roberts, Program Manager – Public Transit
(707) 259-8635 / Email: troberts@nctpa.net
SUBJECT: Approval to Purchase Three (3) VINE Go Paratransit Vehicles
and Two (2) American Canyon Transit Vehicles

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board approve: (1) the purchase of three VINE Go paratransit vehicles; (2) the purchase of two American Canyon Transit vehicles; and (3) authorize the Executive Director to issue purchase agreements with A-Z Bus Sales under NCTPA's membership with CalACT (California Association for Coordinated Transportation) and/or Morongo Basin Transit Authority's piggyback agreement.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

NCTPA was awarded Prop 1B Public Transportation Modernization, Improvement, and Service Enhancement Account Program funding (Proposition 1B) in the amount of \$384,000 to replace five (5) vehicles. The agency is ready to award purchase contracts totaling roughly \$403,771. Detailed descriptions of the vehicles to be purchased are attached.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted? Yes

Where is it budgeted? Transit Capital

Is it Mandatory or Discretionary: Discretionary, however funds must be used for the stated purposes in the grant.

Is the general fund affected? No

Future fiscal impact: Reduced maintenance costs

Consequences if not approved: Agency would need to forfeit grant funds/vehicles.

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

VINE Go Paratransit Vehicle Replacement (Attachment 1)

In 2011 NCTPA entered into regional competition for Proposition 1B funds to replace three (3) VINE Go paratransit vehicles. This project was awarded to NCTPA in May 2013 with the funds becoming available in June 2013.

Vendor:	A-Z Bus Sales
Estimated Project Cost:	\$ 251,338.70
Funding:	
-Proposition 1B	\$231,567.70
-Local Match (TDA)	\$19,770.96

American Canyon Transit Vehicle Replacement (Attachment 2)

In 2011, the agency entered a regional competition for Proposition 1B funds to replace two (2) American Canyon Transit vehicles. This project was awarded to NCTPA in May 2013 with the funds becoming available in June 2013.


Vendor:	A-Z Bus Sales
Estimated Project Cost:	\$ 152,432.26
Funding:	
-Proposition 1B	\$152,432.26
-Local Match (TDA)	\$0

SUPPORTING DOCUMENTS

Attachments: (1) A-Z Bus Sales VINE Go Paratransit Vehicle Quote
(2) A-Z Bus Sales American Canyon Transit Vehicle Quote
(3) NCTPA Proposed Purchase Order



MBTA CalACT Cooperative RFP 11-03

 <i>An employee owned company.</i>	Customer:	Napa County Transportation & Planning Agency		Quote Date	12/12/2013	
	Address:	625 Burnell Street	County:	Napa	Expires	
	City	Napa	Zip Code:	95370		
	Contact:	Matt Wilcox	Office Phone:	707-259-5976	DSI Account:	
	Email Address:	mwilcox@nctpa.net	Cell Phone:		Fax Number	
	Sales Representative	Clay Hartman	Type	B Ford Gasoline		

QTY	Option Description	Contract Price
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GLAVAL BUS, TYPE B, FORD GASOLINE

1	Gas - Cut-Away Chassis	Glaval	Chassis, E-450, 158", 6.8L V-10
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Sub-Total Base Unit			57,699.00
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PUBLISHED OPTIONS

5	Freedman Folding Seat	975.00	4,875.00
1	Roof Vent	375.00	375.00
3	Additional Mobility Aid Position w/ tie downs (std is 2 w/c positions)	625.00	1,875.00
10	Credit for seat delete, per passenger	(125.00)	(1,250.00)
1	Removable diamond plate fuel access in floor	110.00	110.00
1	USSC G2E Drivers Seat (all black vinyl)	1,050.00	1,050.00
1	Telma Drive Line Retarder	6,200.00	6,200.00
1	Raised Floor	525.00	525.00
1	Mor/Ryde Suspension, Rear	775.00	775.00
1	Thermo King S-30 (60K BTU) for Class B & C	2,775.00	2,775.00
1	Adnik Power Seat Base for Drivers Seat	425.00	425.00
1	Velvac Power Mirrors in lieu of std power mirrors	(90.00)	(90.00)

Sub-Total Published Options			17,645.00
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NON PUBLISHED OPTIONS

1	Install customer supplied Fare Box	100.00	100.00
1	Altro Yellow nosing in lieu of Yellow in laid strip	(56.00)	(56.00)
1	2 Way Radio provided installed by Apex	1,785.00	1,785.00
1	Braun 34" x 54" 1,000 rated Century w/c lift	400.00	400.00

Sub-Total Non-Published Options			2,229.00
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SUMMARY

SPECIFICATION SUMMARY

Model Year	2014	Make:	Ford	Wheelchair Lift Model:	Braun 1000 lb
Type:	C Gas	Chassis:	E-450	Wheelchair Lift Location	Rear
Passenger Capacity:	12 seated & 5 wheelchairs	Wheelbase:	158	Number of Tie Downs:	2
Seat Fabric:	Repel Level 4 Cranberry in color	Engine:	6.8L V-10 gasoline	Alternator:	225 Amp OEM
Air Conditioning System:	Thermo King	GVWR:	14,500	Tie Down Type	Q'Straint DLX
Exterior Color/Graphics:	White only	Body Length:	22ft	Estimated Delivery:	180 Days ARO



MBTA CalACT Cooperative RFP 11-03

 <i>An employee owned company.</i>	Customer:	Napa County Transportation & Planning Agency		Quote Date	12/12/2013	
	Address:	625 Burnell Street	County:	Napa	Expires	
	City	Napa	Zip Code:	95370		
	Contact:	Matt Wilcox	Office Phone:	707-259-5976	DSI Account:	
	Email Address:	mwilcox@nctpa.net	Cell Phone:		Fax Number	
	Sales Representative	Clay Hartman	Type	B Ford Gasoline		

QTY	Option Description	Contract Price
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SUMMARY STANDARD BID FEATURES & EQUIPMENT

Galvanized Steel Cage Costruction	Fully Insulated Body Assembly Process
Galvanized Exterior Skins - Vacuum Laminated Body Construction	ALL LED Exterior Lighting
One Piece FRP Roof Assembly	Filon FRP Interior Sidewalls, Roof, Rear Walls
36" Electric Entry Door	Number, function, and color coded wiring
Ergonomic Driver Control Panel with Quick Disconnect	Braun 1000 lb W/C Lift located in the rear
Driver Side Running Board	Side Mounted Battery on Slide Out Tray w/High Amp Circuit Breakers
Remote control & heated Exterior Mirrors	.
Standard 2-Step Entry with 12" First Step Height	96" Body Width
Dual Entry Grab Rails	Seating: Cranberry Repel upholstery, Grab Handles, USB's, aisle arm rests
5/8" Marine Plywood Subfloor, with Galvanized Steel Sub-structure	ISO 9001:2008 Quality Manufacturing Process
Integrated Track Seating System	Ford QVM Certified Manufacturer
.	Back Up Alarm, Anti-ride Rear Bumper
Daytime Running Lights	Front Mud Flaps
.	Altoona 7 Year/200,000 Mile Tested
.	Stanchion and Modesty Panel Behind Driver, with Plexiglass
5 YEAR / 100,000 Mile Limited Body Warranty	Meets All Applicable FMVSS Requirements in Effect at time of Manufacture

CONTRACT PRICING SUMMARY

1	Base Unit as Specified	57,699.00	
1	Published Options	17,645.00	
1	Non-Published Options	2,229.00	
1	Sub-total per Unit	77,573.00	
1	Doc Fee (taxable)	80.00	
1	ADA Portion that is non taxable	15,769.00	
1	Taxable Amount (subtotal + doc fee less non taxable)	61,884.00	
1	Sales Tax	4,950.72	8.000% Napa
1	Tire Recycle Fee	12.25	
1			
1	CalACT MBTA fee of 1.5% of subtotal	1,163.60	
1	Delivery (first 100 miles free)		
7	Grand Total, Each	83,779.57	
1	Qty	3	
1	Grand Total	\$ 251,338.70	

Signature

Signature Date

Print Name

Print Name

COMPANY/AGENCY



MBTA CalACT Cooperative RFP 11-03

Customer:	Napa County Transportation & Planning Agency			Quote Date	12/12/2013
Address:	625 Burnell Street	County:	Napa	Expires	
City:	Napa	Zip Code:	95370		
Contact:	Matt Wilcox	Office Phone:	707-259-5976	DSI Account:	
Email Address:	mwilcox@nctpa.net	Cell Phone:		Fax Number	
Sales Representative	Clay Hartman	Type	C Ford Gasoline		

QTY	Option Description	Contract Price
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GLAVAL BUS, TYPE C, FORD GASOLINE

1	Gas - Cut-Away Chassis	Glaval	Chassis, E-450, 190", 6.8L V-10
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Sub-Total Base Unit			59,911.00
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PUBLISHED OPTIONS

1	Roof Vent		375.00	375.00
1	USSC G2E Drivers Seat, all black vinyl		1,050.00	1,050.00
1	Mor/Ryde Suspension, Rear		775.00	775.00
1	Stop Request System w/ lighted sign		725.00	725.00
1	Sportworks Bike Rack, black		1,850.00	1,850.00
1	Thermo King S-30 (60K BTU) for Class B & C		2,775.00	2,775.00
1	Adnik Power Seat Base for Drivers Seat		425.00	425.00
1	Velvac Power Mirrors in lieu of std power mirrors		(90.00)	(90.00)

Sub-Total Published Options			7,885.00
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NON PUBLISHED OPTIONS

1	PA System with Interior speakers		175.00	175.00
1	Install customer supplied Fare Box		100.00	100.00
1	Altro Yellow nosing in lieu of Yellow in laid strip		(56.00)	(56.00)
1	2 Way Radio provided installed by Apex		1,785.00	1,785.00
1	Braun 34" x 54" 1,000 rated Century w/c lift		400.00	400.00

Sub-Total Non-Published Options			2,404.00
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SUMMARY

SPECIFICATION SUMMARY

Model Year	2014	Make:	Ford	Wheelchair Lift Model:	Braun 1000 lb
Type:	C Gas	Chassis:	E-450	Wheelchair Lift Location	Rear
Passenger Capacity:	16 + 2	Wheelbase:	190"	Number of Tie Downs:	2
Seat Fabric:	Repel Level 4 Gray in color	Engine:	6.8L V-10 gasoline	Alternator:	225 Amp OEM
Air Conditioning System:	Thermo King	GVWR:	14,500	Tie Down Type	Q'Straint DLX
Exterior Color/Graphics:	White only	Body Length:	25'	Estimated Delivery:	180 Days ARO



MBTA CalACT Cooperative RFP 11-03

Customer:	Napa County Transportation & Planning Agency		Quote Date	12/12/2013	
Address:	625 Burnell Street	County:	Napa	Expires	
City	Napa	Zip Code:	95370		
Contact:	Matt Wilcox	Office Phone:	707-259-5976	DSI Account:	
Email Address:	mwilcox@nctpa.net	Cell Phone:		Fax Number	
Sales Representative	Clay Hartman	Type	C Ford Gasoline		

QTY	Option Description	Contract Price
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SUMMARY STANDARD BID FEATURES & EQUIPMENT

Galvanized Steel Cage Costruction	Fully Insulated Body Assembly Process
Galvanized Exterior Skins - Vacuum Laminated Body Construction	ALL LED Exterior Lighting
One Piece FRP Roof Assembly	Filon FRP Interior Sidewalls, Roof, Rear Walls
36" Electric Entry Door	Number, function, and color coded wiring
Ergonomic Driver Control Panel with Quick Disconnect	Braun 1000 lb W/C Lift located in the rear
Driver Side Running Board	Side Mounted Battery on Slide Out Tray w/High Amp Circuit Breakers
Remote control & heated Exterior Mirrors	.
Standard 2-Step Entry with 12" First Step Height	96" Body Width
Dual Entry Grab Rails	Seating: Gray Repel upholstery, Grab Handles, USR's, aisle arm rests
5/8" Marine Plywood Subfloor, with Galvanized Steel Sub-structure	ISO 9001:2008 Quality Manufacturing Process
Integrated Track Seating System	Ford QVM Certified Manufacturer
.	Back Up Alarm, Anti-ride Rear Bumper
Daytime Running Lights	Front Mud Flaps
.	Altoona 7 Year/200,000 Mile Tested
.	Stanchion and Modesty Panel Behind Driver, with Plexiglass
5 YEAR / 100,000 Mile Limited Body Warranty	Meets All Applicable FMVSS Requirements in Effect at time of Manufacture

CONTRACT PRICING SUMMARY

1	Base Unit as Specified	59,911.00	
1	Published Options	7,885.00	
1	Non-Published Options	2,404.00	
1	Sub-total per Unit	70,200.00	
1	Doc Fee (taxable)	80.00	
1	ADA Portion that is non taxable	9,394.00	
1	Taxable Amount (subtotal + doc fee less non taxable)	60,886.00	
1	Sales Tax	4,870.88	8.000% Napa
1	Tire Recycle Fee	12.25	
1			
1	CalACT MBTA fee of 1.5% of subtotal	1,053.00	
1	Delivery (first 100 miles free)		
7	Grand Total, Each	76,216.13	
1	Qty	2	
1	Grand Total	\$ 152,432.26	

Signature	Signature	Date
Print Name	Print Name	
COMPANY/AGENCY		



Purchase Order

Napa County
Transportation and
Planning Agency
625 Burnell Street
Napa, CA 94559

Phone: 707-259-8631
Fax: 707-259-8636
Web: www.nctpa.net

VENDOR

A-Z Bus Sales
1900 S. Riverside Ave
Colton, CA 92324
Tel: 951-781-7188
Fax: 951-781-4905
POC: Clay Hartman

Purchase Order #: 13-1012

Date: 10/28/2013

Vendor ID: 35566

Bill To:

Napa County Transportation and
Planning Agency (NCTPA)
ATTN: Accounts Payable
625 Burnell Street
Napa, CA 94559

Ship To:

NCPTA - VINE Bus Yard
720 Jackson Street
Napa, CA 94559
Tel: 707-259-5976
POC: Matthew Wilcox

Requested By	Ship Date	Ship Via	FOB	Buyer	Terms	Tax ID
WILCOX	TBD	Ground	NAPA	NCTPA	NET 30	68-0471080

QTY	Item #	Units	Description	Dis-	Tax-	Unit Price	Total
3		3	Glaval Class B (Ford E450)			\$57,699	\$173,097
			*Options			\$19,874	\$59,622
2		2	Glaval Class C (Ford E450)			\$59,911	\$119,822
			*Options			\$10,289	\$20,578
			*See specs for options pg. 2 & 3				

NOTICE OF INCLUDED TERMS AND CONDITIONS

All terms and conditions of the CalACT/MBTA Agreement 11-03 are included herein as if as if fully set forth and the parties hereto agree that NCTPA is an assignee/third party beneficiary of that agreement and may enforce any and all rights contained in that agreement without limitation. This purchase order is a federally funded contract and as such, certain mandatory terms and conditions apply to this purchase order. These provisions include, **but are not limited to** the provisions of Buy America 49 U.S.C. §5323(j), 49 C.F.R. Part 661; Cargo Preference 46 U.S.C. § 55305, 46 C.F.R. Part 381; Fly America 49 U.S.C. § 40118, 41 C.F.R. §§ 301-10.131 through 301-10.143; Bus Testing 49 C.F.R. Part 665; U.S. DOT Third Party Procurement Regulations 49 C.F.R. §18.36 or 40 C.F.R. §§19.40 through 19.48, FTA Circular 4220.1F (including all mandated terms and conditions contained in Appendix D-4) and FTA Master Agreement FTA MA(17).

Subtotal \$373,119.00

Tax \$24,593.92

Ship

Misc \$6,058.04

Balance \$403,770.96

THIS ORDER WILL BECOME VALID UPON RECEIPT OF VENDOR ACCEPTANCE.

VENDOR ACCEPTANCE

Vendor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) contract/purchase order, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. *(Attachments are listed herein.)*

ORDER AWARDED AND ISSUED BY

Individual listed below is hereby authorized to award ordered material/services as specified, or incorporated by reference herein, on behalf of the Napa County Transportation and Planning Agency.

NAME AND TITLE

DATE

FOR INTERNAL USE ONLY

FUND APPROPRIATION: FUND _____ DEPT _____ DIV _____ SUB _____

CONTINUATION SHEETPage 2 of 3

QTY	Item	Description	Unit Price	Total
3	Glaval Class B (Ford E450)	12 psgr or 5 w/c	\$57,699.00	\$173,097.00
15	Freedman Foldaway Seat		\$975.00	\$14,625.00
3	Roof Vent		\$375.00	\$1,125.00
9	Additional Mobility Aid Position w/ tie downs (std is 2 w/c positions)		\$625.00	\$5,625.00
30	Credit for Seat Delete		-\$125.00	-\$3,750.00
3	Removable Diamond Floor Access Plate		\$110.00	\$330.00
3	USSC G2E Drivers Seat (all black vinyl)		\$1,050.00	\$3,150.00
3	Telma Driveline Brake Retarder		\$6,200.00	\$18,600.00
3	Raised Floor		\$525.00	\$1,575.00
3	Mor-RYD Suspension, Rear		\$775.00	\$2,325.00
3	Thermo King S-30 (60k BTU) for Class B and C		\$2,775.00	\$8,325.00
3	Adnik Power Seat Base for Drivers Seat		\$425.00	\$1,275.00
3	Velvac Power Mirrors in lieu of std power mirrors		-\$90.00	-\$270.00
3	Altro Yellow nosing in lieu of yellow inlaid strip		-\$56.00	-\$168.00
3	Braun 34" x 54" 1,000 rated Century w/c lift		\$400.00	\$1,200.00
3	Two-way Radio provided and installed by Apex		\$1,785.00	\$5,355.00
3	Install customer supplied Farebox		\$100.00	\$300.00
Subtotal			\$77,573.00	\$232,719.00
Sales Tax (0.08%)			\$4,950.72	\$14,852.15
Doc Fee			\$80.00	\$240.00
Tire Recycle Fee			\$12.25	\$36.75
CalACT MBTA fee of 1.5% of subtotal			\$1,163.60	\$3,490.80
Total Purchase Price			\$83,779.57	\$251,338.70

Notes:

Paint and lettering TBD soon

CONTINUATION SHEETPage 3 of 3

QTY	Item	Description	Unit Price	Total
2	Glaval Class C (Ford E450)	16 min psgr,	\$59,911.00	\$119,822.00
2	Roof Vent		\$375.00	\$750.00
2	USSC G2E Drivers Seat (all black vinyl)		\$1,050.00	\$2,100.00
2	Mor-RYD Suspension, Rear		\$775.00	\$1,550.00
2	Stop Request System (w/ lighted sign)		\$725.00	\$1,450.00
2	Sportworks Bike Rack, Black		\$1,850.00	\$3,700.00
2	Thermo King S-30 (60k BTU) for Class B and C		\$2,775.00	\$5,550.00
2	Adnik Power Seat Base for Drivers Seat		\$425.00	\$850.00
2	Velvac Power Mirror in lieu of std power mirrors		-\$90.00	-\$180.00
2	PA System with Interior Speakers		\$175.00	\$350.00
2	Install Customer Supplied Farebox		\$100.00	\$200.00
2	Altro Yellow Nosing in lieu of yellow inlaid strip		-\$56.00	-\$112.00
2	Two-way radio provided and installed by Apex		\$1,785.00	\$3,750.00
2	Braun 34" x 54" 1,000 rated Century w/c lift		\$400.00	\$800.00
	Subtotal		\$70,200.00	\$141,750
	Sales Tax (0.08%)		\$4,870.88	\$9,741.76
	Doc Fee		\$80.00	\$160.00
	Tire Recycle Fee		\$12.25	\$24.50
	CalACT MBTA fee of 1.5% of subtotal		\$1,053.00	\$2,106.00
	Total Purchase Price		\$76,216.13	\$152,432.26

Notes:

Paint and lettering TBD soon



December 18, 2013
NCTPA Agenda Item 8.4
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: Tom Roberts, Program Manager – Public Transit
(707) 259-5976 / Email: troberts@nctpa.net
SUBJECT: Approval to Remove and Dispose of Twenty-One Vehicle from NCTPA's Fixed Assets

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board approve the removal of twenty-one (21) vehicles from the fixed asset inventory and dispose of the assets according to NCTPA policy

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

Currently twenty-one (21) NCTPA owned vehicles are obsolete and past their useful lives. Over the past three years new buses have been purchased as means to replace the aging VINE fleet. As of August 2013 NCTPA is in possession of all vehicles ordered to replace the current fleet.

Staff is recommending the assets be disposed of and removed from NCTPA's total fixed asset inventory list according to NCTPA's fixed asset policy.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a fiscal impact? Yes

Is it Currently Budgeted? NA

Where is it budgeted? NA

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: No

Consequences if not approved: The non-performing asset will remain in the fixed asset inventory.

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

NCTPA began the modernization of the VINE fixed route fleet by ordering eight (8) New Flyer Buses in 2008 and 2009. Between 2010 and 2012 NCTPA ordered eight (8) Chevy ARBOCs. Most recently NCTPA received four (4) forty foot El Dorado Axess buses and eleven (11) thirty-five foot El Dorado Axess buses. The VINE paratransit fleet was also updated in the same time period. In 2011 four (4) paratransit buses were purchased to update the fleet vehicles in Calistoga and St. Helena. Six (6) total VINE Go vehicles were purchases as well, three (3) in 2011 and three (3) in 2012. Lastly a new trolley was purchases for the Town of Yountville in 2012.

Below is a list of vehicles to be disposed. There is no current value due to the fact the vehicles will go to auction once the Board approves their disposition.

Asset	Description	Purchase Cost	Date Acquired
Ford Taurus	Support Vehicle	\$18,013.00	FY 00-01
Chevy Astro Van	Paratransit Vehicle	\$16,822.00	FY 92-93
Ford Aerotech	Paratransit Vehicle	\$41,833.00	FY 98-99
Ford Econo	Paratransit Vehicle	\$51,278.00	FY 98-99
Dodge Van	Paratransit Vehicle	\$29,404.00	FY 96-97
Ford Van	Paratransit Vehicle	\$42,479.00	FY 02-03
Ford Aerotech	Paratransit Vehicle	\$54,510.00	FY 01-02
Ford Aerotech	Paratransit Vehicle	\$54,510.00	FY 01-02
Ford Aerotech	Paratransit Vehicle	\$53,223.00	FY 98-99
Ford Econo	Paratransit Vehicle	\$58,122.00	FY 00-01
GMC RTS	35' Bus	\$165,607.00	FY 81-82
GMC RTS	35' Bus	\$158,060.00	FY 84-85
GMC RTS	35' Bus	\$158,060.00	FY 84-85
GMC RTS	35' Bus	\$158,235.00	FY 85-86
GMC RTS	35' Bus	\$158,235.00	FY 85-86
GMC RTS	35' Bus	\$158,235.00	FY 85-86
Gillig Phantom	35' Bus	\$216,046.00	FY 95-96
Supreme Trolley	Trolley Bus	\$145,741.00	FY 99-00
Supreme Trolley	Trolley Bus	\$145,741.00	FY 99-00
N/F C40LF	40' Bus	\$330,455.00	FY 99-00
N/F C40LF	40' Bus	\$330,455.00	FY 99-00
Total		\$2,545,064.00	

SUPPORTING DOCUMENTS

None.



December. 18, 2013
NCTPA Agenda Item 8.5
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: Lawrence E. Gawell, Program Manager - Chief Procurement and Compliance Officer
(707) 259-8636 / Email: lgawell@nctpa.net
SUBJECT: Approval of Fourth Amendment to NCTPA Agreement No. 10-23 with Mark Thomas & Company, Inc. for Work Associated with On-Call Engineering and Project Delivery Services

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board approve an amendment (Attachment 1) to the contract with Mark Thomas & Company, Inc. extending the Period of Performance for NCTPA Agreement No. 10-23 and Work Authorization 4 to June 30, 2014 to allow for completion of the Hub Signage Project

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The on-call engineering services contract for work associated with NCTPA's engineering services and support of the Soscol Gateway Transit Center (SGTC) project expires December 31, 2013. Services for the Hub Signage portion of the project are still on-going and are expected to be completed by June 30, 2014.

PROCEDURAL REQUIREMENTS

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

FINANCIAL IMPACT

Is there a fiscal impact? No. This contract amendment is to extend the period of performance until June 30, 2014 to provide the opportunity to complete the services for the Hub Signage Project as set forth in the Agreements and Work Authorization 4.

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

On March 31, 2010, NCTPA entered into a contract with Mark Thomas & Company, Inc., to provide On-Call Engineering and Project Delivery Services. Mark Thomas & Company, Inc. is currently providing engineering and project delivery services for Work Authorization 4, the Hub Signage Project at the SGTC. Hub Signage work is expected to continue past the current established contract expiration date and extending this date until June 30, 2014 would ensure uninterrupted services throughout the construction until completion. This is a time only extension.

SUPPORTING DOCUMENTS

Attachment: (1) Fourth Amendment to NCTPA Agreement No. 10-23

**FOURTH AMENDMENT TO
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ("NCTPA")
AGREEMENT NO. 10-23**

THIS FOURTH AMENDMENT TO NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ("NCTPA") AGREEMENT NO. 10-23 herein after referred to as "Agreement" is made and entered into as of this **18th day of December, 2013** between the NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (hereinafter referred to as "NCTPA"), and Mark Thomas & Company, Inc., whose mailing address is 3000 Oak Road, Suite 650 Walnut Creek, CA 94597, hereinafter referred to as "CONTRACTOR";

RECITALS

WHEREAS, in March 2010 NCTPA contracted for specialized services, as authorized by Government Code Section 31000, in order to **provide NCTPA with On-Call Engineering and Project Delivery services for a period of two years**; and

WHEREAS, the Agreement term was scheduled to expire in December 2013; and

WHEREAS, the parties desire to amend the Agreement to extend the term in order to provide CONTRACTOR with the opportunity to complete the services as set forth in the Agreement, without increasing the maximum compensation.

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. 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

Mark Thomas & Company, Inc.

By _____
Kate Miller, Executive Director

By _____
Michael J. Lohman, Principal

ATTEST:

By _____
Karalyn E. Sanderlin, NCTPA Board Secretary

Approved as to Form:

By _____
Janice Killion, NCTPA Legal Counsel



December 18, 2013
NCTPA Agenda Item 8.6
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 and Compliance Officer
(707) 259-8636 / Email: lgawell@nctpa.net
SUBJECT: Approval of First Amendment to NCTPA Agreement No. 13-12 with ERBCO Construction Services Inc.

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board approve an amendment (Attachment 1) to the contract with ERBCO Construction Services Inc. extending the Period of Performance under NCTPA Agreement No. 13-12 to June 30, 2014 for Work on the Hub Signage Project.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The contract with ERBCO Construction Inc. for work associated with NCTPA's Hub Signage Project for the Soscol Gateway Transit Center expires December 31, 2013. Services for the project are still on-going and are expected to be completed by June 30, 2014.

PROCEDURAL REQUIREMENTS

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

FINANCIAL IMPACT

Is there a fiscal impact? No; this contract amendment is to extend the period of performance until June 30, 2014 to complete the services as set forth in the Agreements.

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

On September 18, 2013, NCTPA entered into a contract with ERBCO Construction Services for the Hub Signage Project. Construction of the Hub Signage Project is expected to continue past the current established contract expiration date. Extending this date until June 30, 2014 would ensure continued construction activity. This is a no cost time extension.

SUPPORTING DOCUMENTS

Attachment: (1) First Amendment to NCTPA Agreement No. 13-12

**FIRST AMENDMENT TO
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ("NCTPA")
AGREEMENT NO. 13-12**

THIS FOURTH AMENDMENT TO NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ("NCTPA") AGREEMENT NO. 13-12 herein after referred to as "Agreement" is made and entered into as of this **18th day of December, 2013** between the NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (hereinafter referred to as "NCTPA"), and ERBCO Construction Services, Inc., whose mailing address is 433 35th Avenue, San Francisco, CA 94121, hereinafter referred to as "CONTRACTOR";

RECITALS

WHEREAS, in September 2013 NCTPA contracted for construction services, as authorized by Government Code Section 31000, in order to provide NCTPA with work associated with the Hub Signage Project; and

WHEREAS, the Agreement term is scheduled to expire in December 2013; and

WHEREAS, the parties desire to amend the Agreement to extend the term in order to provide CONTRACTOR with the opportunity to complete the services as set forth in the Agreement with no increase in maximum compensation.

TERMS

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

1. Section 4.1 BEGINNING OF WORK is replaced in its entirety to read:

The Contractor shall begin work within 15 calendar days after receipt of a Notice to Proceed. This work shall be diligently prosecuted to completion before the **expiration of 270 days** beginning on the fifteenth calendar day after approval of the contract.

1. 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

ERBCO Construction Services, Inc.

By _____
Kate Miller, Executive Director

By _____
Harry N. How III

ATTEST:

By _____
Karalyn E. Sanderlin, NCTPA Board Secretary

Approved as to Form:

By _____
Janice Killion, NCTPA Legal Counsel



December 18, 2013
NCTPA Agenda Item 8.7
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: aonorato@nctpa.net
SUBJECT: Approval of Resolution No. 13-22 authorizing the City of Napa's request for Abandoned Vehicle Abatement Authority (AVAA) Capital Purchase

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Resolution 13-22 (Attachment 1) authorizing expenditure up to \$31,300 from the Abandoned Vehicle Abatement Authority (AVAA) fund for the City of Napa's Police Department to purchase of a "AVAA vehicle" for parking enforcement and abatement within the City of Napa.

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. By law, the Authority must approve capital expenditures by the Members in excess of \$2,500.

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.

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.

FISCAL IMPACT

Is there a fiscal impact? Yes, up to \$31,300 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.

Where is it budgeted? NA

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: No

Consequences if not approved: The City of Napa 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 City of Napa 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 Napa. The purchase request is capped at \$31,300.

The AVAA program has sufficient funds in its account to cover this expenditure.

SUPPORTING DOCUMENTS

Attachments: (1) Resolution No. 13-22

RESOLUTION NO. 13-22

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

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 Napa 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 Napa wishes to purchase a truck up to a purchase price of \$31,300 (thirty-one thousand three hundred 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 Napa using AVAA funds in an amount not to exceed \$31,300.

Passed and Adopted on the 18th day of December 2013.

Keith Caldwell, NCTPA Chair

Ayes:

Noes:

Absent:

ATTEST:

Karrie Sanderlin, NCTPA Board Secretary

APPROVED:

Janice Killion, NCTPA Legal Counsel



December 18 , 2013
NCTPA Agenda Item 8.8
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 of Amendment No. 2 to Work Authorization 12-29P002 for Professional Engineering Services Agreement No. 12-20

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) approve and authorize the Executive Director to sign Amendment No. 2 to Work Authorization 12-29002 for Professional Engineering Services Agreement No. 12-120 with Arup North America Ltd. (Attachment 1) in an amount not to exceed \$199,996.00 for consulting services to assist staff in developing the 25-Year Countywide Transportation Plan.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

Three (3) proposals were received in response to NCTPA's Task Order 5 seeking proposals from qualified firms under the terms of RFQ 2012-01, On-Call Planning Services for consultant assistance in developing that 25-year Countywide Transportation Plan. After evaluation of the proposals, Arup North America Ltd. was selected by the panel as the best proposal representing the best value to the Agency.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a fiscal impact? Yes.

Is it currently budgeted? Yes

Where is it budgeted? Congestion Management Agency

Is it Mandatory or Discretionary? Discretionary

Is it mandatory or discretionary? Discretionary

Consequences if not approved: The Countywide Strategic Transportation plan will be developed solely by agency staff.

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

To be consistent with the regional process, a new countywide transportation plan should be completed every four years. The last NCTPA 25-year Countywide Transportation Plan was adopted in 2009 and used to inform the One Bay Area Plan, the Metropolitan Transportation Commission's long range plan adopted in 2013. The 2014 plan will be completed in time to inform the next regional plan which is scheduled for adoption in 2017. In preparation for the regional transportation plan, MTC generally solicits projects 18-24 months prior to the adoption of the plan. In order to meet this timeline, development of new plan should be initiated in 2014.

Under the provisions of RFQ 2012-01, On-call Planning Services, NCTPA solicited proposals from ten (10) firms for Task Order 5 for consultant assistance to develop a 25-year Countywide Transportation Plan. The primary focus of the scope of work for this consultant assistance is technical support for the development of the plan, including public outreach, meeting facilitation, modeling, data compilation, mapping and illustration and making general suggestions for the structure and content of the plan. The consultant will also assist in developing the countywide Community Based Transportation Plan. Three (3) proposals were received and were evaluated by a selection panel composed of members from inside the agency. The proposal of Arup North America Ltd. was selected by the panel as the best proposal representing the best value to the Agency.

SUPPORTING DOCUMENTS

Attachment: (1) Amendment No. 1 to Work Authorization 12-29P005 for Professional Engineering Services Agreement No. 12-20

Contract: 12-20

WORK AUTHORIZATION NO. 2
CONTRACT FOR PROFESSIONAL PLANNING SERVICES

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Section of Professional Service Agreement No. **12-20** (the Contract) entered into by and between the Napa County Transportation and Planning Agency (NCTPA), and Arup North America, Ltd.(the Planner).

PART I. The Planner will perform schedule evaluation and change services generally described as Professional Planning Services necessary to provide NCTPA with On-Call Planning Services, in accordance with the project description (Scope of Work) attached hereto and made a part of this Work Authorization. The responsibilities of the NCTPA and the Planner as well as the work schedule are further detailed in EXHIBITS A, B, C, and D which are attached hereto and made a part of the Work Authorization.

PART II. The **maximum amount** payable under this Work Authorization is **\$199,996**, and the method of payment is Labor Rates, as set forth in EXHIBIT B of the Contract. This amount is based upon fees set forth in EXHIBIT D, Fee Schedule, of the Contract and the Planner's estimated Work Authorization costs, attached and made a part of this Work Authorization.

PART III. Payment to the Planner for the services established under this Work Authorization shall be made in accordance with Section(s) 3 thru 4 of the contract, and EXHIBIT D.

PART IV. This Work Authorization shall become effective on the date of final acceptance of the parties hereto and shall **terminate on January 31, 2015**, unless extended by a supplemental Work Authorization.

The maximum contract time is the time needed to complete all work authorizations that will be issued in the first two years of the contract. All work authorizations must be issued within the initial two-year period, starting from the contract execution date.

PART V. This Work Authorization does not waive the parties' responsibilities and obligations provided under the Contract.

IN WITNESS WHEREOF, this Work Authorization is executed in duplicate counterparts and hereby accepted and acknowledged below.

THE PLANNER

NCTPA

(Signature)

(Signature)

(Signature)

(Title),

(Title),

Kate Miller, Executive Director

(Date)

(Date)

(Date)

LIST OF EXHIBITS

Exhibit A	Services to be provided by the NCTPA
Exhibit B	Services to be provided by Planner
Exhibit C	Work Schedule
Exhibit D	Fee Schedule/Budget

EXHIBIT A

SERVICES TO BE PROVIDED BY THE NCTPA

The NCTPA will furnish or assist the Planner in obtaining the following items and services:

1. Designate a Project Manager to coordinate all aspects of the project with the Planner.
2. Furnish all available information necessary to perform the work in this contract.
3. Provide ongoing guidance, timely reviews and decisions necessary to complete the services required by this contract.
4. Perform timely review and processing of billing statements.

EXHIBIT B

SERVICES TO BE PROVIDED BY THE PLANNER

Scope of Work

Task 1 Meeting Facilitation and Public Outreach, Public Information

- 1.1 Meeting with NCTPA Staff.** The Planner will within one (1) week of award schedule a 2-3 hour session with NCTPA staff to develop and frame the scope of a Board retreat scheduled for January 15, 2014.
- 1.2 NCTPA Board Retreat.** Facilitate the January 15, 2014 retreat of the NCTPA Board of Directors, at which the Board will consider the update of the agency's vision and the Countywide Strategic Transportation Plan. Working with NCTPA staff, Planner will develop the agenda, create presentation materials, facilitate Board Discussion and report on outcomes and conclusions.
- 1.3 Public Workshops.** Work with staff to facilitate two (2) sets of public meetings, one (1) at the beginning of the process to elicit public input on themes, concerns and priorities. The second set of meetings, towards the end of the process, will present a draft countywide plan for comment. Each event will be held at three (3) separate venues, one (1) in American Canyon, one (1) in the City of Napa, and one (1) at a location in the North Valley (St. Helena or Calistoga). The Planner will be responsible for supplying materials for the six (6) meetings.
- 1.4 Public Input and Public Awareness.** In addition to the public meetings, Planner will elicit public comment and input on transportation priorities at the beginning of the plan development process via a web-based survey and other means to be proposed. The Planner will also help to manage NCTPA's public image, including the development of marketing materials as well as assisting with NCTPA's media relations during the development of the plan.

Task 2 Socio-Economic/ Demographic Modeling

- 2.1 Update Model Base Data.** Planner will review the Napa Solano Transportation Demand Model and recommend any necessary changes to land use assignments for present and future conditions.
- 2.2 Update Projections.** Update and refine socioeconomic and demographic projections for the Plan Horizon year 2040.

Task 3 Future Transportation System

- 3.1 Recommended Improvements.** Based on socio-economic and demographic projections for the year 2040 (Task 2) and based on public input and on proposals from jurisdictional staff and NCTPA, Planner will make recommendations for improvements to the Countywide Transportation system.

3.2 Transportation Modeling.

3.2.1 Current Conditions. Summarize current traffic and transportation system performance, including active transportation modes.

3.2.2 Future Projections. Evaluate/model proposed system performance for Plan horizon year 2040, including Multimodal LOS. Special note will be given to Active Transportation opportunities and to options for visitors to Napa County.

3.3 Plan Illustration. Planner will create maps and traffic flow diagrams as necessary to illustrate current traffic conditions and recommended improvements to the system. Planner will also provide photographer to capture meetings and other photos for publication in the Countywide Plan.

Task 4 Evaluation and Review

Planner will evaluate various data and projections related revenues, climate change, land use changes and other technical aspects of the report and recommend changes as necessary.

Task 5 Community Based Transportation Plan Element Update

No less than every ten (10) years NCTPA updates the agency's Community Based Transportation Plan (CBTP). The purpose of the plan is to identify the specific transportation needs of economically disadvantaged communities within Napa County and propose solutions to address those needs. The plan should maximize community participation and input from relevant stakeholders. In close partnership with NCTPA staff members, Planner shall:

- Identify and empanel a group of relevant stakeholders to assist in the task
- Conduct outreach events and public forums to solicit input on needs and solutions
- Define and identify economically disadvantaged communities
- Identify special and temporal gaps in transportation services
- Include a transit needs assessment
- Include a prioritization of needs
- Include a prioritized list and description of specific projects or solutions to address identified needs.

Task 6 Publication Design and Production

In close partnership with NCTPA staff members, who will be the principal authors of the final Plan, Planner will design the report, including a companion set of web pages for the NCTPA web site, and will provide not more than 50 printed copies.

Deliverables:

DELIVERABLE	SCHEDULE
1. Project Management and Refine work Plan	December 2013
2. Meeting facilitation and Public Outreach, Public Information	December 2013 – November 2014
3. Socio-Economic/Demographic Modeling	January 2014 – April 2014
4. Community Based Transportation Plan	February 2014 – November 2014
5. Transportation Analysis	April 2014 – September 2014
6. Development of Investment Plan	August 2014 – January 2015
7. Publication Design and Production	July 2014 – January 2015

EXHIBIT C
WORK SCHEDULE

Activity	2013	2014												2015
	DEC	JAN	FEB	MAR	APR	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	
Execute Work Authorization # P002														
Project Management, Work Plan, Meeting Facilitation, Public Outreach/Information														
Socio-Economic/Demographic Modeling														
Community Based Transportation Plan														
Transportation Analysis														
Development of Investment Plan														
Publication Design and Production														

EXHIBIT D**FEE SCHEDULE - Final Cost Proposal**

This attachment provides the basis of payment and fee schedule. **The basis of payment for this contract is indicated by an "X" in the applicable box.** The basis shall be supported by the Final Cost Proposal (FCP) shown below. If more than one basis of payment is used, each one must be supported by a separate FCP.

"X"	Basis	
_____	Lump Sum	The lump sum shall be equal to the maximum amount payable. The lump sum includes all direct and indirect costs and fixed fee. The Planner shall be paid pro rata based on the percentage of work completed. For payment the Planner is not required to provide evidence of actual hours worked, travel, overhead rates or other evidence of cost.
_____	Unit Cost	The unit cost(s) for each type of unit and number of units are shown in the FCP. The unit cost includes all direct and indirect costs and fixed fee. The Planner shall be paid based on the type and number of units fully completed and the respective unit cost. For payment, the Planner is not required to provide evidence of actual hours worked, travel, overhead rates or any other cost data. The FCP may include special items, such as equipment which are not included in the unit costs. Documentation of these special costs may be required. The maximum amount payable equals the total of all units times their respective unit cost plus any special direct items shown.
<u> X </u>	Specified Rate Basis	The specified rates for each type of labor are shown in the FCP below. The FCP may include special items, such as equipment which are not included in the specified rates. Payment shall be based on the actual hours worked multiplied by the specified rate for each type of labor plus other agreed to special direct cost items. The specified rate includes direct labor and indirect cost and fixed fee. The NCTPA may request documentation of reimbursable direct costs including hours worked. Documentation of special item costs may be required. The specified rate is not subject to audit.
_____	Cost Plus Fixed Fee	<p>Payment shall be based on direct and indirect costs incurred <u>plus</u> a pro rata share of the fixed fee based on the ratio of <u>labor and overhead cost incurred</u> to <u>total estimated labor and overhead cost in the FCP</u> or the percentage of work completed. The invoice must itemize labor rates, hours worked, other direct costs and indirect costs. The Engineer may be required to provide documentation of hours worked and any eligible direct costs claimed. The provisional overhead rate charged is subject to audit and adjustment to actual rates incurred. The FCP below shows the hourly rates for labor, other direct expenses including but not limited to travel and allowable materials, provisional overhead rate and the fixed fee.</p> <p>A. Actual Cost Plus Fixed Fee - Actual wages are paid (no minimum, no maximum.)</p> <p>B. Range of Cost Plus Fixed Fee – Actual wages <u>must</u> be within the allowable range shown on the Final Cost Proposal.</p>

EXHIBIT D
FEE SCHEDULE

Final Cost Proposal (FCP) Supporting Basis of Payment

The Planner will be reimbursed on a per-project basis and on a not-to-exceed specified rate as defined in EXHIBIT D.

The Planner will be paid from monthly invoices submitted directly to NCTPA with required Monthly Progress Reports.

Compensation for Additional Services (if any) shall be paid by NCTPA to the Planner according to the terms of a future Supplemental Agreement or Work Authorization.

The **MAXIMUM AMOUNT PAYABLE** is **\$199,996**

EXHIBIT D
FEE SCHEDULE
LABOR RATES

- SEE ATTACHED -

NCTPA - On-call planning services RFQ 2012-01 for Countywide Plan (T045)

		Arup								Eisen Letunic					Cambridge Systematics						Nancy Whelan Consulting								Totals		
		Hours				Sub Totals				Hours		Sub Totals			Hours		Sub Totals				Hours		Sub Totals								
Task	Description	Anthony Bruzzone Project Director \$255	Dahlia Chazan Project Manager \$185	Planner/ Engineer \$135	Graphics \$105	Admin Staff \$90	Sub Total Fee	ODC	Task Sub Total (Fee + ODC)	Victoria Eisen Principal \$205	Niko Letunic Principal \$180	Sub Total Fee	ODC	Task Sub Total (Fee + ODC)	Lawrence Liao Senior Modeler \$213	Michelle Bina Junior Analyst \$145	Modeler \$115	Sub Total Fee	ODC	Task Sub Total (Fee + ODC)	Nancy Whelan Principal \$221	Tina Spencer Compliance Ldr \$194	Pryor/Gaffney Capital Planning \$189	Admin Staff \$94	Sub Total Fee	ODC	Task Sub Total (Fee + + ODC)	Total Fee	Total ODC	Total Budget (Total Fee + ODC)	
0	Project Management and Refine Work Plan	6	8	10			\$ 4,360	\$80	\$4,440									0										\$ 4,360	\$ 80	\$ 4,440	
1	Meeting Facilitation and Public Outreach, Public Information	16	40	60		10	\$ 20,480	\$800	\$21,280	73	43	\$ 22,705	\$400	\$23,105	12			2556	\$80	\$2,636	5	4	2	2	\$ 2,447	\$80	\$2,527	\$ 48,188	\$ 1,360	\$ 49,548	
2	Socio-Economic/ Demographic Modeling						\$ -	\$80	\$80			\$ -	\$0	\$0	32	40	40	17216	\$320	\$17,536					\$ -		\$0	\$ 17,216	\$ 400	\$ 17,616	
3	Community Based Transportation Plan	4	60	160			\$ 33,720	\$150	\$33,870	16		\$ 3,280	\$0	\$3,280	12			2556	\$70	\$2,626					\$ -		\$0	\$ 39,556	\$ 220	\$ 39,776	
4	Transportation Analysis	40	24	180			\$ 38,940	\$150	\$39,090			\$ -	\$0	\$0				0		\$0					\$ -		\$0	\$ 38,940	\$ 150	\$ 39,090	
5	Development of Investment Plan	12	20	20			\$ 9,460	\$100	\$9,560			\$ -	\$0	\$0	12			2556	\$60	\$2,616	30	35	30	30	\$ 21,910	\$80	\$21,990	\$ 33,926	\$ 240	\$ 34,166	
6	Publication Design and Production	4	16	24	40	16	\$ 12,860	\$2,500	\$15,360			\$ -	\$0	\$0				0		\$0					\$ -		\$0	\$ 12,860	\$ 2,500	\$ 15,360	
	TOTAL	82	168	454	40	26	\$ 119,820	\$ 3,860	\$ 123,680	89	43	\$ 25,985	\$ 400	\$ 26,385	68	40	40	\$ 24,884	\$ 530	\$ 25,414	35	39	32	32	\$ 24,357	\$ 160	\$ 24,517	\$ 195,046	\$ 4,950	\$ 199,996	

NOTE: Rates for all Arup Team members are those for the April 2014 through March 2015 time period, reflecting the expected timeframe of this project. Prior to April 2014, invoices to NCTPA will reflect current rates.

**Napa County Transportation and
Planning Agency**

Task Order #5: Countywide Plan

**Proposal to Provide Planning
Services for the Countywide Plan**

Final | December 6, 2013

ORIGINAL

Job number 60125708

Arup North America Ltd
560 Mission Street
Suite 700
San Francisco 94105
United States of America
www.arup.com

ARUP

Your ref 14DST06
Our ref 601257-07
File ref

ARUP

Mr. Lawrence E. Gawell
Program Manager/Chief Procurement & Compliance
Napa County Transportation & Planning Agency
625 Burnell St.
Napa, CA 94559-2912

560 Mission Street
Suite 700
San Francisco 94105
t 415 957 9445
f 415 957 9096

anthony.bruzzone@arup.com
www.arup.com

December 6, 2013

Dear Mr. Gawell:

RFQ 2012-01 - Task Order #5 – Proposal to Develop a Countywide Transportation Plan for Napa County

On behalf of Arup North America, Ltd (“Arup”), I am pleased to submit our Proposal to develop a Countywide Transportation Plan for Napa County.

We are excited to work on this project and to work with NCTPA on this assignment. Countywide transportation plans offer the opportunity to build a consensus direction for projects and service allocation by collaboratively engaging the public and decisionmakers. As a small county that invests in multimodal projects and has significant land use regulations, the Countywide plan process can coordinate the interrelated issues of finance, transportation demand, transit service and infrastructure, and future growth. We’re pleased to have the opportunity to work with NCTPA staff and Napa County cities to hear concerns, vet concepts, discuss constraints and then enable a vision that is comprehensive and representative of what Napa residents and businesses desire.

An important first step is the development of the Napa-Solano Travel Model, which Cambridge Systematics is currently updating. CS is on our team to provide continuity in this process, and to ensure the most consistent and useable approach to this task. Arup is pleased to offer CS services to NCTPA as part of this assignment. We believe that by developing a solid foundation of technical forecasts, the Countywide plan process is well served and starts out quickly and with confidence.

Our team consists of people who have worked for transit agencies in management and planning roles, have delivered transportation plans, and work hard and well at public engagement. Dahlia Chazan will be the project manager for this assignment and she brings a wealth of experience in successfully delivering plans and working with the public to achieve consensus on policy direction. She will be joined by Nancy Mathison, also of Arup. Nancy recently successfully managed the Transit Scheduling Evaluations for NCTPA and is well known to your staff. Another veteran of NCTPA work, Tina Spencer of Nancy Whelan Consulting, will also participate in the study, joined by Nancy Whelan and Mary Pryor of NWC. Finally, Victoria Eisen of EisenLetunic will lead the facilitation and outreach tasks that are so vital to a successful process. Victoria, as one of the Bay Area’s leading bicycling consultants, will also provide assistance in integrating cycling into the study.

This offer is valid for ninety (90) days. Please feel free to contact Dahlia Chazan at +1 415 963 3893 , or me at + 1 415 946 1694 to discuss how we can assist you further.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Anthony Bruzzone', with a stylized, flowing script.

Anthony Bruzzone, AICP, LEED GA
Associate Principal

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Appendix A

Arup Team Resumes

Appendix B

Collaborative Community Map

Appendix C

Cost Proposal

1 Scope of Services

1.1 Project Understanding and Approach

The Arup team understands that developing a successful Countywide Plan requires a solid foundation in facts and the ability to then engage the public in a meaningful and collaborative process. In the case of this Countywide Plan process, this approach becomes even more important with the inclusion of the Community Based Transportation Plan Element Update (CBTP). In approaching the public, we note that the most successful countywide plans identify a vision for transportation and “themes” that are carried throughout the plan. The Arup team will work with staff and the community to identify these themes and carry these themes forward to develop successful strategies in the Napa Countywide Plan.

Countywide Plans lay out the long-range vision to guide transportation funding decisions for a County’s entire transportation system. Napa’s plan will strategize how to meet Napa County residents’ transportation needs and include projects and other improvements for new and existing freeways, local streets and roads, public transit, and facilities and programs to support bicycling and walking.

Countywide Plans, unique to the MTC-Bay Area region, have several statutory objectives. These include:

- Consistency with the county’s congestion management program and federal law relating to the transportation planning process and the establishment of overall goals, objectives and fiscal constraints
- Investment recommendation over a 10 and 20 year period (including incorporation into the Regional Plan)
- Transportation system and demand management strategies
- Land use coordination
- Fiscal assessment and identification of the need for and the options to enhance revenue

The Arup team will meet all of these MTC objectives, while meeting NCTPA’s needs, to deliver a useful and informative document. Our approach focuses on three elements:

1. Policy. Articulates a vision and a series of policy principles that guide the evolution of the multimodal transportation system in the county over the timeframe of the plan.
2. Finance. Estimates of how much funding should be available for transportation purposes from all federal, state and local sources over the life of the plan; and

3. **Implementation.** An action element, which presents the multimodal transportation capital improvement projects to be funded during the plan's time period based on the estimates of available revenues.

Concurrently, the Arup team will update the CBTP, which will specifically identify transit needs in disadvantaged areas within the community. There is significant overlap between the contents of these two plans, and the Arup team will work to streamline the project by recognizing that overlap upfront, inquiring about issues related to transit access at the public workshops, designing those workshops to gather information about disadvantaged transportation access as well as other countywide transportation needs, and reviewing all potential improvements together as the Investment Plan is developed.

1.2 Work Plan

We have reviewed the proposed scope of work, and are proposing to fulfill all the aspects of the scope, but in a slightly different order, which we believe will lead to a successful and transparent Countywide Plan and CBTP Update. This section includes a description of the key tasks and timeline. Our work plan is divided into six tasks and is designed to meet the requirements of MTC and the community needs of the NCTPA. One of those six tasks is one that we have added to prepare the Investment Plan that is a required part of the Countywide Plan.

Task 0 Project Management and Refine Work Plan

We will organize a kickoff meeting with NCTPA staff to discuss project schedule and deliverables. We will work with NCTPA staff to confirm these outcomes as well as to negotiate the final task budget and determine a final schedule with milestones and deliverables.

Deliverables:	<ul style="list-style-type: none"> • <i>Consensus on outcomes for study</i> • <i>Finalized budget and detailed project schedule</i>
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Task 1 Meeting Facilitation, Public Outreach and Information

In this task, the Arup team will work to understand and define the community's vision and goals for transportation, as well as document specific desires for transportation improvements. This effort will serve as input to both the Countywide Transportation Plan and the Community Based Transportation Plan update. It will help the team and staff in developing and prioritizing the investment plan.

To gain input that truly represents the community, Arup's team will take a comprehensive outreach approach that includes a series of community workshops, web-based e-engagement, focused meetings with relevant stakeholders and targeted community outreach efforts within the community. Outreach materials can be provided in both English and Spanish as deemed necessary. The outreach

program described below will provide community input for both the Countywide Plan and the CBTP update.

Throughout the outreach process, the Arup team will take photographs to document meetings and to generate photos for publication in the Countywide Plan.

Task 1.1 Meeting with NCTPA Staff

Within 1 week of award, the Arup team will schedule a 2-3 hour session with NCTPA staff to develop and frame the scope of a Board retreat scheduled for January 15, 2014.

Deliverable:	<i>Develop and frame the scope for Board Retreat with NCTPA staff</i>
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Task 1.2 NCTPA Board Retreat

Victoria Eisen of Eisen | Letunic, supported by other Arup team members, will facilitate the January 15, 2014 retreat of the NCTPA Board of Directors, at which the Board will consider the update of the agency's vision and the Countywide Strategic Transportation Plan. Working with NCTPA staff, the Arup team will develop the agenda, create presentation materials, facilitate Board Discussion and report on outcomes and conclusions.

Deliverables:	<i>Develop agenda and presentation material for Board Retreat</i> <i>Facilitate Board Retreat</i> <i>Report on outcomes and conclusions from Board Retreat</i>
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Task 1.3 Public Workshops

Victoria Eisen of Eisen | Letunic, supported by other Arup team members, will work with staff to facilitate two sets of public meetings, one at the beginning of the process to gather initial public input on important transportation issues to address in the Countywide Plan and CBTP Update. At the second set of meetings, towards the end of the process, the Arup team will present the draft plans for comment. Each event will be held at three separate venues, one in American Canyon, one in the City of Napa, and one at a location in the North Valley (St. Helena or Calistoga). The Arup team will develop and provide materials for the six meetings.

The workshops will be conducted using a collaborative format to engage the community in proactive discussion on the topics that have the greatest importance to them. The workshops may include presentations from the Arup team on general themes and existing conditions, facilitated group visioning and prioritization exercises, and facilitated small-group discussions. The Arup team will work with NCTPA staff to agree upon the agenda and format for the workshops.

Deliverables:	<i>Develop and supply materials for community meetings</i> <i>Facilitate 6 community meetings at the specified locations above.</i>
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Task 1.4 CBTP Specific Outreach

In conjunction with the community workshops, the Arup team will conduct up to three stakeholder focus group meetings with leaders that represent the disadvantaged portions of the community. Arup will work with NCTPA to identify leaders and representatives from the community to participate in these focus groups. These focus group meetings will be timed to coordinate with the initial 3 community meetings. In addition, we will coordinate up to 5 targeted outreach events. In order to be the most effective in reaching underserved communities, Arup will visit locations such as the Farmworker Housing Centers operated by the Napa Valley Housing Authority, Senior Centers in Napa and St. Helena, and food banks run by Community Action of Napa Valley. As we determine where to target outreach, we will consult with Community Action of Napa Valley, Fair Housing Napa Valley, the staff of Napa VINEGo, and others, to ensure we reach a broad section of the economically disadvantaged population in the County to understand their particular transportation needs.

Deliverables:	<i>Facilitate up to 3 stakeholder meetings</i> <i>Conduct up to 5 targeted outreach events</i>
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Task 1.5 Public Input and Public awareness

The Arup team will go beyond the public meetings to gather input on transportation priorities from people who may not be able to take the time to attend a public meeting or who prefer to give feedback through different formats. This will include a web-based survey; other outreach materials designed to drive attendance at the public meetings, participation in the survey, and use of the e-engagement tool described below; and other marketing materials developed in collaboration with NCTPA staff to ensure the plan effort is widely publicized.

To engage the community at the onset of the project, the Arup team will set up an e-engagement tool specifically customized for the NCTPA – the Collaborative Community Map. The Collaborative Community Map is a user-friendly and fun tool to gather spatially located input from stakeholders and the community using Google Maps. Since the public comments are spatially referenced they will directly inform NCTPA and the Arup team about the specific location that the comment is related to. Outputs can also be migrated into a GIS environment for analysis and reporting using an easy to use administrator interface that will be hosted and managed by Arup's secured network. Community members can see comments that are posted in real time, can "like" comments and even post comments to their Twitter and Facebook feeds. See Appendix B for more information on this tool.

Deliverables:	<i>Develop, manage and summarize comments from web-based survey and online community engagement tool, Collaborative Community Map</i>
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Task 1.5 Goals, Priorities and Vision

Based on the input provided by the community, Arup will work with NCTPA staff to summarize and characterize the comments from the community on goals, priorities and vision into overarching policy principles. These policy principles will guide the recommendations for capital improvements and programs and help prioritize funding allocations in the investment plan. Overall, these principles will guide the evolution of an improved multimodal transportation system in the county through 2040.

Deliverables:	<i>Draft policy principles</i>
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Task 2 Socio-Economic/ Demographic Modeling

Through use of the Napa Solano model, future conditions will be examined to help NCTPA understand the demographic and travel changes that will occur within the 2040 plan horizon. The Napa Solano Transportation Demand Model is being upgraded to the MTC Activity-based Model platform currently. Team member Cambridge Systematics (CS), is leading this model update effort. The new model is expected to be available in July 2014. CS will utilize the new model for this countywide plan development. However, if the new model is not available in time for this study, the existing model will be used instead.

Task 2.1 Update Model Base Data

CS will review the current allocation of population, households, and employment of the Napa County zones in the Napa Solano Transportation Demand Model and recommend any necessary changes to land use assignments for present and future conditions. Revisions will be based on the development patterns, plan and zoning as well as logically allocating employment by type base on population and household growth. CS will review existing planning documents from Napa County and other local jurisdictions.

Task 2.2 Update projections

In this subtask, CS will update and refine socioeconomic and demographic projections for the Plan Horizon year 2040. CS will develop a draft 2040 land use database by extrapolating 2030 land use data out to year 2040, while maintaining consistency with the baseline 2040 county totals in ABAG's Bay Area Sustainable Communities Strategy (SCS). The latest information for other counties in the travel model will also be obtained to update the land use data for their respective regions.

The draft 2040 land use database will be sent to local jurisdictions for review and comments. We will work with NCTPA staff to finalize the draft 2040 land use database based on comments from local jurisdictions.

Deliverables:	<i>2040 land use database and summary report</i>
----------------------	--

Task 3 Community Based Transportation Plan

Using significant input from affected stakeholders within Napa County economically disadvantaged communities, the Arup team will comprehensively update the current Napa County CBTP, with a focus on updating the eight prioritized solutions presented in that document. This update will reflect projects that have been completed and new priorities that have arisen since 2004. This updated document will feed directly into the Countywide Plan's Investment Plan.

The CBTP update will specifically identify transportation needs to serve disadvantaged residents in the county. Through the collaborative community outreach process outlined in Task 1, and specifically in Task 1.4, the Arup team will develop recommendations for both programs and capital improvement projects that address transportation gaps or barriers identified in the needs assessment. This will include a particular focus on identifying strategies and projects that will be competitive for MTC's Lifeline Transportation Program funding.

In addition to the community input that will help to develop a list of potential transportation solutions, the Arup team will update the transit needs assessment included in the current CBTP, including reviewing and updating underlying assumptions about disadvantaged communities in the county, as well as other background data. The update will also include revised information on potential funding sources.

The prioritization of needs and projects will follow the approach outlined in Task 5.

Deliverables: <i>Draft and final CBTP Update</i>

Task 4 Transportation Analysis

Task 4.1 Current conditions

The Arup team will summarize current traffic and transportation system performance, including the bicycle and pedestrian networks. This task will result in graphic summaries in maps and tables, accompanied by brief text, intended for inclusion in the Countywide Plan to be prepared primarily by staff in Task 6.

Task 4.2 Summary of Possible Improvements

The Arup team will prepare a list of possible improvements that were developed through the public outreach process and were previously identified in county studies and plans. These possible improvements will reflect the socio-economic and demographic projections prepared in Task 2, input from the public in Task 1, and proposals from NCTPA staff and staff in other Napa County jurisdictions. In addition, the Arup team will develop original ideas and concepts for consideration as appropriate.

The vetting of this summary will identify what policy outcomes are achieved with each proposed project. As a result, the prioritization of outcomes, as we intend to assess in Task 1, clearly influences the later (Task 5) prioritization of projects.

As we begin to prepare this list, we will hold an internal workshop with staff to review ideas that have arisen through early project work, review potential projects on other lists such as the congestion management program and priorities stated in Plan Bay Area, and brainstorm improvements that should be considered. The list of recommended improvements will serve as input to the Investment Plan to be prepared in Task 5.

Task 4.3 Transportation Improvements Analysis

The Arup team will evaluate/model proposed system performance for Plan horizon year 2040, including Multimodal LOS. Special attention will be given to active transportation opportunities and to options for visitors to Napa County. Proposed system improvements, as defined in this task and Task 3, will be coded onto the 2040 baseline model to produce travel forecast by mode, namely, highway, transit, bike and walk trips, for each alternative. The travel forecasts will be used to calculate system performance, such as Multimodal LOS, that will support the analysis of alternatives to be prepared in Task 5. This scope assumes up to two sets of alternatives.

Task 4.3B Additional Analysis

If NCTPA is interested in reviewing the impacts of additional system improvements beyond the two described above, CS can review those for an additional fee.

Deliverables:	<i>Current conditions maps and figures</i> <i>Draft and final possible improvements list</i> <i>Transportation Improvements analysis</i>
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Task 5 Development of Investment Plan

In close collaboration with NCTPA staff, stakeholders and jurisdictions, the Arup team will develop a Countywide Investment Plan that reviews the projects and programs listed in Tasks 3 (CBTP) and 4 (Transportation Analysis). Task 5 encompasses the Evaluation and Review work identified in the RFP's Task 4.

This task will include the review of financial projections to be developed by the NCTPA staff along with costs associated with programs and projects that are anticipated to be submitted through the jurisdictional outreach. This task will include the development of a scoring and prioritization effort to help stakeholders refine near term and longer-term programs and projects, and assist NCTPA with projects that may require further study in order to maximize future grant opportunities.

Key to success of the Countywide Plan is developing the Investment Plan, which will ensure that the plan is realistic and can be implemented using NCTPA's anticipated resources. It will involve the following major steps:

1. Collect ideas for transportation projects and programs through jurisdictional and public outreach, and other sources.
2. Identify Committed and/or Fully Funded Projects to consider prior to project evaluation process.
3. Review project scope including costs and cost assumptions.
4. Evaluate the remaining project and program ideas.

Because the Investment Plan will need to identify the projects that address the County's transportation issues, the plan development will include close collaboration with NCTPA staff, stakeholders and jurisdictions to include projects and programs that address transportation issues within the plan horizon year (2040), including those from the CBTP. The initial list of projects and programs will be based on those submitted by jurisdictions and the community through the outreach described in Task 1 and related efforts associated with the CBTP described in Task 3. The total universe of projects will also include those recommended by the consultant team that are intended to address transportation issues reviewed during Task 4. This may include the classification of projects into groups, programs or categories that have similar performance categories or ability address one specific issue or concern.

This task will include the review of financial projections to be developed by NCTPA staff along with costs associated with programs and projects that are anticipated to be submitted through the Task 1 outreach. Because jurisdictions may have a variety of ways to determine costs for projects or proposals that they submit for review, the team will examine the jurisdictions' project assumptions to ensure that the project cost is appropriate for the scope that is proposed. These costs assumptions will also be used for the projects that are submitted for consideration by the project team.

This task will also include the development of a scoring and prioritization effort to help stakeholders refine near term and longer-term programs and projects, and assist NCTPA with projects that may require further study in order to maximize future grant opportunities. Because prioritization will need to consider the concerns of the community stakeholders solicited during the outreach process, the team will work with NCTPA staff to develop a prioritization matrix that considers the project's ability to meet the Goals and Vision developed in Task 1. The matrix could include elements such as: project's transportation benefits (previously identified land use, climate change and social benefit categories), funding equity (geographic and social), project cost and cost effectiveness, project readiness, project phasing, and ability to leverage other funding.

The Investment plan can also include an allocation plan that can be used for future funding decisions. The investments can be classified into different "allocation tiers" for both near term and longer term funding decisions. Tiers can be temporally based (e.g. funding needed in the next 5 years) or functionally based (i.e. tiers may represent levels of committed funding or the impact that the tiers have on meeting the goals). Temporal Tiers can be particularly helpful in staging the funding for complex projects that may require long lead times and multiple

funding sources; especially for projects that have some funds already allocated to them.

The resultant plan should allow the county to take advantage of new funding sources through long range planning, in addition to providing a framework for more immediate investments.

Deliverables:	<i>Draft and final investment plan</i>
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Task 6 Publication design and production (Includes Plan Illustration)

Pursuant to the RFP, NCTPA staff members are the primary authors of the final Countywide Plan and Arup is providing technical and graphics assistance to NCTPA staff. Our project manager will supervise the Arup team and deliver the requested content and analysis to NCTPA staff, who are responsible for the actual delivery of the final Countywide Plan. To assure coordination on this hand-off, the Arup project manager will hold a kick-off phone call or meeting to discuss the outline and layout of the document, agree upon tasks, and specify internal deadlines. Arup prides itself in preparing graphics that distill important spatial and numerical information in a way that is understandable to the lay reader and requires less explanatory text, leading to shorter, easier to read documents.

In addition to report design, Arup will develop web pages with plan content for the NCTPA web site. Upon completion by the NCTPA staff, Arup will print 50 copies of the final Countywide Plan.

Deliverable:	<i>Final Countywide Plan – in print and web formats</i>
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2 Qualifications

Arup's team for the Countywide Transportation Plan for the Napa County Transportation and Planning Agency (NCTPA) has been selected from our on-call bench to respond to the particular needs of this project. All team members are local and bring unique, local experience with similar projects. Following are a few highlights of the knowledge and experience we bring to the project.

Napa County (and nearby) Experience

Cambridge Systematics is preparing the Napa Solano Travel Demand Model upgrade that services as the basis for much of the analysis in the Countywide Plan. Nancy Whelan Consulting recently undertook portions of the NCTPA Short Range Transit Plan, developing a deep understanding of the agency's goals and objectives, operations, and approach to financing. Both Arup and Eisen | Letunic has been providing analysis for the Napa Pipe project. The Arup team also recently completed the Napa Transit Schedule Evaluation for NCTPA. The team understands transportation tradeoffs and Napa issues specifically. Arup has also recently completed the Solano Coordinated Short Range Transit Plan and is completing the Solano Transit Corridor Study.

Technical Depth

We bring technical depth in all aspects of the word: our team brings expertise with multi-modal transportation modeling reflecting the growing demand to fully incorporate pedestrian, bicycle, and transit trips into transportation modeling. We also provide expertise in transportation policy development and legislative requirements for both countywide plans and community-based transportation plans. Finally, our team is expert in the evaluation and financing of transportation projects. All of these pieces of technical work will be brought to bear on the thorny problem of identifying a realistic set of transportation improvements that will improve overall mobility in Napa County, fulfilling NCTPA's regulatory mandates, and understanding how the improvements can be paid for and phased.

Meaningful Outreach

Everyone has an opinion about how to improve transportation because we all want to go places. The challenge is capturing that information from a broad range of people in a way that the team can translate into projects that can be built or implemented. Victoria Eisen of Eisen | Letunic specializes in explaining the intricacies of transportation systems in a way that is accessible to the full range of transportation users. Arup's project manager, Dahlia Chazan, has extensive experience undertaking outreach for a wide range of subjects, tailoring outreach methods. They will work together to devise an approach to outreach that balances the use of technology with personal interactions and group opportunities for input.

Transportation Agency Understanding

Throughout the team, from Arup's Project Director, Tony Bruzzone, to all of Nancy Whelan Consulting's staff, to Victoria Eisen, the consultant team has on-the-ground experience working for transit and transportation agencies. We bring this understanding of the resources and limitations to our work, as well as examples of how to put those resources to the best use from other agencies around the Bay Area.

Both Nancy Whelan Consulting and Eisen | Letunic are certified Disadvantaged Business Enterprises (DBE) whose certificates were provided as part of the Arup team's on-call submittal and are available upon request. The chart below shows the Arup team and the specific roles they will serve as we work with NCTPA on this exciting project:

The chart below shows the Arup team and the specific roles they would serve on the team:

Firm	Capabilities	Address
Arup	Project management, transportation planning, cost estimating, modeling and data analysis, graphics	560 Mission Street Suite 700 San Francisco, CA
Eisen Letunic*	Meeting Facilitation and Public Outreach, Public Information	46 Shattuck Square Suite 18 Berkeley, CA
Cambridge Systematics	Socio-Economic/ Demographic Modeling	555 12th Street Suite 1600 Oakland, CA
Nancy Whelan Consulting*	Community Based Transportation Plan	100 Spear Street San Francisco, CA
* Certified DBE		

2.1 Relevant Project Experience

Our most relevant project experience for this Task Order is highlighted below – with client references included:

STA Coordinated Short Range Transit Plan (SRTP), Solano County, CA
Client: Solano Transportation Authority (STA)
Firm: Arup (Consultant); Nancy Whelan Consulting (Client)

The STA study developed the first MTC adopted Coordinated Short Range Transit Plan (SRTP) for the Solano County transit operators. STA selected Arup to prepare their Coordinated SRTP because they wanted to take a different approach to developing the SRTP that would be effective for meeting their needs. Arup delivered by creating a useful internal document that serves as an internal guide for staff that goes beyond the basic reporting requirement for an outside agency.



The SRTP effort developed a coordinated investment plan for the five major fixed route and paratransit providers in Solano County – specifically Solano County Transit (SolTrans), Fairfield and Suisun Transit (FAST), Vacaville City Coach, Dixon Redit-Ride, and Rio Vista Delta Breeze. Prior to the project, the operators had limited service coordination and assessed performance differently. The Arup team developed a set of consistent operator objectives, goals, measures, and standards, as well as service and capital investment plans for each operator. The Arup team also assessed consolidation and Title VI compliance issues for some of the operators.

Arup managed the study, providing technical support for the SRTP effort and leading the Corridor Study. From the client side, **Nancy Whelan** serves as the Project Manager.

Client Contact Information:

Liz Niedziela, Transit Program Manager, Solano Transportation Authority
T: 717 424 6075; E: eniedziela@sta-snci.com

SolTrans Fixed Route Restructuring Analysis**Client:** Solano County Transit**Firms:** Arup

Arup is working with SolTrans to conduct a strategic restructuring of its fixed route transit network in order to achieve a number of goals, including:



- Improve ridership and attract new riders to the system
- Improve travel times and connectivity issues
- Allow for evaluating new and future requests for services

This study is a direct follow-up on findings and recommendations from the Arup-led Solano Transportation Authority's Coordinated SRTP. Arup is assessing the SRTP findings and vetting these against new market analysis and the most recent SolTrans route performance and productivity. The analysis will consider a number of factors that influence transit within the Vallejo and Benecia communities. The study will conclude with route restructuring recommendations, detailing specific changes to routes to enhance connectivity and maximize existing transfer centers. Implementation of the route recommendations could occur by Fall 2014.

Client Contact Information: Mona Babauta, Executive Director, T: + 1 707 553 7269

I-80/I-680/I-780/State Route 12 Transit Corridor Study Update, Solano County, CA**Client:** Solano Transportation Authority (STA)**Firm:** Arup; Nancy Whelan Consulting (Client)

The I-80/I-680/I-780/SR-12 Transit Corridor Study updated a previous 2004 study to provide guidance and coordination for future service and capital investments given recent land use plans and market conditions. The Corridor Study addressed inter-city express bus service, promising routes/markets, and HOV/HOT lane facilities they should operate on. Arup developed detailed corridor recommendations for service and capital infrastructure, as well as O&M and capital costs.

Arup managed and led the Corridor Study. From the client side, **Nancy Whelan** serves as the Project Manager.

Client Contact Information:

Liz Niedziela, Transit Program Manager, Solano Transportation Authority
T: 717 424 6075; E: eniedziela@sta-snci.com

Transit Sustainability Project (TSP), San Francisco Bay Area, CA
Client: Metropolitan Transportation Commission (MTC)
Firms: Arup

MTC's regional TSP established a framework and implementation plan for a more robust, financially viable transit system for the nine-county San Francisco Bay Area. At present, the region is served by nearly two dozen operators with different schedules, performance thresholds, and service guidelines. The TSP created a more integrated, efficient and coherent regional network.



Arup led regional transit service analysis and planning as part of the TSP and developed consistent service definitions/tiers, as well as performance measures and standards for future Bay Area transit service. Service plans for inter-county services to/from Solano County were developed. Arup reviewed mission statements, goals, objectives, performance measures, and standards for the largest operators. Arup developed regional transit system alternatives for future land use scenarios. Arup's proposed service will relate transit service performance to the integration of transportation and land use initiatives.

Client Contact Information:

Carolyn Clevenger, Analyst, Metropolitan Transportation Commission (MTC)
T: 510 817 5736; E: cclevenger@mtc.ca.gov

Caltrain Coordinated Short Range Transit Plan and Strategic Plan, San Francisco Bay Area, CA

Client: Caltrain

Firms: Arup

Nancy Mathison is currently leading the Caltrain SRTP update and providing planning support to Caltrain for their Strategic Plan update. The coordinated approach is valuable because the plans are able to inform one another. The SRTP benefits from the policy guidance being proposed for the Strategic Plan and the Strategic Plan is able to consider policy that will guide implementation of the service plan and projects detailed in the capital improvements plan. Some of the major themes guiding both the SRTP and Strategic Plan include financial sustainability, electrification of the system, upgrades to electric multiple units (EMUs), integration with HSR and increasing grade separations. The comprehensive approach that is being taken with these plans leads to more informed and calculated decisions based on clear policy direction.

Client Contact Information:

Sebastian Petty, AICP, Senior Planner Caltrain | Caltrain Modernization Program,
T: +1 650 622 7831 E: pettys@samtrans.com

Various VTA Transit Service Operations and Planning Studies, Santa Clara County, CA**Client:** Santa Clara Valley Transportation Authority (VTA)**Firm:** Arup

In the past five years, Arup has collaborated with VTA on studies focused on: transportation policy/planning, land use and transportation integration, corridor planning, service/operations planning analysis, and cost estimating.

**Valley Transportation Plan (VTP) 2030**

Service Design Guidelines (SDG) - Arup led the development of Service Design Guidelines (SDG). The SDG define typical route and service characteristics, providing guidelines for implementing transit priority elements, and defining thresholds for minimum operating performance. The SDG defined minimum land use thresholds and linked these thresholds to various levels of transit investment. The SDGs were adopted by the VTA Board and used with the Comprehensive Operations Analysis to justify service changes in 2008.

Bus Rapid Transit (BRT) Strategic Plan - VTA intends to develop an integrated BRT network throughout the Santa Clara Valley, providing frequent and high quality service. Arup led the development of BRT goals and objectives, prioritization of BRT corridors, and development of a range of service plans. The Plan was approved by the VTA Board in mid-2009. Cambridge Systematics provided on-call assistance in analysis of transit competitiveness.

VTA Express Bus Business Plan - As part of an effort to improve the competitiveness of Express Bus services, Arup led the refinement of the Express Bus service concept and minimum performance thresholds. Arup also led the development of new routes and associated service planning. The Express Bus Business Plan was adopted in 2011, and two new routes will be initiated in 2012.

Stevens Creek BRT Microsimulation - Arup developed a VISSIM microsimulation model to test potential BRT operating alternatives along the mile long Valley Fair segment of Stevens Creek Boulevard, which links Cupertino and De Anza College with Downtown San Jose. This particular stretch is highly congested due to two regional malls, several closely spaced intersections, and a major freeway interchange—making BRT operations challenging.

Client Contact Information:

Kevin Connolly, Transit Planning Manager; T: +1 408 321 5796

E: kevin.connolly@vta.org

Complete Streets General Plan Amendment, Concord, CA**Client:** City of Concord**Firm:** Arup

Arup prepared a Complete Streets Plan for the City of Concord. While the city is well connected to the regional recreational trail network, local travel for pedestrians and bicyclists is challenging due to narrow sidewalks and rights-of-way, and a disconnected street network outside of the downtown area. The Complete Streets Plan identifies ways to improve the City's existing

roadway network to accommodate cyclists, pedestrians, and transit riders, in addition to drivers and freight traffic. As Project Manager, Dahlia Chazan led a comprehensive outreach program for the Complete Streets Plan which included a series of community workshops, web-based surveys, TAC meetings and targeted community outreach efforts at the local farmer's market.

Client Contact Information:

Carol Johnson, Planning Manager, City of Concord, T: +1 925 671 3369, E: Carol.Johnson@cityofconcord.org

Financial Support, Program/Project Management and SRTP, Solano County, CA**Client:** Solano Transportation Authority**Firm:** Nancy Whelan Consulting (NWC)

As an outgrowth of years of work for STA, Nancy Whelan Consulting was engaged by STA to assist in developing a transition plan for the consolidation of Vallejo Transit and Benicia Breeze into a new entity, SolTrans. Until that role was filled, Nancy Whelan served as interim Chief Financial Officer, and NWC assisted with management of the organization, including management of grants functions. Tasks included ensuring grant terms and conditions were met, reported to granting agencies as required, established grants and financial record keeping, prepared a funding plan for the capital improvement plan as part of the SRTP process, assisted with managing SolTrans as requested by the interim Executive Director.

NWC has been recently been engaged to serve as Project Manager for the first Solano County Coordinated Short Range Transit Plan and Transit Corridor Plan Update (see Project Sheet #1). As Project Manager, NWC will be responsible for overseeing the consulting team developing the Plans and managing the schedule and budget for the project. The Project Manager will make sure all six transit operators are engaged in the process and that the study results are fully integrated. Work for this project is ongoing, and NWC continues to meet the project schedule requirements well within budget.

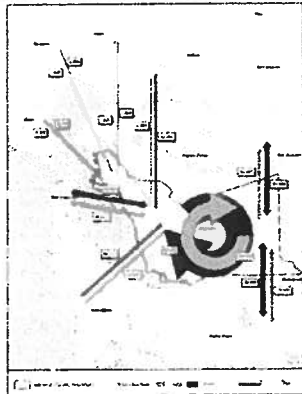
Client Contact Information:

Daryl Halls, Executive Director, Solano Transportation Authority
T: 707 424 6075; E: dkhlass@sta-snci.com

STA On-Call Travel Demand Model Consultant**Client:** Solano Transportation Authority (STA)**Firms:** Cambridge Systematics

For the Solano Transportation Authority (STA), CS has been providing travel demand modeling on-call services since 2010. The on-call services include providing ongoing support for the development, maintenance, and improvement of the Napa Solano Travel Demand Model; distributing the model data as requested by users upon approval by the STA Project Manager; and providing technical support and troubleshooting. The latest model improvement will be to adapt the MTC activity-based model platform for the Napa and Solano county area.

Client Contact Information: Robert Macaulay, Director of Planning, STA, T: +1 707 424 6075

ACTC Updates to Countywide Transportation Plan and Development of a New Transportation Expenditure Plan**Client:** Alameda County Transportation Commission (ACTC)**Firms:** Cambridge Systematics

For the Alameda County Transportation Commission (ACTC), Cambridge Systematics, as part of a team, prepared the Countywide Transportation Plan (CWTP) and Transportation Expenditure Plan (TEP). The ultimate goal of this effort was to provide the ACTC with a multimodal 25-year CWTP that feeds into a compelling, yet financially constrained TEP, that meets voter and stakeholder approval.

Client Contact Information: Arthur Dao, Executive Director, ACTC, T: +1 510 350 2329

COMPASS Travel Demand Modeling On-Call Services

Client: Community Planning Association of Southwest Idaho (COMPASS)

Firms: Cambridge Systematics

For the Community Planning Association of Southwest Idaho (COMPASS), CS has been providing ongoing Cube Voyager modeling support since 2008. CS has developed models for the Treasure Valley High Capacity Transit Study Priority Corridor Alternatives Analysis, updated/validated the 2008 peak-hour model, increased the number of modeled zones, integrated Cube Land into COMPASS' travel demand model, and enhanced the region's Mode Choice model to address the Federal Transit Administration (FTA) Technical Guidance. CS is currently assisting COMPASS with the latest 2014 model update.

Client Contact Information: MaryAnn Waldinger, Principal Planner,
COMPASS, T: +1 208 475 2242

Development Research and Analysis for Napa Pipe

Client: Napa Redevelopment Partners

Firms: EISEN | LETUNIC



Eisen | Letunic provided on-call research and analysis for Napa Pipe, a proposed 150-acre compact, mixed-use development in southern Napa County. Areas of research included demographic analysis of affordable housing needs and of regional housing requirements, and transit and bicycle access.

Client Contact Information: Keith Rogal, Napa Redevelopment Partners; T: +1 707 251 0123, E: keith@rogalwalshmol.com

Caldecott Tunnel Settlement Agreement with Caltrans, Community Outreach Coordinator

Client: City of Oakland

Firms: EISEN | LETUNIC



Eisen|Letunic was in charge of outreach for the City of Oakland in its efforts to develop a project list to be funded by Caltrans as a result of the Caldecott Tunnel Fourth Bore Settlement Agreement. More recently, we have been tasked with continuing to manage stakeholder outreach and facilitation as Caldecott-funded projects are designed and delivered. Throughout these processes, we have facilitated multiple meetings and workshops with community groups and the public at large, and

overall are the main point of contact for community concerns and comments about the process.

Client Contact Information: Wladimir Wlassowsky, City of Oakland,
Transportation Services Manager; T: + 1 510 238 6383; E:
wwlassowsky@oaklandnet.com

Alameda Countywide Transportation Plan and New Transportation Expenditure Plan

Client: Alameda County Transportation Commission
Firms: Nancy Whelan Consulting



Nancy Whelan Consulting (NWC), as a subconsultant to Nelson/Nygaard Consulting Associates, was engaged to assist with the development of a Countywide Transportation Plan (CWTP) and Transportation Expenditure Plan (TEP) for Alameda County. While both plans served to guide

transportation investment in the county, the TEP was developed specifically to detail projects and programs envisioned for a reauthorization and augmentation of the county's current ½ cent sales tax.

The project included an analysis of the structure and impact of a future sales tax measure in Alameda County to support current and future transportation infrastructure needs. The team began this project by researching and documenting existing and future financial conditions in Alameda County. NWC researched historical revenues, expenditures, and financial issues in Alameda County as a part of the financial chapter of the Briefing Book, including a discussion on findings and suggestions for future funding opportunities. NWC also assisted with the production of a Transportation Funding Outlook White Paper, which was used to form alternative investment strategies.

In support of the development of the Countywide Transportation Plan, NWC created a sales tax forecast matrix exploring three rate options through 2042, as well as three funding scenarios for revenue. The Transportation Expenditure Plan was adopted in May 2012 and the Countywide Transportation Plan was adopted in June 2012. The Board of Supervisors voted unanimously to adopt the TEP and place the tax increase and augmentation on the November 6, 2012 ballot. The plan narrowly missed the approval of two-thirds of Alameda County voters.

Client Contact Information: Ms. Tess Lengyel, Deputy Director of Policy, Public Affairs and Legislation, Alameda CTC, 1333 Broadway, Suite 300, Oakland, CA 94612, T: +1 510 208 7402

Short Range Transit Plan (SRTP) Development
Client: Napa County Transportation and Planning Agency
Firms: Nancy Whelan Consulting



As a subcontractor to CDM Smith, Nancy Whelan Consulting prepared a number of elements for the 2012 Napa County Transportation and Planning Agency (NCTPA) Short Range Transit Plan (SRTP). This included planning and writing chapters

associated with the following elements:

- Development of Agency Goals and Objectives, along with Service Standards and Service Policies required under Title VI of the Civil Rights Act of 1964. This included both broad and specific operational goals and performance targets, service and fleet allocation standards, frequency standards and other policy recommendations.
- Development of the Capital Improvement Plan (CIP) that included planned vehicle replacements and major capital enhancements along with projected cost estimates. The Capital Enhancement Program was over \$25 million and their 10-year replacement program was over \$2 million. Nancy Whelan Consulting developed evaluation criteria for prioritizing the capital projects, and identified funding requirements, committed and potential sources of funds, and assisted in determining the funding strategies for the program of projects.
- Development of the Financial Plan including a ten-year projection of operations and maintenance costs. The Financial Planned matched the projected capital and operating revenues with planned projects to ensure the financial feasibility of planned services and capital improvements proposed in the development of the Operations and Capital Improvement Plan.

NWC was originally contracted to work on the Capital and Financial Plan, but work scope was enhanced to develop the Service Policies, Goals and Objectives, Service Standards and Performance Standards based on the expertise that we brought to the team.

Client Contact Information: Kate Miller, Executive Director, NCTPA, 625 Burnell Street, Napa, CA 94559, T: +1 707 259 8634

SRTP and Transit Corridor Study Project Management**Client:** Solano Transportation Authority**Firms:** Nancy Whelan Consulting

Nancy Whelan Consulting (NWC) managed Solano County's first Coordinated Short Range Transit Plan (SRTP) and the update to the I-80/I-680/I-780/SR12 Transit Corridor Study on behalf of the Solano Transportation Authority. Recommendations from the Metropolitan Transportation Commission's Transit Sustainability Project were the impetus for preparing a coordinated SRTP for the five transit operators in the County. In parallel, the consultant team updated the 2004 Transit Corridor Study. Together these two planning studies will guide transit development in Solano County for the next several years.

NWC was responsible for developing the scope of services, preparing budget estimates, managing a consultant team led by Arup preparing the SRTP, and coordinating the consulting effort with representatives of the five transit operators included in the SRTP and Transit Corridor Study. NWC reviewed all deliverables and provided input on technical requirements such as Title VI and the Intercity Funding Agreement. NWC advised the team on current policy direction from executive management and elected leadership in the County. Ms. Whelan assisted in the presentation of deliverables to Committees and the STA Board of Directors and was responsible for obtaining and responding to comments from MTC, the Bay Area's Metropolitan Planning Organization, on the draft SRTP.

NWC prepared a bus replacement plan and funding plan for the intercity fleet operated by two operators as a part of the SRTP's Capital Improvement Plan. The funding plan was presented to MTC for consideration in releasing federal formula funds and for assessing the long range financial capacity to replace and maintain the fleet and facilities in a state of good repair. NWC assisted the consultant team in projecting revenues over the ten year planning horizon. Additional tasks included coordinating these studies with STA's countywide Transit Financial Capacity Assessment study, the Alternative Fuels study, and the Public Private Partnership (P3) study.

Client Contact Information: Daryl Halls, Executive Director, Solano Transportation Authority, One Harbor Center, Suite 130, Suisun City, CA 94585, T: +1 707 424 6075

2.2 Team Members

Arup's proposed Project Director (Principal-in-Charge) is Anthony Bruzzone, AICP, LEED GA who brings over 30 years experience in public transit and transportation planning. Dahlia Chazan, AICP LEED AP will serve as project manager. She specializes in multi-disciplinary planning projects with significant public involvement and has been added to the project team because of the close fit between her skills and the needs of this particular project.

Full resumes for our team members are located in Appendix A. Below are our team's bios, highlighting the qualities they bring to the Napa Countywide Plan.

Project Director – Anthony Bruzzone, AICP, Firm: Arup LEED GA



Anthony Bruzzone has 30 years of experience in transportation and public transit planning, analysis and research. Tony currently serves as the Project Manager for the Coordinated SRTP and I-80/I-680/I-780/SR-12 Corridor Study for the Solano County Transportation Authority (STA). Tony is currently managing the 19th Avenue Transit Investment Study for the Authority. Tony has managed the development of transit service concepts for MTC's Transit Sustainability Study. He has managed the Bay Bridge Corridor Congestion Study where Arup identified the operational impacts of additional traffic demand on the heavily used Bay Bridge Corridor. Tony recently completed the 19th Avenue Corridor Transit Study for the Authority. Prior to working with Arup, Tony served as AC Transit's Manager of Service and Operations Planning where he coordinated day-to-day operations planning needs, coordinated and managed various bus corridor studies and was liaison for the \$1 billion Transbay Terminal project.

Project Manager – Dahlia Chazan, AICP, LEED AP Firm: Arup



Dahlia Chazan is an urban planner specializing in comprehensive planning, public participation, and transit-oriented development. She has more than ten years of experience serving public, private, and non-profit clients. One of her strengths is in developing a planning process that is inclusive, yields clear, actionable outcomes, and responds to data and analysis. When conducting outreach for projects, she works to understand how the community can best provide input, including in-person meetings, online/smart-phone participation, and stakeholder group representation. This information, along with the project's goals and needs for input guide her development of an outreach program. Recent work includes implementation planning for reuse of the Concord Naval Weapons Station, a Climate Action Plan for the City of Chino, and preparation and facilitation for a workshop investigating the extension of the T-3 light rail line in San Francisco.

**Transportation Planner – Nancy E. Mathison, Firm: Arup
AICP**

Nancy Mathison is a Transportation Planner for Arup in San Francisco with experience working in the public and nonprofit sectors. Her focus is on regional transportation planning, corridor studies, air quality analysis and climate change planning. Nancy undertook comprehensive inventories of transit agency investment programs and that of major municipalities in the San Francisco Bay Area as part of her work.

Nancy has helped facilitate transportation planning charrettes for local jurisdictions across California to improve the walkability and bikeability of downtown corridors. She also developed and managed a transportation demand management program in San Luis Obispo to reduce vehicle miles traveled. In addition to her experience in transportation and land use, she led an effort to develop a regionally based greenhouse gas threshold of significance for use under CEQA and has reviewed environmental documents and greenhouse gas reduction strategies/climate action plans for their adequacy in addressing climate change. She recently completed work on the Solano Short Range Transit Plan, with a focus on the development of a short range transit plan for several Solano County transit operators and regional bus plan for the county that links the county with employment areas.

Pedestrian & Bicycle Planning, Project Management, Agency Outreach – Victoria Eisen Firm: Eisen|Letunic

Victoria Eisen has 30 years' experience managing projects and planning processes that reduce the San Francisco Bay Area's dependency on the automobile. This work has included obtaining funding for and managing development of non-motorized transportation facilities; authoring countywide and regional bicycle and pedestrian plans; and helping make compact, mixed-use development a reality. Victoria has been providing contract-planning assistance to the SFCTA on the update to the San Francisco Transportation Plan.

Pedestrian & Bicycle Planning, Project Management, Agency Outreach – Niko Letunic Firm: Eisen|Letunic

Niko Letunic is a planner with 20 years of professional experience in sustainable transportation, smart growth and environmental protection. He specializes in projects that require in-depth research, insightful analysis and advanced oral and written communication skills. At Eisen|Letunic, Niko has led or contributed to projects for such clients as the transportation authorities of Alameda, Contra Costa, San Francisco and San Mateo counties; the U.S. Environmental Protection Agency; Smart Growth America; and a number of cities around the Bay Area. Before co-founding Eisen|Letunic, Niko worked as a planner for several government agencies in the Bay Area, including the Association of Bay Area Governments, Bay Area Air Quality Management District and the City of Oakland.

Senior Transportation Modeler - Lawrence Liao Firm: Cambridge Systematics

Lawrence Liao is a Senior Associate with Cambridge Systematics with more than 15 years of experience in the areas of travel demand forecasting and software development. Mr. Liao has been the project manager of demand modeling on-call projects for the Community Planning Association of Southwest Idaho for ten years and for the Solano Transportation Authority for three years. His dedication and quality services have earned the trust and high regard from those two clients. He has also developed and updated travel demand models at various levels – from cities to MPOs; provided modeling support for various projects, such as EIR/EIS, impact fee study, corridor study, transit oriented development, and toll road modeling.

Analyst - Michelle Bina Firm: Cambridge Systematics

Ms. Bina has 6 years of professional experience in the areas of travel demand modeling and transportation engineering. Ms. Bina has experience in transportation planning and engineering software.

Financial Planner – Nancy Whelan Firm: Nancy Whelan Consulting

Ms. Whelan has more than twenty years' experience in public transportation agency management and in consulting to public transportation agencies. Her areas of expertise include strategic and financial planning, funding and grants management, capital project development, and organizational development. She has managed San Francisco Muni's \$2b capital program and has been responsible for bus and rail vehicle procurements in excess of \$750m. She is experienced in applying creative solutions to funding issues.

Financial Planner – Tina Spencer Firm: Nancy Whelan Consulting

Ms. Spencer has more than twenty-three years of experience in public transportation agency management. Her areas of expertise include project management, short and long-range transit planning, capital planning, major capital project development, federal compliance (Title VI and Environmental Justice) and environmental clearance of capital projects. She managed the development of AC Transit's East Bay Bus Rapid Transit Project from the Alternatives Analysis (MIS) phase to the Record of Decision for the Small Starts project. While at AC Transit, she worked collaboratively with both city staff and consultant team members. She provides real-world transit solutions in difficult political environments.

Financial Planner – Shannon Gaffney**Firm: Nancy Whelan
Consulting**

Ms. Gaffney has sixteen years of public sector finance and budgeting experience. Ms. Gaffney has worked for Nancy Whelan Consulting since Spring 2008. Prior to that, she was the Principal of Shannon Gaffney Consulting. Before that she worked for various public agencies.

Over the course of her career, Ms. Gaffney has worked on financial planning, long-term and short-term financial projections, project management, capital and operating budgeting, expenditure and revenue analysis and projections, and contracts review. Clients have included the Solano Transportation Authority, the San Mateo County Transportation Authority, the San Mateo County Transit District, the Peninsular Corridor Joint Powers Board, Marin Transit, and Sacramento Regional Transit. Shannon Gaffney has worked for San Francisco Muni as a Supervising Fiscal Officer and Principal Administrative Analyst; twice serving as the Acting Budget Manager. Prior to Muni, she worked for the City of Palo Alto as a Senior Financial Analyst, working on the annual development of the Capital Improvement Process budget, as well as working with City departments on their budgets.


Financial Planner – Mary Walther Pryor**Firm: Nancy Whelan
Consulting**

Ms. Pryor has fourteen years of experience in rail, bus, ferry and highway planning and financial analyses. She has worked on numerous projects involving financial plan development and implementation; grants management; setting goals and objectives for transit plans and service restructurings; transit service and fare policy design; fare elasticity modeling; cost modeling; and policy and management recommendations for administrative and service improvements.

3 Schedule of Performance

NCTPA TO #5 Proposed Schedule		2013				2014				2015						
Task	Description	Month/Week	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
0	Project Management and Refine Work Plan		1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
1	Meeting Facilitation and Public Outreach, Public Information			Board Retreat	Public Workshops	Countywide Plan and CBTP Outreach								Public Workshops		
2	Socio-Economic/ Demographic Modeling															
3	Community Based Transportation Plan															
4	Transportation Analysis															
5	Development of Investment Plan															
6	Publication Design and Production															

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 Key Meeting
 Arup Team Activity
 Key Deliverable
 NCTPA Review of Major Deliverables

4 Cost Proposal

The total fee for this proposal is \$199,996.

A detailed table with hours by task for each key participant is included as Appendix C.

5 DBE Participation

Nancy Whelan Consulting (NWC) was established in December 1999, offering financial planning and analysis, capital planning, and organizational analysis to public transportation agencies. NWC is a certified DBE firm, which will be undertaking work equivalent to 12% of the total contract value on this project.

Eisen | Letunic is a Berkeley-based planning firm established in 2005 specializing in sustainable transportation (especially pedestrian and bicycle planning) and smart growth. The firm's principals, Niko Letunic and Victoria Eisen, have over 45 years of combined professional planning experience. Eisen | Letunic is a certified DBE firm, which will be undertaking work equivalent to 13% of the total contract value on this project.

Appendix A

Arup Team Resumes

Anthony Bruzzone, AICP, LEED GA



Profession

Transportation Planner

Current Position

Associate Principal

Joined Arup

2008

Years of Experience

32

Qualification

BA Political Science, San Francisco State University, 1979

AICP Certified Transportation Planner

LEED Green Associate

Professional Associations

Chair, San Francisco Planning and Urban Research Association Transportation Policy Board

President, Berkeley Design Advocates 2005-2012

Member, City of Berkeley, CA Transportation Commission 2008-2012

Publications

The World's First Programmatic Systemwide Ferry Transport Environmental Analysis: Lessons for the Northwest (co-author Ian Austin) Canadian Institute of Marine Engineers, Mari-Tech 2004 Conference, Victoria BC, June 2004.

Completion of Milestone for Bay Area Ferry Planning: Water Transit Authority's FIR Process and Result, (co-author Ian Austin) Transportation Research Board, January 2004 Annual Conference, Washington DC.

Can Hovercraft Fly as an Airport Access Vehicle? (co-author Ken Fox) Canadian Institute of Marine Engineers High Speed Vessel Conference, Victoria, BC, June

Anthony Bruzzone is an Associate Principal in Arup's San Francisco office and a transportation planner. His 32 years of experience includes transit service and operations planning, capital projects and airport experience. Tony's current project involves developing design options for San Francisco's 19th Avenue corridor and includes changes to LRT and highway alignments to improve safety, speed transit and increase transit and auto reliability. Tony was the project manager for the BART Sustainable Communities Operational Analysis and the Solano County Transit Corridor Study. For the BART project, Arup developed alternative operations scenarios to better align service with ridership. For the Solano study, Arup studied both service plans and new highway-oriented transit facilities to create an effective suburban regional bus system. Prior to working with Arup, Tony recently was AC Transit's Manager of Service and Operations Planning where he coordinated day-to-day operations planning needs, coordinated and managed various bus corridor studies and was liaison for the \$1b Transbay Terminal project.

Anthony Bruzzone's experience includes general management, project management, transit service and operations planning, and financial analysis

Relevant Projects:

STA Coordinated SRTP and I-80/I-680/I-780/SR-12 Transit Corridor Study Update, Solano County, CA

Serving as the overall Project Manager for this STA Study. Tony leads the Transit Corridor Study Update, which seeks to develop service and capital plans for the area's major regional corridor. Tony also serves as deputy lead for the coordinated SRTP effort to better integrate service and capital planning among the major transit operators in the County.

Metropolitan Transportation Commission, Transit Sustainability Project, San Francisco Bay Area, CA

Working with the region's MPO, project manager for the regional transit service design portion of the Transit Sustainability Project. Arup's scope was to create criteria and metrics for the evaluation of regional transit service, develop service planning definitions and guidance, and then evaluate existing regional transit services and develop proposals for near and mid-term service changes for 11 distinct Bay Area multimodal corridors.

TCRP Project H-40: Ferry Guidelines, San Francisco Bay Area, CA

1998.

High Speed Vessels and their
Impacts on Wetlands and Habitat,
(co-author Ian Austin) Canadian
Institute of Marine Engineers High
Speed Vessel Conference,
Victoria, BC, May 1999.

Project Manager for research project to deliver a national ferry guidelines manual. Tasks included survey of ferry operators, case studies, literature search and other research investigations. Final report will include best practices and methodologies for the planning, design and operation of ferry transit services.

Water Emergency Transportation Authority Transition Plan, San Francisco Bay Area, CA

Currently Project Manager for the development of a Transition Plan to migrate Bay Area ferry operations from municipalities to a regional agency; this implements a recently authorized state law. Tasks include identifying key dates, working with multiple stakeholders, and developing both a short term and a longer term vision of implementation and ferry service expansion.

Bay Area Council/MTC Regional Ferry Plans, San Francisco Bay Area, CA*

Worked concurrently on two ferry studies – a more near-term document for the MPO, and a longer term plan developed under the sponsorship of the regional chamber of commerce. The work for the Bay Area Council including consideration of 28 route ferry network, landside connectivity, vessel options, and potential capital and operating cost. The effort for the MOP included immediate and short-term recommendations for improvements to existing ferry systems and reconsideration of potential high-priority new routes identified in the 1992 Plan. The update also includes evaluation of emergency ferry service options.

19th Avenue Transit Corridor Investment Study, San Francisco, CA

Project Manager for the redesign of 19th Avenue (California State Route 1) into a new southern gateway into the city. Arup is investigating holistic design treatments that could turn it from a six-lane arterial with LRT-median operation to a more urban experience with side-running LRT adjacent to the SF State University campus (with 25,000 students) and the Stonestown regional shopping mall. More than 85,000 vehicles travel on 19th Avenue daily and traffic has increased by about 30% over the last 20 years. LRT ridership has almost doubled in this period.

The study is a pre-environmental analysis, with the objective to deliver a “preferred alternative” to the owner and client. The 19th Avenue study gives Arup the opportunity to transfer our ability to work on innovative highway designs that we used on Doyle Drive (near the Golden Gate Bridge) to a new SF gateway, and to merge that approach with light rail designs and urban landscapes.

*experience prior to joining Arup

Dahlia Chazan, AICP, LEED AP



Profession

Urban Planner

Current Position

Senior Planner

Joined Arup

2012

Years of Experience

12

Qualifications

Master of Urban Planning,
Environmental Planning,
University of Michigan, Ann
Arbor, 2001

Master of Science, Environmental
Policy, University of Michigan,
Ann Arbor, 2001

Bachelor of Science, Ecology,
Behavior and Evolution,
University of California San
Diego, 1996

LEED® Accredited Professional,
USGBC

AICP Certified, American Institute
of Certified Planners (AICP)

Employment History

Design, Community &
Environment 2006-2012

Redefining Progress 2003-2006

Professional Associations

Member, AICP

Member, American Planning
Association

Presentations

Mall Magic: Making Smart
Growth Places out of Malls,
California Chapter American
Planning Association Conference,
Moderator, 2012

Dahlia Chazan is an urban planner specializing in comprehensive planning, public participation, and transit-oriented development. She has more than ten years of experience serving public, private, and non-profit clients. One of her strengths is in developing a planning process that is inclusive, yields clear, actionable outcomes, and responds to data and analysis. When conducting outreach for projects, she works to understand how the community can best provide input, including in-person meetings, online/smart-phone participation, and stakeholder group representation. This information, along with the project's goals and needs for input guide her development of an outreach program.

Dahlia's planning focuses on real-world solutions that communities can implement through zoning, design guidelines, and other tools.

T-3 Extension Charrette, San Francisco, CA

Dahlia recently assisted SPUR with the organization, materials, outreach and facilitation of a community workshop to assess transit needs in San Francisco's northeast neighborhoods. Participants considered the potential to extend the T-Third light rail line beyond its planned terminus in Chinatown to serve North Beach, Fisherman's Wharf, Russian Hill, and Telegraph Hill residents, visitors, and employees.

Former Concord Naval Weapons Station Reuse, Concord, CA

As part of Arup's staff support for reuse of the Concord Naval Weapons Station, Dahlia is managing the preparation of a series of station-area access documents under a Priority Development Area FOCUS grant from MTC. These include investigation of bicycle, pedestrian and transit access to the North Concord BART station as the property redevelops, as well as preparation of design guidelines for the entirely new street network to be developed in support of new transit-oriented development.

Citywide Complete Streets Plan, Concord, CA

Dahlia prepared a plan that identifies improvements to the City's existing roadway network to accommodate cyclists, pedestrians, and transit riders, in addition to drivers and freight traffic. The project included development of street types and cross-sections studying existing streets in Concord as a way to clarify policies to update those streets. The project included a wide range of approaches to public involvement, including community meetings, a booth at the farmers market with a visual preference survey, and online input.

Planning in California: Overview and Update, University of California Davis Extension, Guest Lecturer on General Plans, 2011

Weaving Health into California Land Use Policy: Spotlight on Chino and Richmond, California Chapter American Planning Association Conference, Speaker, 2008

Flood-proofing the General Plan, California Chapter American Planning Association Conference, Moderator, 2008

General Plans that Make a Difference, California Chapter American Planning Association Conference, Moderator, 2007

Using Sustainability Indicators in Planning, American Planning Association Conference, 2005

Comprehensive Plan Amendment 2020, Palo Alto, CA *

Dahlia managed this project for its first several years, starting with a review of key topics: housing, incorporating sustainability principles in the plan, and identifying ways to ensure services are balanced with development. She led development of two area plans, one for a light-industrial/office area and one for an area around the California Avenue Caltrain station. For both area plans, Dahlia held stakeholder and community meetings, and maintained website content and a blog identifying project highlights.

Regional Smart Growth | Transit-Oriented Development Plan, San Joaquin County, CA*

This plan was developed to help the San Joaquin County prepare for the Sustainable Communities Strategy. The plan shows how smart growth, infill, and transit-oriented development could be appropriate in communities throughout the county. Dahlia inventoried infill development opportunities throughout the county, reviewing them with the incorporated cities. The project included broad public outreach: community meetings, stakeholder involvement, and a steering committee representing member jurisdictions.

Hillsdale Station Area Plan, San Mateo, CA*

As part of the City's ongoing commitment to transit-oriented development, a plan was developed for the Hillsdale Caltrain station, the station with the seventh highest ridership in the Caltrain system. Dahlia managed the full plan process, including initial review of existing conditions, an inclusive community outreach process, development of land use and transportation alternatives, and preparation of full plan based on the preferred land use and transportation alternative.

Temescal Parking Plan, Oakland, CA*

Dahlia led a team effort to create a parking plan for the Temescal business district. The project included close collaboration with the local Business Improvement District, a series of stakeholder meetings, an intercept survey of visitors to the district, community meetings, and extensive analysis of existing parking conditions. The parking plan focuses on the hot spots identified through the existing conditions analysis.

El Camino Real/Downtown Vision Plan, Menlo Park, CA*

Dahlia managed preparation of the vision plan, the result of an intense process of community involvement that included stakeholder interviews, a steering committee that met regularly and toured other Peninsula downtowns, walking tours with community members, and several community workshops. The resulting vision plan was supported by the community, representing the first real consensus plan for Downtown in decades; the plan served as the basis for a Specific Plan ultimately adopted by the City Council.

* Work done prior to joining Arup

Nancy E. Mathison, AICP



Profession
Transportation Planner

Current Position
Transportation Planner

Joined Arup
2011

Years of Experience
6

Qualifications
M.S., Civil Engineering,
California Polytechnic State
University, San Luis Obispo,
CA

Masters of City & Regional
Planning,
California Polytechnic State
University, San Luis Obispo,
CA

B.S., Environmental Policy
Analysis and Planning,
University of California at
Davis, Davis, CA

AICP Certified, American
Institute of Certified Planners
(AICP)

Professional Associations
Member, American Planning
Association (APA)
Member, Women's
Transportation Seminar (WTS)

Member, San Francisco
Planning and Urban Research
Association (SPUR)

Nancy Mathison is a Transportation Planner for Arup in San Francisco with experience working in the public and non-profit sectors. Her focus is on regional transportation planning, corridor studies, air quality analysis and climate change planning. Nancy undertook comprehensive inventories of transit agency investment programs and that of major municipalities in the San Francisco Bay Area as part of her work.

Nancy has helped facilitate community based transportation planning charrettes for local jurisdictions across California to improve the walkability and bikeability of downtown corridors. She also developed and managed a transportation demand management program in San Luis Obispo, CA to reduce vehicle miles traveled.

Nancy Mathison specializes on the important link between transportation and land use planning and programs, with an emphasis on transit sustainability.

Relevant Projects:

NCTPA Scheduling Evaluation and Service Changes (Task Order 3)

As the Project Manager, Nancy worked with NCTPA staff and managed the work of our subconsultant to evaluate the performance of the current transit system and create revised vehicle schedules for Veolia run cuts.

South Los Angeles Area CBTP, Los Angeles, CA*

Nancy authored winning proposal for Caltrans EJ grant to produce a CBTP that focused on reducing child pedestrian injuries and obesity around three low-income minority neighborhoods in South Central Los Angeles through improving accessibility to underserved elementary schools in these neighborhoods. The plan coordinated outreach efforts with local non-profits and community leaders to gain meaningful input from the community.

Solano Transportation Authority Coordinated Short Range Transit Plan and Transit Corridor Study, Solano, CA

Transportation Planner. Nancy gathered background data, held interviews with each of the five transit operators, updated the SRTPs and analyzed financial performance based on revised coordinated standards. Analysis was performed individually for each transit agency's operations including fixed route, deviated fixed route and demand responsive paratransit services which led to specific recommendations for improved performance. Performance of intercity services was evaluated to identify areas for improved efficiency and coordination on a regional scale.

Caltrain Coordinated Short Range Transit Plan and Strategic Plan

Nancy is currently leading the Caltrain SRTP update and providing planning support to Caltrain for their Strategic Plan update. The coordinated approach is valuable because the plans are able to inform one another. Some of the major themes guiding both the SRTP and Strategic Plan include financial sustainability, electrification of the system, upgrades to electric multiple units (EMUs), integration with HSR and increasing grade separations.

Concord Complete Streets General Plan Element, Concord, CA
Transportation Planner. The City of Concord is a mostly built-out suburban area with streets and policies that promote automobile travel and result in unsafe and inconvenient environments for walking and biking. Nancy developed a street typology for the city of Concord, CA that prioritizes different modes of transportation based on the land use, function and context. Nancy helped facilitate community workshops and the technical advisory committee to receive and incorporate feedback into the plan.

Grand Boulevard Initiative Infrastructure Study, San Mateo and Santa Clara Counties, CA, USA
Transportation Planner. The Grand Boulevard Initiative (GBI) is a regional collaboration dedicated to the revitalization of the 40-mile-long El Camino Real corridor, the primary commercial artery of the San Francisco Peninsula. Arup is responsible for identifying and costing infrastructure improvements to support the levels of development envisioned for El Camino Real. Nancy undertook a comprehensive inventory of general plans and infrastructure programs for multiple cities on the corridor.

LAMTA Sustainability Plan, Los Angeles, CA
Transportation Planner. For the Los Angeles Metropolitan Transportation Agency (LA Metro), Nancy developed a chart of strategies to reduce vehicle miles traveled, increase pedestrian and bike safety and improve efficiency of goods movement.

Gilead Sciences Shuttle Survey, Foster City, CA
Nancy analyzed and interpreted employees' shuttle ridership data and evaluated the need for adding shuttles to different daily shuttle routes. Presented evaluation graphically in a 2-page factsheet for local elected officials and business leaders.

Central Fowler Revitalization Plan, Fowler, CA*
Planner. Nancy assisted with meeting facilitation, walking audits in developing a visioning plan to create a safe/inviting pedestrian environment and develop a plan to rejuvenate adjacent blocks and guide development for a cohesive, economically successful, and community-oriented downtown.

San Luis Obispo Car Free Program, San Luis Obispo, CA*
Project Manager. Nancy developed and managed a new program promoting car-free travel in San Luis Obispo. Developed program concept, website content, convened steering committee comprised of local agencies and businesses, and coordinated with local businesses to provide incentives.

* experience prior to joining
Arup

LAWRENCE LIAO

Senior Associate
Cambridge Systematics, Inc.

PROFESSIONAL EXPERIENCE

Lawrence Liao is a Senior Associate with Cambridge Systematics with more than 15 years of experience in the areas of travel demand forecasting and software development. Mr. Liao has been the project manager of demand modeling on-call projects for the Community Planning Association of Southwest Idaho for ten years and for the Solano Transportation Authority for three years. His dedication and quality services have earned the trust and highest remarks from those two clients. He has also developed and updated travel demand models at various levels – from cities to MPOs; provided modeling support for various projects, such as EIR/EIS, impact fee study, corridor study, transit oriented development, and toll road modeling.

Mr. Liao is a certified Cube Trainer and a former technical support lead at Citilabs, the software vendor for Cube-Voyager package. He has provided Cube technical support, conducted numerous Cube training, and is an expert in TP+/Cube-Voyager scripting. Some of his recent project experience include:

STA On-call Travel Demand Modeling Services. Cambridge Systematics is providing professional services to assist the Solano Transportation Authority (STA) with the maintenance and update of their regional travel demand model which covers both Napa and Solano Counties. The services include improving and maintaining the modeling system; responding to model run requests; tracking and archiving these modeling requests; and providing ongoing technical support, documentation, training, and trouble-shooting. The latest model improvement will be to adapt the MTC activity-based model platform for the Napa and Solano county area. Mr. Liao is the Project Manager for this project.

COMPASS Mode Choice Model Update, For the Community Planning Association of Southwest Idaho (COMPASS), Cambridge Systematics is updating their mode choice model using the recently collected transit on-board data. The update addresses elements identified in the 2010 Draft COMPASS Mode Choice Model Evaluation for the Federal Transit Administration (FTA) Technical Guidance, including: refining transit network coding, coding transit lines level-of-service (LOS) by time-of-day, and using congested auto speeds to determine bus speeds; refining transit LOS skimming, skimming access-mode-specific LOS, and skimming LOS by time of day; enhancing mode choice model, adding market segmentation by auto ownership to the model, including auto operating costs as an independent variable; and using the FTA approved coefficients and adjusting constants based on new on-board origin destination survey

EDUCATION

M.Eng., Transportation,
University of California, Berkeley, 1997

M.S., Operations Research,
University of New Haven, 1993

B.S., Industrial Engineering,
Tunghai University, Taiwan, 1989

AREAS OF EXPERTISE

Travel Demand Model Development
Travel Demand Model Application
Cube Software Support and Training

LAWRENCE LIAO

(continued)

data. Mr. Liao is the Project Manager for this project.

SFCTA On-Call Modeling Services. CS is supporting the San Francisco County Transportation Authority (SFCTA) On-call Modeling Services Contract for Years 2010 and 2011. We will help SFCTA complete various tasks that may include updating the regional activity-based model in which CS developed – SF-CHAMP; support the Countywide Transportation Plan Update; support the potential implementation and development of Urbanism; and provide model applications for a variety of other projects to be performed by the SFCTA. Mr. Liao is the key demand modeling staff for this project.

FHWA SHRP 2 Project C10. For the FHWA Strategic Highway Research Program (SHRP), Cambridge Systematics is developing the first true integrated travel model that combines an activity-based demand model with a traffic microsimulation model using a fine grained time-sensitive network. Cambridge Systematics is integrating the state-of-the-art activity-based model (SACSIM) maintained by the Sacramento Area Council of Governments (SACOG) with the best available traffic microsimulation model, DynusT, and testing it in the Sacramento metropolitan area in cooperation with SACOG. The project also includes enhancements to SACSIM and DynusT to analyze the effects of reliability on the transportation system and integration of the new integrated model with the U.S. Environmental Protection Agency's (EPA) MOVES program for air quality analysis. Mr. Liao is a key staff in charge of model integration for this project.

Hercules City Model Development, For the City of Hercules, CA, Mr. Liao developed a city model based on the county model (Contra Costa Transportation Authority Travel Model). Mr. Liao devised an innovative hybrid approach to ensure trip generation, trip distribution, and mode choice were modeled in the regional context, while trip assignment was done in the subarea to improve both the runtime and sensitivity to local network changes. A windowing approach was used to extract subarea network and demand for the city model.

San Joaquin Valley Goods Movement Study – Phase III. For the Council of Fresno County Governments, Cambridge Systematics led the third phase of the San Joaquin Valley Goods Movement Study. The eight state-designated regional transportation planning agencies and Federally-designated metropolitan planning organizations within the central San Joaquin Valley, in conjunction with the California Department of Transportation Districts 6 and 10 and headquarters, undertook a joint goods movement study to improve the understanding of truck transportation within and through the San Joaquin Valley. A valley-wide truck model was developed. Mr. Liao was the key staff for this project.

California High Speed Rail Model Development – For the California High-Speed Rail Authority and the Metropolitan Transportation Commission, Cambridge Systematics developed a travel model system, based on the CA Statewide model, and prepared ridership and revenue forecasts for the proposed California High-Speed Rail system. The resulting model system separately predicts intra-urban and intercity demand, high speed rail ridership and revenue at various geographic and market levels. Mr. Liao provided Voyager scripting support and QA/QC for this project.

COMPUTER EXPERIENCE

Cube Voyager, Cube Analyst, Cube Avenue, Cube Cluster, TP+/VIPER, MINUTP, TRANPLAN, EMME/3, TransCAD, Dynameq, Python and MS Access, and Excel VBA.

MICHELLE BINA

Associate
Cambridge Systematics, Inc.

PROFESSIONAL EXPERIENCE

Cambridge Systematics, Inc., Oakland, CA
March 2009 – present, Travel Demand Forecaster

Ms. Bina has 6 years of professional experience in the areas of travel demand modeling and transportation engineering. Ms. Bina has experience in transportation planning and engineering software.

California High Speed Rail Forecasts and Model Update. For California High Speeds Rail Authority (CAHSRA), Ms. Bina is executing the High Speed Rail model, developed by Cambridge Systematics and executed in Cube, and producing ridership forecasts for a number of scenarios defined by CAHSRA. Also, she is currently working on updating a number of inputs and features of the model to a new model version with a 2010 baseline and updating the MTC intraregional model. These efforts include reviewing the existing version of the models, identifying deficiencies, and updating accordingly.

Alameda Countywide Transportation Plan. For the Alameda County Transportation Commission, Ms. Bina coded highway and transit projects to correspond to various countywide transportation scenarios, as well as explored modeling options to support programmatic alternatives in scenarios. Ms. Bina also extracted data for various performance measures to evaluate the scenarios.

AC Transit BRT FEIR. For Alameda-Contra Costa Transit District (AC Transit), Ms. Bina has assisted in the analysis of highway and transit model data for the East Bay Bus Rapid Transit (BRT) FEIR. Data from the model, executed in EMME/2, was analyzed by converting transit boardings from Productions and Attractions to Origins and Destinations, validating against observed transit ridership and evaluating future year forecasts for reasonability.

California Facilitation Services for SB 375 Meetings and California Interagency Forums. Ms. Bina was serving as the Deputy Project Manager providing facilitation services for the upcoming California Household Travel Survey, SB 375 meetings, Regional Targets Advisory Committee (RTAC) subcommittee meetings and the California Interagency Modeling forums. Facilitation includes providing regular progress reports, developing agendas for the meetings, preparing information packets for each attendee, summarizing findings, and coordination efforts among many transportation planning agencies across the State.

EDUCATION

M.Eng., Transportation, University of Texas,
Austin, 2005
B.S., Civil Engineering, Arizona State
University, 2003

AREAS OF EXPERTISE

Travel Demand Model Application
Travel Demand Model Development
Traffic Impact Studies
Data Analysis

MICHELLE BINA

(continued)

CSTDM Update. For Caltrans TSI, Ms. Bina is the Deputy Project Manager on this project, which involves updating the California Statewide Travel Demand Model. Although the project is just starting, Ms. Bina will work to develop a new base year model with updated socio-economic data, networks, and zonal system. The project also involves evaluating enhancements to the model, validation and sensitivity testing, and training. The project will also include a peer review panel to guide the model development process.

CSTDM Future Year Forecasts. For Caltrans TSI, Ms. Bina has started running the tour-based California Statewide Travel Demand Model. Ms. Bina is currently developing future year networks, socio-economic data, and resulting forecasts as well as testing model sensitivity and assisting in model training.

SFCTA Geary BRT. For San Francisco County Transportation Authority (SFCTA), Ms. Bina has executed the San Francisco Chained Activity Modeling Process (CHAMP), Version 4, model to obtain travel demands for various alternatives, in support of the Geary BRT Study. The effort include modifying data inputs such as the land use, highway network, and transit line files.

PRIOR PROFESSIONAL EXPERIENCE

Lassiter Transportation Group, Inc., Daytona Beach, FL

2006 – 2008, Senior Modeler

Ms. Bina was the chief modeler for Lassiter Transportation Group and used Cube to execute various Florida demand models in order to determine project trip distribution and future conditions. Ms. Bina was responsible for coordinating with review agencies for methodology approval; collecting, interpreting, and analyzing the data to provide recommendations for any mitigations needed for proposed developments; and responding to agency comments for several proposed projects including residential, commercial, industrial, and mixed-use development throughout Florida.

University of Texas at Austin, Austin, TX

2004-2005, Graduate Research Student

Ms. Bina was a graduate research student who focused on residential location choice, in the realm of the demand modeling, and public perceptions of toll roads. She conducted surveys, analyzed data using various linear regressions and discrete choice models, and wrote supporting documentation of conducted research for journal publication.

COMPUTER EXPERIENCE

CUBE Voyager, TransCAD, ArcGIS, SPSS, LimDep, LOSPLAN, HCS+, Synchro, AutoCAD, MicroStation.



EISEN | LETUNIC

TRANSPORTATION, ENVIRONMENTAL AND URBAN PLANNING

VICTORIA EISEN | victoria@eisenletunic.com

EMPLOYMENT

EISEN | LETUNIC, PRINCIPAL (2005–PRESENT)

Manage consulting firm specializing in non-motorized transportation, public transit and transit-oriented land use planning. Projects include:

- On-call housing and transportation analysis, Napa Redevelopment Partners
- Bay Bridge West Span pathway alternatives (ongoing for MTC)
- BART Bicycle Plan & BART Bike Parking Capital Program
- Alameda Countywide Strategic Pedestrian Plan, Walkability Toolkit & updates
- City of Oakland Caldecott project identification & community outreach
- BART focus groups and outreach for demand management project

FUNDERS' NETWORK FOR SMART GROWTH & LIVABLE COMMUNITIES, CONSULTANT (2003–2004)

- Wrote "Building Better Communities: A Getting Started Resource Guide."
- Compiled case studies of two dozen foundations active in local planning.

ASSOCIATION OF BAY AREA GOVERNMENTS, SENIOR THEN PRINCIPAL PLANNER (1997–2002)

- Managed Smart Growth Strategy/Regional Livability Footprint Project, which created San Francisco Bay Area's first region-wide land-use vision.
- Developed legislative proposals to encourage transit-oriented development.
- Chaired Caltrans' Bay Bridge Bicycle/Pedestrian Advisory Committee.
- Served as Interim San Francisco Bay Trail Project Manager.

METROPOLITAN TRANSPORTATION COMMISSION, ASSOCIATE TRANSPORTATION PLANNER (1991–1997)

- Led teams that evaluated projects competing for federal transportation funding.
- As member of the travel demand modeling team, helped create model for the 1998 RTP.
- Managed BART bicycle parking demonstration project.

CITY OF SEBASTOPOL, PRO-BONO WORK AS PART OF MASTER'S THESIS (1991)

- Developed City's Second Unit Housing Ordinance.

SONOMA COUNTY TRANSIT, TRANSIT SPECIALIST (1987–1990)

- Planned, designed and supervised construction of all bus stop and park and ride facilities.
- Wrote elements of Short Range Transit Plan and County Public Transportation Plan.
- Wrote original County Bikeways Plan.

SIERRA COUNTY, CALIFORNIA, TRANSPORTATION PLANNING CONSULTANT (1987)

- Wrote original County Public Transportation Plan.

ASSOCIATED STUDENTS OF UNIVERSITY OF CALIFORNIA, MUNICIPAL LOBBY, DIRECTOR (1983–1984)

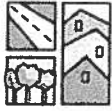
- Directed office that lobbied Berkeley City Council and commissions on behalf of student body.

EDUCATION

- **MASTER OF CITY PLANNING**
University of California, Berkeley; May 1993; Concentration in Transportation and Land Use Planning
- **MASTER OF SCIENCE, CIVIL ENGINEERING**
U.C. Berkeley; December 1991; Concentration in Transportation Engineering
- **BACHELOR OF SCIENCE, NATURAL RESOURCES**
U.C. Berkeley; December 1984; Cum Laude

OFFICES & AWARDS

- **CHAIR & COMMISSIONER, PLANNING COMMISSION**
City of Berkeley, 2008 to 2013
- **WRITERS' COACH, MARTIN LUTHER KING JR. MIDDLE & BERKELEY HIGH SCHOOLS**
Berkeley, 2008 to present
- **AMERICAN PLANNING ASSOCIATION AWARD**
Northern California Chapter: Focused Issue Planning, 2007
- **MEMBER, DOWNTOWN AREA PLAN ADVISORY COMMITTEE**
City of Berkeley, 2005 to 2007
- **MEMBER, GREENBELT ALLIANCE INFILL TASK FORCE**
2005 to 2007
- **CLEAN AIR AWARD**
American Lung Association, 2001
- **CHAIR & COMMISSIONER, TRANSPORTATION COMMISSION**
City of Berkeley, 1995 to 1998
- **BOARD MEMBER, REGIONAL BICYCLE ADVISORY COMMITTEE**
1987 to 1997
- **AMERICAN PLANNING ASSOCIATION AWARD**
Northern California Chapter: Excellence in Planning Education, 1993
- **US DEPARTMENT OF TRANSPORTATION FELLOWSHIP**
Academic years 1990/91 and 1991/92
- **WOMEN'S TRANSPORTATION SEMINAR (WTS) SCHOLARSHIP**
Helene Overly Scholarship, 1991
- **PRESIDENT, GRADUATE WOMEN IN CIVIL ENGINEERING, UC BERKELEY**
Academic year 1990/91



EISEN | LETUNIC

TRANSPORTATION, ENVIRONMENTAL AND URBAN PLANNING

NIKO LETUNIC | niko@eisenletunic.com

EMPLOYMENT

EISEN | LETUNIC, 2005-PRESENT

Co-founded firm and serve as one of two principals. Projects have included:

- Transit enhancement study for the West Contra Costa Transportation Advisory Committee
- Update of the San Francisco Countywide Transportation Plan
- Management-level review of the Alameda County CMA's "Guaranteed Ride Home" program
- Update of the Alameda Countywide Bicycle and Pedestrian Plans
- Policy paper for Smart Growth America on sustainable water and sewer infrastructure
- Streetscape master plans for the City and County of San Francisco
- Transit-oriented development strategy for the City of San Leandro's downtown
- U.S. EPA's Smart Growth Implementation Assistance program
- Primer for the San Mateo County Department of Housing on the benefits of infill development
- Study to develop CEQA thresholds of significance for transportation impacts (client: SFCTA)
- Update of the Contra Costa Countywide Bicycle and Pedestrian Plan
- MTC's "complete streets" checklist for bicycle and pedestrian projects

CITY OF OAKLAND, 2001-05

- Served as lead planner for Measure DD, a successful 2002 local ballot measure that authorized nearly \$200 million in bonds for dozens of public-access and open-space projects
- Oversaw the planning process for the Lake Merritt Park master plan and project-managed the feasibility study for a waterfront promenade along the entire length of the Oakland Estuary
- Updated the safety and noise elements of the city's general plan

ASSOCIATION OF BAY AREA GOVERNMENTS (OAKLAND), 1998-2001

- As trails planner for the San Francisco Bay Trail Project, assisted local governments in planning, designing, funding and implementing trail segments and related facilities
- Developed promotional and public-relations materials for the Bay Trail Project, including newsletters, fact sheets and press releases

BAY AREA AIR QUALITY MANAGEMENT DISTRICT (SAN FRANCISCO), 1996-97

On assignment from the US Environmental Protection Agency (see below)

- Developed an innovative program to officially endorse air quality-beneficial projects
- Provided technical assistance to developers and local jurisdictions on transportation demand management strategies to mitigate the air quality impacts of proposed projects
- Reviewed and commented on environmental review documents on behalf of the district

US ENVIRONMENTAL PROTECTION AGENCY, REGION IX (SAN FRANCISCO), 1993-98

- Helped develop drinking-water systems in low-income areas along the US-Mexico border
- Served as historic preservation coordinator for the activities of the regional office

EDUCATION

- University of California, Berkeley; master of business administration (2005)
- University of Texas at Austin; master of science in architectural studies (1991)
- Tufts University (Medford, Mass.); bachelor of arts (1987) and junior year abroad in Paris, France

RECENT
PUBLICATIONS

- “Beyond Plain English: Ten best practices for creating citizen-friendly planning documents;” *Planning* (magazine of the American Planning Association), October 2007
- “Analyzing Impacts Related to Global Climate Change under CEQA” (with Michael Hendrix); *California Planner*, September/October 2007
- “Taking a Walk in Alameda County” (with Victoria Eisen); *Northern News* (newsletter of the Northern California section of the American Planning Association), August 2007
- “How Should General Plans Deal with Global Warming;” *California Planner*, July/August 2007
- “CEQA Thresholds of Significance: A Do-It-Yourself Guide for Public Agencies” (with Christopher E. Ferrell, Ph. D.); *California Planner*, March/April 2007

AWARDS

- Award in “focused issue” category from the Northern California section of the American Planning Association for the *Alameda Countywide Strategic Pedestrian Plan* (2007)
- Award of merit from the California Chapter of the American Planning Association for *Protect Oakland*, the updated safety element of the City of Oakland’s general plan (2005)

RECENT
PRESENTATIONS

- “Measuring Up: Four key transportation reforms for improved livability;” CCAPA conference; San Jose, October 2007
- “Breaking a Planning Taboo: CEQA review without automobile LOS analysis;” CCAPA conference; San Jose, October 2007
- “Lessons learned in transforming San Francisco’s streets for bicycling;” Walk/Bike California conference; Davis, September 2007
- “Best practices in pedestrian planning;” Institute of Transportation Engineers, District 6 (San Francisco Bay Area section); San Francisco, May 2007

OTHER

- Member of the citizens advisory committee of the San Francisco County Transportation Authority (1999-2001)
- Member of the San Francisco Bicycle Advisory Committee (1994-1997); chair of the funding subcommittee
- President of the board of directors of the San Francisco Bicycle Coalition (1995-2000)
- Member of the American Planning Association, the Association of Environmental Professionals and the Urban land Institute
- Graduate of the San Francisco Chamber of Commerce “Leadership San Francisco” program (2001)
- Raised in Ecuador and Colombia; speak, read and write Spanish fluently



Nancy Whelan
CONSULTING

Nancy E. Whelan

Education

- Master of Public Administration, Intergovernmental Management, University of Southern California
- Bachelor of Arts, InterAmerican Studies and Public Administration, University of the Pacific

Experience Summary

Ms. Whelan has more than thirty years experience in public transportation agency management and in consulting to public transportation agencies. Her areas of expertise include strategic and financial planning, funding and grants management, capital project development, and organizational development. She has managed San Francisco Muni's \$2 billion capital program and has been responsible for bus and rail vehicle procurements in excess of \$750 million. She is experienced in applying creative solutions to funding issues.

Project Experience

- Alameda Countywide Transportation Plan and New Transportation Expenditure Plan

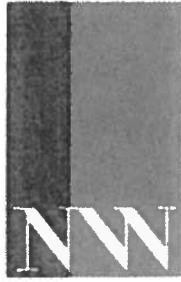
Assisted with the development of a Countywide Transportation Plan (CWTP) and Transportation Expenditure Plan (TEP) for Alameda County. Analyzed the structure and impact of a future sales tax measure in Alameda County to support current and future transportation infrastructure needs. In support of the development of the Countywide Transportation Plan, created a sales tax forecast matrix exploring three rate options through 2042, as well as three funding scenarios for revenue. Researched historical revenues, expenditures, and financial issues in Alameda County as a part of the financial chapter of the Briefing Book, including a discussion on findings and suggestions for future funding opportunities. Assisted with the production of a Transportation Funding Outlook White Paper, which was used to form alternative investment strategies.

- AC Transit Financial Review

Oversaw comprehensive financial review of AC Transit's historical budgets and 10 year financial projections. This effort included a complete analysis of cost drivers, which resulted in the identification of growth trends which were compared to peer agencies. A range of potential solutions was identified to support AC Transit's long-term financial viability.

- Measure A Highway Project, San Mateo County Transportation Authority (SMCTA):

Assisted the San Mateo County Transportation Authority in the development of a Capital Improvement Program (CIP) for Highways based on the requirements for Measure A, the San Mateo sales tax for transportation. Proposed broad funding strategies for the program and are currently recommending how Measure A funds should be programmed in the CIP.



Nancy Whelan
CONSULTING

Nancy E. Whelan

- **Bakersfield Thomas Roads Improvement Program (TRIP) Financial Plan**

Prepared multi-year financial plan for \$1.2 billion in highway capital improvements throughout the Bakersfield area. Responsible for meeting Federal Highway Administration requirements in order to secure Federal funding for Program. Worked with engineers through an iterative process to ensure on-time project delivery within constraints of funding availability. Developed spreadsheet model to provide cost, schedule and funding detail for each project and summary of entire TRIP program. Used model to communicate scenarios and potential outcomes with management team.

- **Solano Transportation Authority Financial Planning and Analysis**

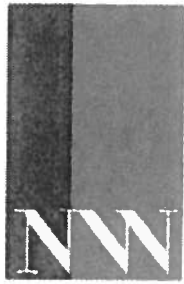
Assisted with the consolidation of two Solano County transit agencies to create a new agency, SolTrans. Developed the transition plan, a ten year financial plan, established SolTrans as a FTA and regional grantee, supported negotiations with the private transit operations service provider, developed policies and procedures for the new agency, served as Interim Chief Financial Officer. Responsible for developing and implementing a cost sharing formula for Intercity Transit operations. Developed countywide transit Capital Improvement Program and funding plan.

- **Fresno Public Transportation Infrastructure Study (PTIS)**

Prepared a financing plan for the recommended alternative which includes a streetcar in Fresno. The plan covered capital and operating cost requirements, and evaluated funding opportunities at the local, regional, state and federal levels, including development fees and operating assessments. Public-private implementation and funding opportunities were also considered. Prepared a funding analysis that began with an overview of the current situation for transit capital and operating funding in Fresno, including an accounting of the economic downturn. The financial capacity of the City of Fresno and Fresno Area Express (FAX) were considered in the recommendation of key elements of a successful financial plan. The analysis included project specific funding plans, which included scenarios for bus rapid transit (BRT) and light rail transit (LRT) in the near and long term.

- **Transportation Authority of Marin Sales Tax Program Implementation**

Assisted with the start up of the new agency to implement a transportation sales tax program. Forecasted sales tax revenues, developed annual budgets, drafted policies and procedures for implementing the sales tax expenditure plan. Assisted in developing the first Strategic Plan including spreadsheet models depicting revenues and expenditures for each element of the expenditure plan for the next 20 years.



Nancy Whelan
CONSULTING

Shannon Gaffney

Education

- Bachelor of Arts, with Honors, United States History, University of Chicago
- Masters, Public Policy, Goldman School of Public Policy, University of California, Berkeley

Experience Summary

Ms. Gaffney has sixteen years of public sector finance and budgeting experience. Ms. Gaffney has worked for Nancy Whelan Consulting since Spring 2008. Prior to that, she was the Principal of Shannon Gaffney Consulting. Before that she worked for various public agencies.

Over the course of her career, Ms. Gaffney has worked on financial planning, long-term and short-term financial projections, project management, capital and operating budgeting, expenditure and revenue analysis and projections, and contracts review. Clients have included the Solano Transportation Authority, the San Mateo County Transportation Authority, the San Mateo County Transit District, the Peninsular Corridor Joint Powers Board, Marin Transit, and Sacramento Regional Transit. Shannon Gaffney has worked for San Francisco Muni as a Supervising Fiscal Officer and twice serving as the Acting Budget Manager

Project Experience

- Peninsula Corridor Joint Powers Board - Railroad Operations Planning Support Services

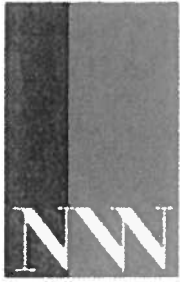
Serving as the Deputy Director, Rail Contracts Administration, as an extension of staff while the recruitment process is underway. In this capacity, has developed an invoicing process, created a TASI-developed Cost Allocation Plan, supported the FY2013 Work Plan Development Process, kicked off and oversaw the FY2014 Work Plan Development Process, supported efforts to amend the Conformed Agreement, and kicked off and oversaw the Rail Transportation budget process, from both a capital and operating perspective. Recently began undertaking an audit of Title VI compliance activities in order to develop solutions to deficiencies that can be addressed by either the JPB staff or the rail contractor. Provides daily management for a staff of three.

- Marin Transit Updated Short Range Transit Plan

Provided assistance and support to Marin Transit in their revision to their Short Range Transit Plan. Conducted research to update the model that estimates costs and revenues over a 20 year time horizon for use by Marin in preparing an updated Short Range Transit Plan. Created a spreadsheet model to forecast revenues and expenditures for capital projects that linked specific funding to specific projects at Marin Transit.

- Bakersfield Thomas Roads Improvement Program (TRIP) Financial Plan

Annually update a multi-year financial plan for \$1.2 billion in highway capital improvements throughout the Bakersfield area using updated revenues, expenditures and schedule. Spreadsheet model provides cost, schedule and funding detail for each project and summary of entire TRIP program. Used model to communicate scenarios and potential outcomes with management team and to write an annual Financial Update.



Nancy Whelan
CONSULTING

Shannon Gaffney

- **San Mateo County Transportation Authority - Measure A Highway Project**

Assisted the San Mateo County Transportation Authority in the development of a Capital Improvement Program (CIP) for Highways based on the requirements for Measure A, the San Mateo sales tax for transportation. Proposed broad funding strategies for the program and are currently recommending how Measure A funds should be programmed in the CIP.

- **Alameda Countywide Transportation Plan and New Transportation Expenditure Plan**

Assisted with the development of a Countywide Transportation Plan (CWTP) and Transportation Expenditure Plan (TEP) for Alameda County. Analyzed the structure and impact of a future sales tax measure in Alameda County to support current and future transportation infrastructure needs. In support of the development of the Countywide Transportation Plan, created a sales tax forecast matrix exploring three rate options through 2042, as well as three funding scenarios for revenue. Researched historical revenues, expenditures, and financial issues in Alameda County as a part of the financial chapter of the Briefing Book, including a discussion on findings and suggestions for future funding opportunities. Assisted with the production of a Transportation Funding Outlook White Paper, which was used to form alternative investment strategies.

- **Metropolitan Transportation Commission, Transit Sustainability Project**

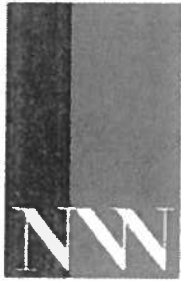
For the Metropolitan Transportation Commission, analyzes opportunities to coordinate various aspects of AC Transit and BART transit service operations. The project focused on the potential for coordination in five functional areas identified by AC Transit, BART, and MTC staff: facilities, police services, call center/customer service, capital planning and project delivery and coordination of scheduling. Helped identify key issues and collect data necessary to analysis, including in person interviews. Wrote up recommendations based upon the research conducted.

- **AC Transit Financial Review**

Performed comprehensive financial review of AC Transit's historical budgets and 10 year financial projections. This effort included a complete analysis of cost drivers, which resulted in the identification of growth trends which were compared to peer agencies. A range of potential solutions was identified to support AC Transit's long-term financial viability. funding to specific projects at Marin Transit.

- **San Francisco Muni, Long-term Financial Projections**

Developed multiple long-term projections of revenues and expenditures for the operating budget at Muni. Looked at revenues and expenditures as long as 25 years. Projections were developed for the Operating Financial Plan chapter of the Short Range Transit Plan, for the MTC-led Resolution 3434 Program Update, for documents to be submitted to the FTA. In addition, helped lead a process to identify new revenue sources for Muni, and conducted revenue and expenditure projections as a part of that effort.



Nancy Whelan
CONSULTING

Tina Spencer

Education • Bachelor of Arts, University of Michigan

Experience Summary Ms. Spencer has more than twenty-three years' experience in public transportation agency management. Her areas of expertise include project management, short and long-range transit planning, capital planning, major capital project development, federal compliance (Title VI and Environmental Justice) and environmental clearance of capital projects. She has managed the development of AC Transit's East Bay Bus Rapid Transit Project from the Alternatives Analysis (MIS) phase to the Record of Decision for the Small Starts project. While at AC Transit, she has worked collaboratively with both city staff and consultant team members. She provides real-world transit solutions to difficult political environments

Project Experience • Napa Short Range Transit Plan

Preparation of several elements of the Napa County Transportation and Planning Agency's Short Range Transit Plan, including: Goals and Objective, capital plan, and capital and operating financial plans. Developed project prioritization process, project funding plans, coordination with service plans, and financial plans for the Capital Improvement Program (CIP). Developed 10-year financial projections. Coordinated with agency staff on development of the Agency's Goals and Objectives, including development of service standards, performance metrics and service allocation goals.

• AC Transit Short Range Transit Plans (1994-2011)

For over 16 years, prepared the AC Transit Short Range Transit Plan including goals and objective development, long and short range capital planning and enhancements, long range strategic improvements, service planning, trend analysis and performance monitoring. Included coordination with departments' input and conformity to MPO fund estimates and directives.

• Chicago Transit Authority: Fare Equity Analysis for Ventra™ Transition

As a subcontractor through CH2M Hill, conducted a Fair Equity Analysis of the Ventra™ contactless open fare payment system. Work tasks entail using their defined thresholds for Disparate Impact and Disproportionate Burden, along with their Fare Equity Analysis guidance to assess impacts to minority and low income populations resulting from the elimination of existing fare media due to the transition to the Ventra™ system. Should disproportionate or disparate impacts be identified, this work would also include development of suitable mitigations or justifications for proceeding as planned.

• Caltrain: Title VI Program Compliance and Limited English Proficiency Plan

Provided assistance to Caltrain staff with necessary components of the Caltrain triennial Title VI Program submittal. This included the development of a Limited English Proficiency Plan (LEP) as well as other requirements, such as the Title VI Complaint and Complaint Tracking Procedure. Worked directly with Caltrain managers to ensure that their submittal addressed all recent changes to the Title VI Circular.



Nancy Whelan
CONSULTING

Tina Spencer

- **Program Management: Civil Rights Compliance and Monitoring (Title VI and Environmental Justice)**

Developed and oversaw transit agency Civil Rights compliance program, including; establishment of agency policies related to civil rights compliance; agency compliance monitoring program; department coordination of program activities; complaint investigation, resolution and tracking; service and fare equity analyses; service standards monitoring; demographic data analysis; Limited English Proficiency (LEP) four factor planning; staff training on civil rights compliance activities; and federal triennial reporting.

- **East Bay BRT Financial Plan Development Alameda-Contra Costa County Transit District (AC Transit)**

As a sub-consultant to Parsons Transportation Group, responsible for developing funding scenarios and a financial plan in order to secure a Project Construction Grant Agreement (PCGA) with the Federal Transit Administration for the \$177 million Small Starts project. Tasks include coordination with local and regional funding partners, consultation with local FTA staff, review of revenue and cost estimates, financing assessment, development of financial commitment agreements and submittal of required documentation for federal authorization.

- **East Bay Bus Rapid Transit Project (BRT) Environmental Impact Study/Report**

Managed the East Bay BRT EIR/EIS process which resulted in the selection of BRT, a \$170 million project that includes dedicated bus lanes, elevated stations, and street geometric improvements. Included the following: public scoping and outreach for draft and final Environmental Impact Studies; coordinated with city staff and policy makers determining station location, alignment and technology; federal New Starts/Small Starts application and procedures; developed funding strategies with local Congestion Management Agency and MTC for inclusion in the Regional Transportation Plan; coordination with State Department of Transportation on Project Study Report; addressed project induced impacts; public relations and outreach strategies.

- **AC Transit Strategic Plan—Major Corridor Development Plan**

Managed and prepared the long-range strategic plan that resulted in the selection of five corridors for future development and improvement. The study was undertaken to address mounting operating deficits and escalating service delivery costs and included an agency audit of finances and operating conditions, development of strategies to produce ridership gains and strategies to increase funding. This project included a strategic visioning process for both the elected Board of Directors as well as significant public engagement to develop goals and objectives for the program as well as solutions to lead the transit agency into the future.



Nancy Whelan
CONSULTING

Mary Walther Pryor

Education

- Master of Public Policy, University of California, Berkeley
- Bachelor of Arts, Political Science, University of California, Berkeley

Experience Summary

Ms. Pryor has fourteen years of experience in rail, bus, ferry and highway planning and financial analyses. She has worked on numerous projects involving financial plan development and implementation; grants management; setting goals and objectives for transit plans and service restructurings; transit service and fare policy design; fare elasticity modeling; cost modeling; and policy and management recommendations for administrative and service improvements.

Project Experience

- Transbay Joint Powers Authority Financial Analysis and Grants Management

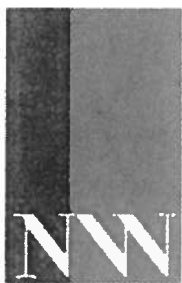
Provided financial planning and grant management services for \$4.2 billion Transbay Transit Center and Caltrain Downtown Extension Project, including preparing and maintaining long-range funding plan, grants management, and compliance with Federal, State and local grantor requirements. Assisted with revenue source tracking and applications, including TIFIA loan, Federal Railroad Administration High Speed Rail grant, and Federal, State, regional and local grants. Developed cash flow and grant monitoring systems used by project managers and finance team. Conducted reporting on the status of grants to funding partners, including the preparation of several unique project milestone reports required by grantors. Led development of annual budgets in excess of \$100 million. Tracked the cash flow needs for all program activities. Assisted with start-up of the TJPA as a new agency and Federal grantee, including establishment of financial systems and controls, State and Federal Disadvantaged Business Enterprise program, procurement system, and all agency policies and procedures.

- Caltrain/JPB Capital Improvement Plan

Assisted with the preparation of Caltrain's 5-Year financially constrained and 15-Year unconstrained Capital Improvement Plan (CIP). Developed multiple financial plans for various funding scenarios that coordinate with short-and long-term service plans and maximize agency's return on investment.

- Monterey Salinas Transit (MST) Financial Consulting Assistance

Assisting Monterey Salinas Transit with finance activities related to MST staffing vacancy. Managed development of FY14 operating budget. Prepared reimbursement requests for several Federal grants. Prepared government compensation reports and transmitted to State Controller's Office. Developed financial model to predict financial impacts of pay increases during union negotiations. Developed spreadsheet model for fixed and variable costs to estimate service hours under various revenue and cost savings scenarios.



Nancy Whelan
CONSULTING

Mary Walther Pryor

- **Solano Transportation Authority (STA) Financial Planning and Analysis**

Developed funding plan for FY13 and FY14 Rio Vista Delta Breeze transit operations. Prepared reimbursement requests for all active Federal grants for prior fiscal year, including reviewing expenditures for eligibility under Caltrans regulations. Claimed more than \$350,000 for grants that were near expiration. Prepared milestone reports to ensure that grantee maintained compliance with grant requirements. Reorganized accounting records and procedures to improve management tools and reporting.

- **Bakersfield Thomas Roads Improvement Program (TRIP) Financial Plan**

Prepared multi-year financial plan for \$1.2 billion in highway capital improvements throughout the Bakersfield area in accordance with Federal Highway Administration requirements. Developed spreadsheet model to provide cost, schedule and funding detail for each project and summary of entire TRIP program. Used model to test scenarios with management team.

- **Bay Area Water Transit Authority Cost Model and Ten Year Financial Plan**

To assist the new agency achieve Federal grantee status, researched and compiled documentation to demonstrate legal, financial and management capacity in accordance with Federal regulations. Developed cost models for existing operators as well as a hybrid model to predict costs for a variety of future service options and vessel types. Developed a twenty-year financial plan for the multi-jurisdictional service area based on new funding sources and the WTA's Implementation and Operations Plan.

- **Transportation Authority of Marin (TAM), Measure A Program Management**

Assisted TAM with implementation of Marin County's first-ever transportation sales tax. Provided financial assistance to TAM in developing accounting, financial forecasting and tracking, budget and project monitoring processes; assisted with development of policies and procedures for the implementation of the Measure A Expenditure Plan; assisted with determining potential financing needs and capacity, including working with Financial Advisors to refine timing, amount, and structure of financing. Assisted with development of first Strategic Plan, including guiding principles, best practices, financial modeling, and revenue and expenditure forecasts and assumptions.

Appendix B

Collaborative Community Map









Collaborative Community Map

Online mapping for community engagement

Developed by engagement and spatial mapping specialists, Collaborative Community Map is a user friendly e-engagement tool designed to gather spatially located input from stakeholders and the community.



Collaborative Community Map

-  Works in a Google Maps environment, therefore most users will already know how to use it.
-  Gives you spatial reference in relation to feedback, so you know the specific location that the comment is related to.
-  Provides outputs that can be migrated into a GIS environment for analysis and reporting.
-  Is transparent with people's comments posted in real time and they can see posts made by others.
-  Allows community members to participate in engagement activities in a place and time that suits them.
-  Includes an easy to use administrator interface for moderation and management of the tool.

Appendix C

Cost Proposal

**NAPA COUNTY TRANSPORTION
AND PLANNING AGENCY (NCTPA)**

REQUEST FOR TASK PROPOSAL

Pursuant to

RFQ 2012-01 On-Call Planning Services

Task Order #5

Countywide Plan

Issued October 30, 2013

As an on-call Planning firm selected under the provisions of RFQ 2012-01, you are being invited to prepare a budget, schedule, and proposal for the Countywide Plan - Task Order #5. The scope of work for this task order is attached hereto as Exhibit A. Selection will be based on cost, schedule of performance, and expertise. All three factors are weighted equally in the selection process. You are invited to prepare a proposal to perform this work. Your proposal must include:

- (1) A detailed schedule of performance.
- (2) A not-to-exceed cost proposal.
- (3) A description of project understanding and approach with a listing of assigned project personnel/assignments.

This work may or may not be funded with Federal funds. All contract documents will contain applicable mandated federal contract provisions and be issued pursuant to the terms and conditions of RFQ 2012-01 and the professional services agreement executed pursuant thereto. The DBE goal for RFQ 2012-01 was established at 1%. Funding source requirements may require amendments to base contracts.

The NCTPA project manager assigned to this task is Eliot Hurwitz who can be reached at (707)259-8782 or ehurwitz@nctpa.net.

All inquiries regarding this task proposal are to be directed to Mr. Lawrence E. Gawell, Procurement & Compliance Officer at (707) 259-8636 or by e-mail lgawell@nctpa.net. NCTPA, in its sole discretion, reserves the right to:

1. Reject any or all proposal submittals.
2. Issue one or more subsequent Requests for Task Proposal.
3. Open proposals at its convenience.
4. Remedy technical errors in the solicitation/selection process.
5. Approve or disapprove the use of particular sub proposers.
6. Negotiate with any, all, or none of the Proposers responding.
7. Award a contract to one or more Proposers.
8. Waive informalities and irregularities in any proposal.

Proposals are due to NCTPA no later than November 22, 2013 @ 2:00 PM (local). Proposal should be submitted in an original plus four copies.

NCTPA looks forward to receiving your proposal.

A handwritten signature in black ink, appearing to read 'Kate Miller', with a stylized, flowing script.

Kate Miller
Executive Director

EXHIBIT A

Countywide Plan

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, and the Calistoga Shuttle. The fleet consists of 55 vehicles and provides roughly 600,000 trips per year.

Scope of Work

Task 1 – Meeting Facilitation and Public Outreach, Public Information

Task 1.1 Meeting with NCTPA Staff - The Consultant will within 1 week of award schedule a 2-3 hour session with NCTPA staff to develop and frame the scope of a Board retreat scheduled for January 15, 2014.

Task 1.2 NCTPA Board Retreat – Facilitate the January 15, 2014 retreat of the NCTPA Board of Directors, at which the Board will consider the update of the agency's vision and the Countywide Strategic Transportation Plan. Working with NCTPA staff, consultant will develop the agenda, create presentation materials, facilitate Board Discussion and report on outcomes and conclusions.

Task 1.3 Public Workshops – Work with staff to facilitate two sets of public meetings, one at the beginning of the process to elicit public input on themes, concerns and priorities. The second set of meetings, towards the end of the process, will present a draft countywide plan for comment. Each event will be held at three separate venues, one in American Canyon, one in the City of Napa, and one at a location in the North Valley (St. Helena or Calistoga). The consultant will be responsible for supplying materials for the six meetings.

Task 1.4 Public Input and Public awareness – In addition to the public meetings, consultants will elicit public comment and input on transportation priorities at the beginning of the plan development process via a web-based survey and other means to be proposed. The consultant will also help to manage NCTPA's public image, including the development of marketing materials as well as assisting with NCTPA's media relations during the development of the plan.

Task 2 – Socio-Economic/ Demographic Modeling

Task 2.1 Update Model Base Data – Consultant will review the Napa Solano Transportation Demand Model and recommend any necessary changes to land use assignments for present and future conditions.

Task 2.2 Update projections - Update and refine socioeconomic and demographic projections for the Plan Horizon year 2040.

Task 3 – Future Transportation System

Task 3.1 Recommended Improvements – Based on socio-economic and demographic projections for the year 2040 (Task 2) and based on public input and on proposals from jurisdictional staff and NCTPA, Consultant will make recommendations for improvements to the Countywide Transportation system.

Task 3.2 Transportation Modeling

Task 3.2.1 – Current conditions - Summarize current traffic and transportation system performance, including active transportation modes.

Task 3.2.2 – Future Projections - Evaluate/model proposed system performance for Plan horizon year 2040, including Multimodal LOS. Special note will be given to Active Transportation opportunities and to options for visitors to Napa County.

Task 3.3 – Plan Illustration - Consultant will create maps and traffic flow diagrams as necessary to illustrate current traffic conditions and recommended improvements to the

system. Consultant will also provide photographer to capture meetings and other photos for publication in the Countywide Plan.

Task 4 – Evaluation and Review – Consultant will evaluate various data and projections related revenues, climate change, land use changes and other technical aspects of the report and recommend changes as necessary.

Task 4 – Community Based Transportation Plan Element Update – No less than every ten years NCTPA updates the agency's Community Based Transportation Plan (CBTP). The purpose of the plan is to identify the specific transportation needs of economically disadvantaged communities within Napa County and propose solutions to address those needs. The plan should maximize community participation and input from relevant stakeholders. In close partnership with NCTPA staff members, Consultant shall:

- Identify and empanel a group of relevant stakeholders to assist in the task
- Conduct outreach events and public forums to solicit input on needs and solutions
- Define and identify economically disadvantaged communities
- Identify special and temporal gaps in transportation services
- Include a transit needs assessment
- Include a prioritization of needs
- Include a prioritized list and description of specific projects or solutions to address identified needs.
-

Task 5 – Publication design and production – In close partnership with NCTPA staff members, who will be the principal authors of the final Plan, Consultant will design the report, including a companion set of web pages for the NCTPA web site, and will provide not more than 50 printed copies.



December 18, 2013
NCTPA Agenda Item 9.1
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: Lawrence E. Gawell, Program Manager – Chief Procurement & Compliance Officer
(707) 259-8636 / Email: lgawell@nctpa.net
SUBJECT: Report on the Feasibility Study for a Transit Maintenance Yard and Fueling Facility

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) receive the final report for the Transit Maintenance Yard and Fueling Facility Feasibility Study

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

In April of 2013 the Board approved an agreement with Kimley-Horne Associates under the terms of RFQ 2012-01 On-Call Planning Services for a Feasibility Study for a Transit Maintenance Yard and Fueling facility. The feasibility study is now complete and two sites have been recommended.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a fiscal impact? Yes

Is it currently budgeted? Yes

Is it mandatory or discretionary? Discretionary

Consequences if not approved: The present Transit Maintenance Yard at Jackson Street could not be replaced and additional operational costs currently being borne but the agency will be sustained and gradually increase over time.

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 NCTPA has a need for a new transit maintenance yard and fueling facility. The present facility at Jackson Street is not capable of fueling any NCTPA vehicles. The Jackson Street facility has an inadequate number of bus maintenance bays; it does not have adequate parking spaces for all of the NCTPA vehicles; and it has no room for a modern bus wash. At the present time, NCTPA is required to park vehicles at the Expo Fair Grounds due to lack of space.

The primary focus of the proposed feasibility study was to conduct a needs assessment, update existing CNG and alternative fueling studies, assess the feasibility of a multijurisdictional facility and recommend candidate sites for assessment. Kimley-Horne Associates was awarded this contract at the April 2013 Board meeting. The study is now complete and two sites have been recommended for further consideration in the final report.

SUPPORTING DOCUMENTS

Attachment: (1) Bus Maintenance Yard and Fueling Facility Draft Final Feasibility Study December 11, 2013 (Provided separately in Board Member packets only. Document can be reviewed at the NCTPA offices, 625 Burnell Street Napa CA 94449 or on the NCTPA website by clicking the following link: <http://www.nctpa.net/agendas-minutes/12>)



December 18, 2013
NCTPA Agenda Item 9.2
Continued From: New

Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Antonio Onorato, Manager of Finance
(707) 259-8779 / Email: aonorato@nctpa.net
SUBJECT: NCTPA First Quarter FY 2013-14 Budget and 5 Year Forecast

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board review the NCTPA financial performance against budget (Attachment 1) for the first quarter (July-September) period and 5 year forecast model.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The purpose of this memo and associated report is to provide a quarterly update on the agency's financial performance, request approval for budget modifications, and to provide budget projections for planning purposes over the next 5 years.

Attachment 1 summarizes NCTPA's first quarter financial performance for revenues, transit operations, and planning administration expenses. The discussion below outlines the budget and financial performance. The report includes detailed financial data assessing the agency's performance to budget.

Throughout the fiscal year, NCTPA staff carefully monitors the variances of the budget versus actual expenses on a monthly basis. Certain expense items must be adjusted to align with projected expenditures or actual expenses in their respective funds/departments. These budget adjustments will provide NCTPA the authority necessary for a balanced year-end fiscal audit.

PROCEDURAL REQUIREMENTS

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

FINANCIAL IMPACT

Is there a fiscal impact? No. Information Only.

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

Financial Performance:

Congestion Management Agency (Planning Fund) Budget vs. Actuals

(For reporting purposes, the TFCA fund and AVAA program fund are included in the Planning fund figures)

NCTPA, the Congestion Management Agency, (also known as the Planning Fund), recognized \$888,561 in revenues for the quarter slightly below the \$911,000 budget. The majority of revenues are FHWA (STP) planning funds and the quarterly Transportation Development Act (TDA) disbursement. Other revenues are VINE Trail reimbursements from Caltrans, salary charge backs to the Public Transit Fund, Abandoned Vehicle Abatement Authority, and some small refunds.

The CMA Planning Fund expenses were under budget by \$30,749 or about 6.8%. The largest portion of the expenses were personnel costs. Agency administration and consulting services were under budget by 2.8% due mainly to special projects that had not yet commenced in the quarter as planned. Expenditures are expected to ramp up in the second quarter (October to December).

Public Transit (Transit Fund) Budget vs. Actuals

Transit operating revenues were off by 7.5% due to lower than budgeted revenues from all transit sources because this quarter includes summer season when use of public transit tends to slow down until late August/ early September. Transit Development Act (TDA) and Intergovernmental Revenues were close to budget for the quarter. Overall, operating expenses in the Public Transit Fund were under budget by 3.1%. All expense

categories in the fund were under budget for the quarter including purchased transportation by 2.2%; fuel by 9.2%; and administration 6.7%.

Capital Purchases

In the first quarter, NCTPA/ VINE Transit did not make any capital purchases. The second quarter will reflect capital purchases of six public transit vehicles.

5 Year Forecast

Revisions to the purchased transportation expense were made due to increased costs pertaining to the expansion of hours in St. Helena and adjusted hourly cost, primarily attributable to VINE services.

Budget Amendments:

There were no budget adjustments for the first quarter. The second quarter will show budget adjustments for the St. Helena Shuttle and VINE, both of which increased purchase transportation expenses by approved Board action at their September 2013 meeting with Resolution No. 13-14.

Please note that the information summarized in this memo and contained in the attached report has not been audited and should be used for informational purposes only.

SUPPORTING DOCUMENTS

Attachment: (1) First Quarter FY 2013-14 Financial Performance and 5 Year Forecast Reports

8300 NCTPA Consolidated
Quarterly and Yearly Variance Analysis
Statement of Revenue, Expenses

July-Sept 2013				Sept YTD 2013-2014			FY 2013-2014	Q1 Adjustments	Q2 Adjustments	FY13-14 Adjusted Budget	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019
Actuals	Budget	Difference \$	Difference %	Actuals	Budget	Remaining Balance	APPROVED BUDGET	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Projection
OPERATING REVENUES															
REV- OPERATIONS															
215,026	241,200	(26,174)	-10.9%	215,026	241,200	973,974	1,189,000	-	(400)	1,188,600	1,219,550	1,223,650	1,227,950	1,232,450	1,237,200
28,447	20,525	7,922	38.6%	26,403	20,525	71,897	98,300	-	(3,500)	94,800	88,400	88,400	88,400	88,400	88,400
9,644	7,600	2,044	26.9%	9,644	7,600	43,256	52,900	-	-	52,900	53,900	54,900	55,900	56,900	57,900
253,117	269,325	(16,208)	-6.0%	251,072	269,325	1,089,128	1,340,200	-	(3,900)	1,336,300	1,361,850	1,366,950	1,372,250	1,377,750	1,383,500
2,333,655	2,351,000	(17,345)	-0.7%	2,333,655	2,351,000	3,270,383	5,604,038	-	323,702	5,927,740	7,098,250	7,664,600	7,934,400	8,219,750	7,891,500
TOTAL - OPERATIONAL REVENUE															
TOTAL- LOCAL TRANSPORT FUNDS (TDA)															
REV- INTERGOVERNMENTAL															
-	-	-	0.0%	-	-	1,555,200	1,555,200	-	-	1,555,200	1,555,200	1,555,200	1,555,200	1,555,200	1,555,200
-	-	-	0.0%	-	-	670,900	670,900	-	-	670,900	622,300	631,300	643,300	652,300	666,600
186,740	200,000	(13,260)	-6.6%	186,740	200,000	825,260	1,012,000	-	-	1,012,000	1,012,000	1,012,000	1,012,000	1,012,000	1,012,000
94,005	100,000	(5,995)	-6.0%	94,005	100,000	980,995	1,075,000	-	-	1,075,000	800,000	500,000	500,000	500,000	1,075,000
216,405	230,000	(13,595)	-5.9%	216,405	230,000	1,298,057	1,514,462	-	-	1,514,462	848,900	854,900	863,900	869,900	948,900
-	-	-	0.0%	-	-	24,000	24,000	-	-	24,000	24,000	24,000	24,000	24,000	24,000
-	-	-	0.0%	-	-	929,300	929,300	-	-	929,300	929,300	929,300	929,300	929,300	929,300
-	-	-	0.0%	-	-	45,000	45,000	-	-	45,000	-	-	-	-	-
140,682	135,000	5,682	4.2%	140,682	135,000	249,318	390,000	-	-	390,000	390,000	390,000	390,000	390,000	390,000
-	-	-	0.0%	-	-	188,000	188,000	-	-	188,000	188,000	188,000	188,000	188,000	188,000
-	-	-	0.0%	-	-	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000	10,000
35,597	33,000	2,597	7.9%	35,597	33,000	100,403	136,000	-	-	136,000	136,000	136,000	136,000	136,000	136,000
79,016	75,000	4,016	5.4%	79,016	75,000	188,484	267,500	-	-	267,500	312,100	312,100	312,100	312,100	267,500
673,429	698,000	(24,571)	-3.5%	752,445	773,000	7,064,917	7,817,362	-	-	7,817,362	6,827,800	6,542,800	6,563,800	6,578,800	7,202,500
5,605	6,450	(845)	-13.1%	5,682	7,650	21,918	27,600	-	-	27,600	23,100	23,100	23,100	23,100	23,100
3,265,806	3,324,775	(58,969)	-1.8%	3,342,855	3,400,975	11,446,345	14,789,200	-	319,802	15,109,002	15,311,000	15,597,450	15,893,550	16,199,400	16,500,600
OPERATING EXPENSES															
PERSONNEL COSTS															
223,854	239,000	15,146	6.3%	223,854	239,000	1,045,146	1,269,000	-	-	1,269,000	1,332,500	1,399,100	1,469,100	1,542,600	1,619,700
904	3,000	2,096	69.9%	904	3,000	11,096	12,000	-	-	12,000	12,600	13,200	13,900	14,600	15,300
113	150	38	25.0%	113	150	488	600	-	-	600	600	600	600	600	600
3,365	3,600	235	6.5%	3,365	3,600	11,635	15,000	-	-	15,000	15,800	16,600	17,400	18,300	19,200
38,333	37,500	(833)	-2.2%	38,333	37,500	116,667	155,000	-	-	155,000	162,800	170,900	179,400	188,400	197,800
25,767	30,000	4,233	14.1%	25,767	30,000	114,233	140,000	-	-	140,000	147,000	154,400	162,100	170,200	178,700
13,586	1,000	(12,586)	-1258.6%	13,586	1,000	(8,586)	5,000	-	-	5,000	5,300	5,600	5,900	6,200	6,500
-	1,875	1,875	100.0%	-	1,875	7,500	7,500	-	-	7,500	7,900	8,300	8,700	9,100	9,600
-	1,600	1,600	100.0%	-	1,600	6,500	6,500	-	-	6,500	6,800	7,100	7,500	7,900	8,300
747	-	(747)	0.0%	747	-	22,253	23,000	-	-	23,000	24,200	25,400	26,700	28,000	29,400
-	5,000	5,000	100.0%	-	5,000	28,900	28,900	-	-	28,900	30,300	31,800	33,400	35,100	36,900
-	(7,550)	(7,550)	100.0%	-	7,550	66,400	66,400	-	1,100	67,500	-	-	-	-	-
306,668	315,175	8,507	2.7%	306,668	330,275	1,422,232	1,728,900	-	1,100	1,730,000	1,745,800	1,833,000	1,924,700	2,021,000	2,122,000
TOTAL PERSONNEL COSTS															
OPERATING EXPENSES															
134	300	166	55.3%	134	300	12,166	12,300	-	-	12,300	12,700	12,700	12,700	12,700	12,700
7,887	11,950	4,063	34.0%	7,887	11,950	84,113	92,000	-	(600)	91,400	92,500	93,600	94,700	95,800	96,900
19,113	20,000	888	4.4%	19,113	20,000	62,188	81,300	-	(1,600)	79,700	80,300	81,450	82,600	83,700	84,800
-	-	-	0.0%	-	-	101,000	101,000	-	(300)	100,700	101,500	102,500	103,500	104,500	105,500
-	-	-	0.0%	-	-	15,500	15,500	-	-	15,500	15,500	15,500	15,500	15,500	15,500
90,029	100,000	9,971	10.0%	90,029	100,000	2,423,971	2,514,000	-	-	2,514,000	2,469,000	2,469,000	2,469,000	2,469,000	2,469,000
-	-	-	0.0%	-	-	15,000	15,000	-	-	15,000	5,000	5,000	5,000	5,000	5,000
1,000	1,000	-	0.0%	1,000	1,000	37,000	38,000	-	-	38,000	38,000	38,000	38,000	38,000	38,100
1,868,449	1,910,900	42,451	2.2%	1,868,449	1,910,900	5,432,551	7,301,000	-	320,082	7,621,082	7,741,500	7,864,000	7,988,600	8,115,500	8,244,800
5,146	6,000	854	14.2%	5,146	6,000	30,854	36,000	-	-	36,000	36,200	36,400	36,600	36,800	37,100
-	-	-	0.0%	-	-	235,000	235,000	-	-	235,000	70,300	70,600	70,900	71,200	56,500
1,674	2,000	326	16.3%	1,674	2,000	6,326	8,000	-	-	8,000	8,000	8,000	8,000	8,000	8,100
-	-	-	0.0%	-	-	82,500	82,500	-	(100)	82,400	83,400	83,500	83,600	83,700	84,300
12,517	8,700	(3,817)	-43.9%	12,517	8,700	37,483	50,000	-	-	50,000	50,000	50,000	50,000	50,000	50,000
1,620	2,600	980	37.7%	1,620	2,600	7,780	9,400	-	-	9,400	9,500	9,600	9,700	9,800	10,100
6,814	4,300	(2,514)	-58.5%	6,814	4,300	219,186	226,000	-	-	226,000	224,300	224,700	225,100	225,500	225,900
3,922	2,000	(1,922)	-96.1%	3,922	2,000	46,378	50,300	-	-	50,300	50,6				

8300 NCTPA Consolidated
Quarterly and Yearly Variance Analysis
Statement of Revenue, Expenses

July-Sept 2013				Sept YTD 2013-2014			FY 2013-2014	Q1 Adjustments	Q2 Adjustments	FY13-14 Adjusted Budget	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019
Actuals	Budget	Difference \$	Difference %	Actuals	Budget	Remaining Balance	APPROVED BUDGET	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Projection
CAPITAL REVENUES															
-	-	-	0.0%	-	-	2,639,200	2,639,200	-	-	2,639,200	-	-	-	-	-
-	-	-	0.0%	-	-	406,000	406,000	-	-	406,000	-	-	-	-	-
-	-	-	0.0%	-	-	50,000	50,000	-	-	50,000	-	-	-	-	-
-	-	-	0.0%	-	-	5,347,800	5,347,800	-	-	5,347,800	262,500	25,000	25,000	25,000	25,000
-	-	-	0.0%	-	-	-	-	-	-	-	100,000	-	-	-	-
-	-	-	0.0%	-	-	8,443,000	8,443,000	-	-	8,443,000	362,500	25,000	25,000	25,000	25,000
CAPITAL PURCHASES															
-	-	-	0.0%	-	-	25,000	25,000	-	-	25,000	25,000	25,000	25,000	25,000	25,000
-	-	-	0.0%	-	-	1,180,000	1,180,000	-	-	1,180,000	187,500	-	-	-	-
-	-	-	0.0%	-	-	3,624,000	3,624,000	-	-	3,624,000	50,000	-	-	-	-
-	-	-	0.0%	-	-	100,000	100,000	-	-	100,000	100,000	-	-	-	-
-	-	-	0.0%	-	-	3,514,000	3,514,000	-	-	3,514,000	-	-	-	-	-
-	-	-	0.0%	-	-	8,443,000	8,443,000	-	-	8,443,000	362,500	25,000	25,000	25,000	25,000
-	-	-	0.0%	-	-	-	-	-	-	-	-	-	-	-	-

PUBLIC TRANSIT STATISTICS

Estimated Passengers				705,600
Cost Per Passenger				\$14.67
Estimated Service Hours				122,700
Cost Per Hour of Service- Fully Burdened				\$81.83

711,900	718,100	724,300	730,600	736,900
\$15.19	\$15.33	\$15.47	\$15.62	\$15.75
122,800	122,900	122,900	122,900	122,900
\$83.94	\$85.38	\$86.92	\$88.50	\$90.01

83000 Congestion Management Agency

Quarterly and Yearly Variance Analysis

Statement of Revenue, Expenses

July-Sept 2013		Difference \$	Difference %	Sept YTD 2013-2014		Remaining Balance	FY 2013-2014	Q1 Adjustments	Q2 Adjustments	FY13-14 Adjusted Budget	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019
Actuals	Budget			Actuals	Budget		APPROVED BUDGET	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Projection
2,044	-	2,044	0.0%	OPERATING REVENUES		(2,044)	-	-	-	-	-	-	-	-	-
2,044	-	2,044	0.0%	REV- OPERATIONS	2,044	(2,044)	-	-	-	-	-	-	-	-	-
				Other Revenue	2,044		-	-	-	-	-	-	-	-	-
490,000	500,000	(10,000)	-2.0%	TOTAL - OPERATIONAL REVENUE	490,000	500,000	746,300	-	-	746,300	1,083,100	1,474,300	1,570,300	1,670,600	1,246,350
186,740	200,000	(13,260)	-6.6%	TOTAL- LOCAL TRANSPORT FUNDS (TDA)	186,740	200,000	1,012,000	-	-	1,012,000	1,012,000	1,012,000	1,012,000	1,012,000	1,012,000
94,005	100,000	(5,995)	-6.0%	REV- INTERGOVERNMENTAL	94,005	100,000	1,075,000	-	-	1,075,000	800,000	500,000	500,000	500,000	1,075,000
-	-	-	0.0%	Federal: FHWA (STP)	-	-	24,000	-	-	24,000	24,000	24,000	24,000	24,000	24,000
-	-	-	0.0%	Federal: Other, VINE Trail	-	-	929,300	-	-	929,300	929,300	929,300	929,300	929,300	929,300
-	-	-	0.0%	State: Planning, Programming, Monitoring (PPM)	-	-	45,000	-	-	45,000	-	-	-	-	-
-	-	-	0.0%	State: Safe Routes to Schools/ Other	-	-	188,000	-	-	188,000	188,000	188,000	188,000	188,000	188,000
-	-	-	0.0%	Regional: MTC	-	-	10,000	-	-	10,000	10,000	10,000	10,000	10,000	10,000
-	-	-	0.0%	Regional: Bay Area Air Quality Mgmt District	-	-	136,000	-	-	136,000	136,000	136,000	136,000	136,000	136,000
35,597	33,000	2,597	7.9%	Regional: Other	35,597	33,000	267,500	-	-	267,500	312,100	312,100	312,100	312,100	267,500
79,016	75,000	4,016	5.4%	AVAA	79,016	75,000	3,686,800	-	-	3,686,800	3,411,400	3,111,400	3,111,400	3,111,400	3,641,800
395,358	408,000	(12,642)	-3.1%	Salary Chargeback- Public Transit Fund	395,358	408,000	8,000	-	-	8,000	4,000	4,000	4,000	4,000	4,000
1,159	3,000	(1,841)	-61.4%	TOTAL- INTERGOVERNMENTAL REV	1,159	3,000	4,441,100	-	-	4,441,100	4,498,500	4,589,700	4,685,700	4,786,000	4,892,150
888,561	911,000	(22,439)	-2.5%	REV- INTEREST INCOME	888,561	911,000	3,552,539	-	-	3,552,539	4,498,500	4,589,700	4,685,700	4,786,000	4,892,150
TOTAL REVENUES		(22,439)	-2.5%	TOTAL REVENUES	888,561	911,000	3,552,539	-	-	3,552,539	4,498,500	4,589,700	4,685,700	4,786,000	4,892,150
OPERATING EXPENDITURES				OPERATING EXPENDITURES											
223,854	239,000	15,146	6.3%	PERSONNEL COSTS	223,854	239,000	1,045,146	-	-	1,045,146	1,332,500	1,399,100	1,469,100	1,542,600	1,619,700
904	3,000	2,096	69.9%	Salaries and Wages	904	3,000	11,096	-	-	11,096	12,600	13,200	13,900	14,600	15,300
113	150	38	25.0%	Employer Payroll Taxes	113	150	488	-	-	488	600	600	600	600	600
3,365	3,600	235	6.5%	Retirement	3,365	3,600	11,635	-	-	11,635	15,000	16,600	17,400	18,300	19,200
38,333	37,500	(833)	-2.2%	Other Benefits (Dental, LTD, Vision)	38,333	37,500	116,667	-	-	116,667	155,000	162,800	170,900	179,400	188,400
25,767	30,000	4,233	14.1%	Health	25,767	30,000	114,233	-	-	114,233	140,000	147,000	154,400	162,100	170,200
13,586	1,000	(12,586)	-1258.6%	Medicare	13,586	1,000	(8,586)	-	-	(8,586)	5,000	5,300	5,600	5,900	6,200
-	1,875	1,875	100.0%	Employee Assistance Program (EAP)	-	1,875	7,500	-	-	7,500	7,500	7,900	8,300	8,700	9,100
1,600	1,600	-	100.0%	Workers Compensation	1,600	1,600	6,500	-	-	6,500	6,500	6,800	7,100	7,500	7,900
747	-	(747)	0.0%	OPEB Contribution	747	-	22,253	-	-	22,253	23,000	24,200	25,400	26,700	28,000
-	5,000	5,000	100.0%	457 Employer Contribution	-	5,000	28,900	-	-	28,900	28,900	30,300	31,800	33,400	35,100
(79,016)	(75,000)	4,016	-5.4%	Cell Phone	(79,016)	(75,000)	(188,484)	-	-	(188,484)	(267,500)	(312,100)	(312,100)	(312,100)	(312,100)
227,652	247,725	20,073	8.1%	Salary Chargeback to Public Transit	227,652	(75,000)	1,167,348	-	-	1,395,000	1,433,700	1,520,900	1,612,600	1,708,900	1,809,900
134	300	166	55.3%	TOTAL PERSONNEL COSTS	227,652	247,725	1,167,348	-	-	1,395,000	1,433,700	1,520,900	1,612,600	1,708,900	1,809,900
7,039	10,000	2,961	29.6%	OPERATING EXPENSES	134	300	12,166	-	-	12,300	12,700	12,700	12,700	12,700	12,700
19,113	20,000	888	4.4%	Administration Services	7,039	10,000	57,961	-	-	65,000	66,000	67,000	68,000	69,000	70,000
-	-	-	0.0%	Accounting/Auditing Services	19,113	20,000	40,888	-	-	60,000	61,000	62,000	63,000	64,000	65,000
-	-	-	0.0%	Information Technology Service	-	-	90,000	-	-	90,000	91,000	92,000	93,000	94,000	95,000
90,029	100,000	9,971	10.0%	Legal Services	-	-	5,500	-	-	5,500	5,500	5,500	5,500	5,500	5,500
-	-	-	0.0%	Temporary/Contract Help	90,029	100,000	2,338,971	-	-	2,429,000	2,429,000	2,429,000	2,429,000	2,429,000	2,429,000
-	-	-	0.0%	Consulting Services for CMA	-	-	5,000	-	-	5,000	5,000	5,000	5,000	5,000	5,000
1,000	1,000	-	0.0%	Security Services	1,000	1,000	2,000	-	-	3,000	3,000	3,000	3,000	3,000	3,100
-	-	-	0.0%	Maintenance-Equipment	-	-	-	-	-	-	-	-	-	-	-
5,146	6,000	854	14.2%	Other Professional Services	5,146	6,000	24,854	-	-	30,000	30,000	30,000	30,000	30,000	30,100
-	-	-	0.0%	Maintenance-Buildings/Improvem	-	-	-	-	-	-	-	-	-	-	-
1,674	2,000	326	16.3%	Maintenance-Vehicles	1,674	2,000	6,326	-	-	8,000	8,000	8,000	8,000	8,000	8,100
-	-	-	0.0%	Rents and Leases - Equipment	-	-	47,500	-	-	47,500	47,500	47,500	47,500	47,500	48,000
12,517	8,700	(3,817)	-43.9%	Rents and Leases - Bldg/Land	12,517	8,700	22,483	-	-	35,000	35,000	35,000	35,000	35,000	35,000
1,378	2,000	622	31.1%	Insurance - Premiums	1,378	2,000	5,622	-	-	7,000	7,000	7,000	7,000	7,000	7,200
2,500	300	(2,200)	-733.3%	Communications/Telephone	2,500	300	500	-	-	3,000	3,000	3,100	3,200	3,300	3,400
3,922	2,000	(1,922)	-96.1%	Advertising/Marketing	3,922	2,000	78	-	-	4,000	4,000	4,200	4,400	4,600	4,800
-	-	-	0.0%	Printing & Binding	-	-	900	-	-	900	900	900	900	900	900
103	200	97	48.5%	Bank Charges	103	200	897	-	-	1,000	1,000	1,000	1,000	1,000	1,000
6,840	6,000	(840)	-14.0%	Public/ Legal Notices	6,840	6,000	7,160	-	-	14,000	14,000	14,000	14,000	14,000	14,000
790	600	(190)	-31.6%	Training Conference Expenses	790	600	2,210	-	-	3,000	3,000	3,100	3,200	3,300	3,400
1,109	1,500	391	26.1%	Business Travel/Mileage	1,109	1,500	33,691	-	-	34,800	35,000	35,200	35,400	35,600	35,800
2,066	1,800	(266)	-14.8%	Office Expenses	2,066	1,800	734	-	-	2,800	2,900	3,000	3,100	3,200	3,300
414	400	(14)	-3.5%	Freight/Postage	414	400	(214)	-	-	200	200	200	200	200	200
-	-	-	0.0%	Books/Periodicals/Subscriptions	-	-	800	-	-	800	850	900	950	1,000	1,050
2,068	2,200	132	6.0%	Memberships/Certifications	2,068	2,200	7,932	-	-	10,000	10,200	10,400	10,600	10,800	11,000
86	200	114	57.0%	Utilities - PG&E	86	200	2,314	-	-	2,400	2,600	2,800	3,000	3,200	3,400
35,597	34,000	(1,597)	-4.7%	Fuel	35,597	34,000	100,403	-	-	136,000	136,000	136,000	136,000	136,000	136,000
-	-	-	0.0%	AVAA pmts	-	-	35,900	-	-	35,900	450	300	450	300	300
-	-	-	0.0%	Fuel Contingency	-	-	-	-	-	-	50,000	50,000	50,000	50,000	50,000
-	-	-	0.0%	Operations Contingency	-	-	-	-	-	-	-	-	-	-	-
193,524	199,200	5,676	-2.8%	TOTAL OPERATING EXPENSES	193,524	199,200	2,852,576	-	-	3,046,100	3,064,800	3,068,800	3,073,100	3,077,100	3,082,250
421,176	446,925	25,749	5.8%	TOTAL OPERATING EXPENDITURES	421,176	446,925	4,019,924	-	-	4,441,100	4,498,500	4,589,700	4,685,700	4,786,000	4,892,150
467,385	464,075	(3,310)	-0.7%	NET CHANGE IN OPERATIONS	467,385	464,075	(467,385)	-	-	-	-	-	-	-	-
-	-	-	0.0%	Depreciation Expense	-	-	-	-	-	-	-	-	-	-	-

8302000 Public Transit Fund Financial Statements
Quarterly and Yearly Variance Analysis
Statement of Revenue, Expenses

July-Sept 2013				Sept YTD 2013-2014				FY 2013-2014	Q1 Adjustments	Q2 Adjustments	FY13-14 Adjusted Budget	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019
Actuals	Budget	Difference \$	Difference %	Actuals	Budget	Remaining Balance	APPROVED BUDGET	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Projection
OPERATING REVENUES																
REV- OPERATIONS																
215,026	241,200	(26,174)	-10.9%	215,026	241,200	973,974	1,189,000	-	(400)	1,188,600	1,219,550	1,223,650	1,227,950	1,232,450	1,237,200	
26,403	20,525	5,878	28.6%	26,403	20,525	71,897	98,300	-	(3,500)	94,800	88,400	88,400	88,400	88,400	88,400	
7,600	7,600	-	0.0%	7,600	7,600	45,300	52,900	-	-	53,900	53,900	54,900	55,900	56,900	57,900	
249,028	269,325	(20,297)	-7.5%	249,028	269,325	1,091,172	1,340,200	-	(3,900)	1,336,300	1,361,850	1,366,950	1,372,250	1,377,750	1,383,500	
1,843,655	1,851,000	(7,345)	-0.4%	1,843,655	1,851,000	3,014,083	4,857,738	-	323,702	5,181,440	6,015,150	6,190,300	6,364,100	6,549,150	6,645,150	
TOTAL - OPERATIONAL REVENUE																
TOTAL- LOCAL TRANSPORT FUNDS (TDA)																
REV- INTERGOVERNMENTAL																
-	-	-	0.0%	-	-	1,555,200	1,555,200	-	-	1,555,200	1,555,200	1,555,200	1,555,200	1,555,200	1,555,200	
-	-	-	0.0%	-	-	670,900	670,900	-	-	670,900	622,300	631,300	643,300	652,300	666,600	
216,405	230,000	(13,595)	-5.9%	216,405	230,000	1,298,057	1,514,462	-	-	1,514,462	848,900	854,900	863,900	869,900	948,900	
140,682	135,000	5,682	4.2%	140,682	135,000	249,318	390,000	-	-	390,000	390,000	390,000	390,000	390,000	390,000	
357,087	365,000	(7,913)	-2.2%	357,087	365,000	3,773,475	4,130,562	-	-	4,130,562	3,416,400	3,431,400	3,452,400	3,467,400	3,560,700	
4,446	3,450	996	28.9%	4,524	4,650	15,076	19,600	-	-	19,600	19,100	19,100	19,100	19,100	19,100	
2,454,216	2,488,775	(34,559)	-1.4%	2,454,294	2,489,975	7,893,806	10,348,100	-	319,802	10,667,902	10,812,500	11,007,750	11,207,850	11,413,400	11,608,450	
OPERATING EXPENSES																
PERSONNEL COSTS																
79,016	82,550	3,534	4.3%	79,016	82,550	254,884	333,900	-	1,100	335,000	312,100	312,100	312,100	312,100	312,100	
79,016	82,550	3,534	4.3%	79,016	82,550	254,884	333,900	-	1,100	335,000	312,100	312,100	312,100	312,100	312,100	
TOTAL PERSONNEL COSTS																
OPERATING EXPENSES																
848	1,950	1,102	56.5%	848	1,950	26,152	27,000	-	(600)	26,400	26,500	26,600	26,700	26,800	26,900	
-	-	-	0.0%	-	-	21,300	21,300	-	(1,600)	19,700	19,300	19,450	19,600	19,700	19,800	
-	-	-	0.0%	-	-	11,000	11,000	-	(300)	10,700	10,500	10,500	10,500	10,500	10,500	
-	-	-	0.0%	-	-	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000	10,000	
-	-	-	0.0%	-	-	85,000	85,000	-	-	85,000	40,000	40,000	40,000	40,000	40,000	
-	-	-	0.0%	-	-	10,000	10,000	-	-	10,000	-	-	-	-	-	
-	-	-	0.0%	-	-	35,000	35,000	-	-	35,000	35,000	35,000	35,000	35,000	35,000	
1,868,449	1,910,900	42,451	2.2%	1,868,449	1,910,900	5,432,551	7,301,000	-	320,082	7,621,082	7,741,500	7,864,000	7,988,600	8,115,500	8,244,800	
-	-	-	0.0%	-	-	6,000	6,000	-	-	6,000	6,200	6,400	6,600	6,800	7,000	
-	-	-	0.0%	-	-	235,000	235,000	-	-	235,000	70,300	70,600	70,900	71,200	56,500	
-	-	-	0.0%	-	-	35,000	35,000	-	(100)	34,900	35,900	36,000	36,100	36,200	36,300	
-	-	-	0.0%	-	-	15,000	15,000	-	-	15,000	15,000	15,000	15,000	15,000	15,000	
242	600	358	59.6%	242	600	2,158	2,400	-	-	2,400	2,500	2,600	2,700	2,800	2,900	
4,314	4,000	(314)	-7.9%	4,314	4,000	218,686	223,000	-	-	223,000	221,300	221,600	221,900	222,200	222,500	
-	-	-	0.0%	-	-	46,300	46,300	-	-	46,300	46,600	47,100	47,600	48,100	48,600	
534	1,000	466	46.6%	534	1,000	(534)	-	-	-	-	50	100	150	200	250	
-	-	-	0.0%	-	-	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,000	2,000	
-	-	-	0.0%	-	-	20,000	20,000	-	-	20,000	15,000	15,000	15,000	15,000	15,000	
-	-	-	0.0%	-	-	-	-	-	-	-	150	300	400	500	600	
-	-	-	0.0%	-	-	8,000	8,000	-	-	8,000	8,700	9,300	9,900	10,500	11,100	
-	-	-	0.0%	-	-	1,000	1,000	-	-	1,000	1,100	1,200	1,300	1,400	1,500	
-	-	-	0.0%	-	-	-	-	-	-	-	7,000	7,000	7,000	7,000	7,000	
483	1,500	1,017	67.8%	483	1,500	13,917	14,400	-	-	14,400	25,000	25,000	25,000	25,000	25,000	
222,823	245,500	22,677	9.2%	222,823	245,500	1,375,577	1,598,400	-	7,820	1,606,220	1,656,000	1,715,900	1,778,400	1,843,600	1,911,300	
-	-	-	0.0%	-	-	138,600	136,000	-	(2,600)	136,000	165,600	171,600	177,900	184,500	191,200	
-	-	-	0.0%	-	-	168,800	168,800	-	(4,000)	164,800	339,200	343,400	347,500	351,800	355,600	
2,097,693	2,165,450	67,757	#	2,097,693	2,165,450	7,916,507	10,014,200	-	318,702	10,332,902	10,500,400	10,695,650	10,895,750	11,101,300	11,296,350	
2,176,709	2,248,000	71,291	3.2%	2,176,709	2,248,000	8,171,391	10,348,100	-	319,802	10,667,902	10,812,500	11,007,750	11,207,850	11,413,400	11,608,450	
277,507	240,775	36,732	15.3%	277,585	241,975	(277,585)	-	-	-	-	-	-	-	-	-	
-	-	-	0.0%	-	-	1,723,000	1,723,000			1,723,000	1,723,000	1,723,000	1,723,000	1,723,000	1,723,000	

8302000 Public Transit Fund Financial Statements
Quarterly and Yearly Variance Analysis
Statement of Revenue, Expenses

July-Sept 2013						Sept YTD 2013-2014				FY 2013-2014	Q1 Adjustments	Q2 Adjustments	FY13-14 Adjusted Budget	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019
Actuals	Budget	Difference \$	Difference %			Actuals	Budget	Remaining Balance		APPROVED BUDGET	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Projection
				CAPITAL REVENUES														
-	-	-	0.0%	Federal: FTA 5307, Capital		-	-	2,639,200		2,639,200			2,639,200	-	-	-	-	-
-	-	-	0.0%	State: Prop. 1B Capital		-	-	406,000		406,000	-	-	406,000	-	-	-	-	-
-	-	-	0.0%	RM2 Capital		-	-	50,000		50,000	-	-	50,000	-	-	-	-	-
-	-	-	0.0%	Local Transit Capital (TDA)		-	-	5,347,800		5,347,800	-	-	5,347,800	262,500	25,000	25,000	25,000	25,000
-	-	-	0.0%	Other Government Agencies		-	-	-		-	-	-	-	100,000	-	-	-	-
-	-	-	0.0%	TOTAL CAPITAL REVENUES		-	-	8,443,000		8,443,000	-	-	8,443,000	362,500	25,000	25,000	25,000	25,000
				CAPITAL PURCHASES														
-	-	-	0.0%	Security Equipment		-	-	25,000		25,000	-	-	25,000	25,000	25,000	25,000	25,000	25,000
-	-	-	0.0%	Equipment		-	-	1,180,000		1,180,000	-	-	1,180,000	187,500	-	-	-	-
-	-	-	0.0%	Vehicles		-	-	3,624,000		3,624,000	-	-	3,624,000	50,000	-	-	-	-
-	-	-	0.0%	Build/Improv: Transit Center		-	-	100,000		100,000	-	-	100,000	100,000	-	-	-	-
-	-	-	0.0%	Buildings & Improvements		-	-	3,514,000		3,514,000	-	-	3,514,000	-	-	-	-	-
-	-	-	0.0%	TOTAL CAPITAL EXPENSES		-	-	8,443,000		8,443,000	-	-	8,443,000	362,500	25,000	25,000	25,000	25,000
-	-	-	0.0%	NET CHANGE IN CAPITAL		-	-	-		-			-	-	-	-	-	-

THIS PAGE CALCULATES FROM OTHER PAGES

PUBLIC TRANSIT STATISTICS									
Estimated Passengers				705,600	711,900	718,100	724,300	730,600	736,900
Cost Per Passenger				\$14.67	\$15.19	\$15.33	\$15.47	\$15.62	\$15.75
Estimated Service Hours				122,700	122,800	122,900	122,900	122,900	122,900
Cost Per Hour of Service- Fully Burdened				\$81.83	\$83.94	\$85.38	\$86.92	\$88.50	\$90.01



Decemer 18, 2013
NCTPA Agenda Item 9.3
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 and 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

Bi-Cameral Budget Conference Continues to Work toward Budget Deal

Senate and House budget conferees continue to negotiate in order to reach a FY 2014 budget deal by the December 13 deadline. Republicans and Democrats are hoping to avoid the across the board budget cuts imposed by sequestration but have starkly different approaches. Republicans, led by Rep. Paul Ryan (R-WI), oppose revenue increases and instead are hoping to reduce discretionary spending by cutting various programs, including defense programs. Democrats, led by Sen. Patty Murray (D-WA), are proposing a combination of spending cuts and elimination of tax breaks that would more than offset sequestration and increase FY 2014 funding over the current year level. The 2013 sequestration cuts were limited to discretionary transportation programs funded by the General Fund (e.g. Federal Transit Administration (FTA) New Starts, Federal Highways (FHWA) Tiger programs). The FY 2014 sequestration report issued by the Office of Management and Budget anticipates that FTA formula and Amtrak funding will not be affected by sequestration; however other reports have indicated that the transfer of general fund revenues to maintain the Highway Trust Fund (HTF) and Mass Transit Account (MTA) may be affected.

Highway Trust Fund

In a news conference, Rep. Earl Blumenauer (D-Ore.) announced the proposal to raise the federal tax on gas to 33.4 cents per gallon. The proposal was supported by various labor organizations and business leaders. In his announcement, Rep. Blumenauer noted that “Every credible independent report indicates that we are not meeting the demands of our stressed and decaying infrastructure system — roads, bridges and transit.”

The federal gas tax has not increased since 1993. Consequently, general fund revenues are subsidizing the trust fund in order to maintain funding for highway and transit at authorized levels and are vulnerable to sequestration cuts. The current tax is 18.3 cents per gallon on gasoline. The proposal would phase in a 15 cent per gallon tax over a three years period and would raise roughly \$170 billion over a 10 year period.

MAP-21 Primary Freight Network

USDOT has released its draft Primary Freight Network (<http://ops.fhwa.dot.gov/freight/infrastructure/pfn/index.htm>), which is part of the National Freight Network established in MAP-21. Congress limited the Primary Freight Network to 27,000 centerline miles plus an additional 3,000 centerline miles of roadways if needed. Key trade corridors in the Bay Area not encompassed on the maps include 880, 580, 101, and 680. FHWA acknowledges that this congressional cap “does not yield a network that is representative of the most critical highway elements of the national freight system that exists in the United States.” To address that issue, they also published “a 41,518 mile connected network that DOT would prefer to designate if it were not constrained to 27,000 miles by the statute.”

Transportation Empowerment Act (S.1702)

On November 14, 2013 Senator Mike Lee (R-UT) introduced the Transportation Empowerment Act to the Senate. The bill would open up America’s transportation system to greater local control which is intended to help target local projects, and build a more efficient way to maintain and improve the nation’s infrastructure. The proposal would transfer almost all authority for federal highway and transit programs to the states over a five year transition period. It would lower the federal gas tax from 18.4 cents to 3.7 cents over the same period. During the phase in, the states would receive block grants with reduced federal requirements.

Senate Filibuster Rules Change

Last Thursday, the Senate voted to [change its filibuster rules](#) to eliminate filibusters on all Executive Branch nominations and all judicial nominations except for the Supreme Court. Known as the “nuclear option”, the change had been debated for many years and is widely viewed to have broad implications.

Members of the majority party have for years argued the change was necessary due to the large and growing number of filibusters of nominations, while members of the minority party have called it a power grab that will turn the Senate into a version of the House (where the rules allow the majority to pass almost everything with a simple majority vote). While not specifically transportation-related, it is a significant change and could potentially affect the Senate’s ability to work together in a bipartisan fashion.

State Update

See attached report from Platinum Advisors

SUPPORTING DOCUMENTS

Attachments: (1) December 9, 2013 State Legislative Update



December 9, 2013

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

FR: Steve Wallauch
Platinum Advisors

RE: **Legislative Update**

Legal for Now: Sacramento Superior Court has rejected two lawsuits challenging the legality of California's Cap & Trade auction. The lawsuits filed by the California Chamber of Commerce and Morning Star Packaging Company claimed AB 32 did not authorize CARB to collect auction revenues in excess of the cost to administer AB 32 programs, and the auction is an illegal tax because AB 32 was not approved by a 2/3 vote of the Legislature. The Court found that CARB does have the authority to auction emission allowances and it is not an illegal tax that violates Prop 13. Needless to say CalChamber plans to appeal this decision, so the saga of whether Cap & Trade funds will flow continues.

However, the findings in this case may put pressure on the state to repay the \$500 million in cap & trade auction revenue loaned to the general fund in the 2013-14 budget, and appropriate cap & trade funds to AB 32 programs. To determine if it is a fee and not a tax, the Court opined that the auction revenue must be used to regulate and further the goals of AB 32, and not be used as a revenue raising effort. If the state does not repay the loan and use the funds to further AB 32 then the Appeal Court may reconsider whether it is a regulatory fee. As for determining the nexus on how the auction revenue is used, the Superior Court found that "all that is required is a reasonable relationship between the charges and the covered entities' responsibility for the harmful effects of GHG emissions." The appeal will likely challenge whether this is too broad of a test.

Active Transportation Program: The California Transportation Commission (CTC) will receive an update on the development of the Active Transportation Program at its hearing this week (December 11) in Riverside. The proposed timeline for the adoption of the guidelines is for the north and south hearings on the guidelines to be held January 29th and January 23rd respectively, followed with submitting the final draft to the Joint Budget Committee on February 3, and adoption by the CTC on March 20th. A call for projects would then be released on March 21st. A copy of the preliminary draft guidelines and fund estimate can be found at: <http://www.catc.ca.gov/>

The first round of funding for the ATP will include the 2013-14 carry over funds and the 2014-15 budget year funds. The total funds available in the first round amount to about \$240 million. The ATP fund estimate projects about \$95.8 million for MPOs (of which \$20 million is earmarked for the MTC region), \$23.8 million for small urban and rural grants, and \$119.6 million for the statewide competitive program.

The preliminary guidelines prohibit a project located within the boundaries of an MPO from applying for the small urban and rural grant funds. As for the regional funds, an MPO may issue its own call for projects using its own criteria, but the selection criteria must be approved by the CTC. In addition the guidelines would institute a “sequential project selection” process. Under this proposal a project located within an MPO that is not selected for funding under the statewide competitive program shall then be considered for funding by the MPO under the regional program.

ZBus: CARB is revisiting its Zero Emission Bus (ZBus) program regulations. They have held two workshops so far and more are on the way. In addition to these workshops, CARB staff is meeting with operators and bus manufactures to explore regulatory changes needed to take the next steps in the development and commercialization of zero emission buses, which includes both battery electric and fuel cell buses. *In addition, CARB is examining the possibility of expanding the ZBus program to include medium and smaller operators.*

Since the existing requirement for large operators to start purchasing zero emission buses is on hold, CARB staff will be drafting amendments to the ZBus regulations that will likely focus on further research and development of zero emission buses, and the eventual phase in of these vehicles. Regulatory changes being considered also include using a calculation of zero emission miles traveled by operators, such as the use of hybrid vehicles, as a means of phasing in the ZBus goals.

Another workshop will likely be set for late April or early May. At this workshop CARB staff anticipates releasing draft regulatory changes. This will be followed by an informational update to the Board in May, a series of workshops next summer, and taking the ZBus amendments to the Board for adoption in December of 2014.

Budget News: Urging careful consideration by the Legislature before making new budgetary commitments, the Legislative Analyst released his fiscal forecast. The forecast assumes the continued growth in the economy as well as maintaining the State’s current policies. Should the State’s economy continue as expected, California would end 2014-15 with a \$5.6 billion reserve.

The revenue gains projected by the LAO are largely from increased personal income tax revenue, which includes volatile capital gains tax revenue. An alarming statistic in the LAO’s report is personal income tax revenues will comprise 66.3% of all general fund revenue in 2014-15. The LAO points out that despite what appear to be strong numbers now, an economic downturn could immediately reverse the improving financial picture.

- 2012-13 – The LAO estimates that last fiscal year closed with \$1.65 billion more revenue than originally estimated. This bump is due primarily to higher income tax collections compared to the Budget Act. Because of the way the Proposition 98 guarantee was calculated, \$1.75 billion additional would go to schools leaving a \$234 million reserve. The Budget Act assumed a \$254 million reserve.
- 2013-14 – The Budget Act assumes a \$1.1 billion reserve, which the LAO believes, has increased to \$2.4 billion. Higher capital gains pushed income tax revenue up \$4.7 billion. Prop 98 will take \$3.1 billion of this jump, and other spending will consume about \$300 million.
- 2014-15 - As compared to the Budget Act forecast, the LAO is now forecasting \$5.8 billion in higher revenue, \$3.3 billion in higher prop 98 spending, and \$1.5 billion in other spending on obligations such as debt service, health, and human services. This would leave an operating surplus of \$3.2 billion.

Given the volatility of income taxes, the still shaky economy, and the eventual end Prop 30 tax hikes, the LAO recommends building an \$8 billion reserve by 2016-17. The LAO also encourages prioritizing expenditures toward unfunded retirement liabilities, paying off debt to schools and community colleges, using funds toward inflationary increases of existing programs, and using a small amount of the surplus toward new programs. The additional sales tax coming into the State as a result of Proposition 30 expires at the end of 2016 and the additional personal income tax sunsets at the end of 2018. Governor Brown stated his approval of the LAO's suggestions to build a reserve and pay down debt.

Transportation Funding: The California Alliance for Jobs and Transportation California submitted an initiative proposal aimed at creating a new funding program for transportation projects in California. Title and summary of the proposed initiative is expected to be completed by January 10th. This initiative would be placed on the November 2014 ballot; however, the sponsors have not made any decisions on whether to move forward with signature gathering. They submitted this proposal in order to keep their options open.

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 1% fee would be phased in over four years at which point it is estimated to generate \$2.9 billion annually. In addition, the revenue cannot be used make any interest or principle payments on bonds, therefore it creates a pay as you go program. As specified in the Coalition's press release, 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.