

# City of Sebastopol

REQUEST FOR STATEMENT OF QUALIFICATIONS / REQUEST FOR PROPOSALS  
FOR ENGINEERING SERVICES FOR BODEGA AVE GUARDRAILS AT CITY  
LIMITS (HSIPSL-5123(019))

## PRE-QUALIFIED CONSULTANTS LIST

Proposals Due Date: December 17, 2024, 5:00 P.M.



Approved for Release:

Signed by:  
*Don Schwartz*  
4EB87FD724BC48B...

Don Schwartz, City Manager

Date: November 21, 2024

ENGINEERING DIVISION  
714 JOHNSON STREET  
SEBASTOPOL, CA 95472  
Phone: 707-823-2151

## I) BACKGROUND

The City of Sebastopol is soliciting proposals from qualified local engineering firms included in the City's Pre-Qualified Consultants (PQC) List for design improvements for Bodega Ave. guardrails from west end city limits to Valley View Dr. The PQC List was first formed in 2010 and is a list of pre-qualified consulting firms available to perform a variety of consulting services for City capital improvement projects. The City seeks consultants with demonstrated expertise and experience performing design of capital improvement projects funded with federal-aid transportation funds under the administrative oversight of Caltrans District 4 Office of Local Assistance.

Bodega Avenue is a major east-west route that services regional traffic in addition to local city vehicles. However, Bodega Avenue is not a state highway as Highway 12 designation ends at Main Street, with responsibility for maintaining the highway westwards from Main Street to the City limits at the Atascadero Creek falling to the City. The City has identified this segment of Bodega Ave. guardrails as deficient and in need of upgrades. This location was identified in the City's Local Road Safety Plan as an area with an increased number of lane departure collisions due to the narrow shoulder. Many vehicles drop off into the creek bed as the existing conditions do not provide adequate conditions for vehicles to recover. There is a significant drop off (around 1 foot) from the pavement to existing grade and recoverable side slopes of 2:1. The City is seeking a qualified engineering firm to design the project.

This RFP is for design services for Bodega Ave. Guardrails at City Limits as described in Paragraph II below.

## II) DESCRIPTION OF PROJECT

The project includes removing existing bridge guardrail and replacing approximately 765 lineal feet of guard rail. Work includes replacing signage and related appurtenances.

The project is primarily funded with a Highway Safety Improvement Program (HSIP Cycle 11) grant from the State. Consultants are required to follow all applicable local and state regulations including those listed in LAPM Chapter 10 for State-only funded A&E contacts.

A copy of the HSIP grant application and plans is attached to this RFP as Appendix B.

## III) SCOPE OF WORK

The selected Consultant shall be a licensed Civil Engineer experienced in design of street improvements and demonstrated experience in preparing and delivering Federal-aid projects administered by the Caltrans Office of Local Assistance.

### Task 1 - PROJECT MANAGEMENT

1. Attend and conduct project Kickoff Meeting with City Staff (discuss project approach, scope, data needs, budget, schedule, invoicing, communications, etc.).
2. Project review meetings via Teams or zoom (monthly), and action item notes (email).
3. The City will not allow invoicing activities to be charged to the City and shall be

performed by the Consultant at their cost.

Task 2 - PRELIMINARY DESIGN

1. Perform Inventory of Existing Conditions.
2. Prepare preliminary and final Engineer's cost estimates.
3. Environmental review (CEQA) and permitting.
4. County encroachment permit application.
5. Caltrans coordination with Local Assistance including preparing required forms for PE phase. Documents and forms will be prepared by Consultant and submitted to the City Engineer for review, approval and submittal to Caltrans.
6. Deliverables: One electronic file and two paper copies of all materials, including design descriptions and cost estimates provided to Engineering Division.

Task 2 - CONTRACT, BIDDING AND CONSTRUCTION DOCUMENTS

Prepare detailed plans and specifications for the work that follow the LAPM requirements for State-only funded projects, including the following:

1. Contract Special Provisions
2. Bidder's Proposal form
3. Plan and profile at a minimum of 20-scale, showing improvements.
4. A Striping Plan showing how striping and pavement markings will be restored.
5. A Traffic Management Plan.
6. Engineer's Cost Estimate of the proposed work.
7. Submittals Required:
  - 50% Design Submittal.
  - 90% Design Submittal
  - Final Design Submittal

Task 3 - BID PHASE

1. Consultant shall deliver paper and electronic copies of the plans, specifications and Engineer's Estimate for use by the City in publishing the work and advertising for bids. Electronic specifications shall be in Word format. Engineer's estimate shall be in Excel file format.
2. Assist the City during the Bid Phase in responding to technical questions and queries from prospective bidders and suppliers.
3. Prepare addenda as necessary for distribution (by the City) to prospective bidders and suppliers.

Task 4 - CONSTRUCTION PHASE (optional task)

1. Attend a pre-construction meeting with the City and the contractor to discuss the project and any issues that may arise.
2. Review submittals from the contractor.
3. Respond to questions or queries from the contractor to resolve issues that may arise during construction.

4. Assist the City in a final inspection of the work and provide input in the Final Punchlist for the work.

**DELIVERABLES:** Project deliverables shall include two paper copies and one electronic copy each of all formal correspondence, drawings, meeting notes studies and reports including all appendices and data.

#### **IV) FEE ESTIMATE**

A detailed breakdown of fees, by task shall be provided in spreadsheet format. The Fee Estimate shall be submitted by the due date in a sealed, separate envelope with the name of the Project and the name of the Consultant submitting the fee. A letter of transmittal should also accompany the fee estimate. See Section IX for information regarding delivery of the Fee Estimate. All Consultants' Fee Estimates are subject to viewing by the City and will not be returned.

#### **V) PRE-QUALIFICATION**

Your firm is invited to submit a Proposal because your firm is included in the Pre-Qualified Consultants List and is demonstrated to be qualified to perform engineering design services. Individual project contracts will be awarded by contract amendment concurrent with the term of the master contract. Only those consultants with fully-executed Master Agreements will be eligible to submit a Proposal.

If your existing Master Agreement term has expired, please call the front desk assistant at the Public Works/Engineering office at (707)823-5331, or email: [engineering@cityofsebastopol.gov](mailto:engineering@cityofsebastopol.gov) by **November 26, 2025, 5:00 P.M.** to update your Master Agreement. Please add the words "Master Agreement Extension Request" on the subject line of your email request. If your Master Agreement has expired and you do not submit a request to extend your agreement, your firm will be removed from the Pre-Qualified Consultants List, and you will be deemed non-responsive to this RFP. You may also email your Master Agreement Extension Request and choose to decline this invitation to submit a Proposal but wish to remain on the City's Pre-Qualification List for future opportunities. It is the responsibility of the consultant to confirm that the email request has been received by asking for confirmation that the email has been received. You may also call the front desk assistant at the number listed in the paragraph above to confirm that your extension request has been received.

The City will award contract amendments for projects based upon a scope of services, work schedule, and fee proposal submitted to the City on request and subject to approval by the City.

#### **VI) SCHEDULE**

The Request for Proposals (RFP) was released effective on the date shown on the cover of this RFP. It is the City's intent that this solicitation will be due on the date shown on the cover of this RFP.

Evaluation of proposals by the City will commence within thirty (30) days of receipt. The City reserves the right to conduct follow-up interviews with Proposer(s). A preliminary schedule of administrative milestones are listed below. The Consultant shall include a schedule in the Proposal that includes key milestones from date of the Notice to Proceed with the work through project completion.

Release of RFP	See date on front cover
Proposals Due	See date on front cover
Proposal Review/Selection	30 days from Proposal due date
Council Approval	30 days from Consultant selection
Notice to Proceed	Date when fully-signed contract is received

**VII) CITY’S RESPONSIBILITIES**

City will make available standard plans and details, standard contract documents, and general contract provisions for public works contracts for the consultant’s use, upon selection. City will also furnish PDF copies of existing City plans, base maps, and other background materials for consultant’s use as needed. If only hard-copy versions of the documents are available, a print copy will be provided, at Consultant’s costs.

**VIII) GUIDELINES FOR PROPOSALS**

- A) Proposals should not exceed 15 pages in length, excluding appendices.
- B) Proposals must be signed by the individual who is authorized to execute the Master Agreement, should your firm be selected for the Pre-Qualified Consultants List.
- C) Proposals shall include documentation demonstrating that the firm has contracted directly with public agencies located in Northern California within the last five (5) years and successfully completed a minimum of four (4) projects where consultant performed engineering design services. Engineering design services experience for federal aid projects administered by Caltrans District 4 is highly desirable.
- D) Documentation for each referenced project included in your proposal shall include information in the format shown below:
  - 1) Client Name
  - 2) Project Name and Description, including if construction project was funded with federal aid grant funds
  - 3) Project Start and End Dates
  - 4) Client Project Manager Name, Phone Number, and email address
  - 5) Key Consultant team members including assigned construction manager, Lead inspector, and other staff/backup inspectors
- E) Proposals shall include a summary section describing your understanding of and approach to the proposed project assignment identified in this RFP, and a detailed Scope of Work to complete the project.
- F) Proposals shall include your firm’s general billing information as follows:
  - 1) Schedule of hourly rates, including any special rates offered to public agencies.
  - 2) Travel-time charge-out policy (please see item #5 below).
  - 3) Vehicle or equipment charge-out policy.
  - 4) Percentage markup for reimbursable expenses.
  - 5) Lodging expenses, meals, air fare, and other travel expenses (excluding vehicle mileage reimbursement) to and from Consultant’s Office to the job site are not allowed.

**IX) PROCESS FOR SUBMITTING PROPOSALS**

- A) Proposals should focus on information requested above; brochures and promotional materials should not be submitted with your proposal.
- B) Submit three (3) paper copies of proposal, one of which is unbound, plus a USB “thumb drive” containing a PDF version of the complete proposal, all in a sealed envelope addressed to:

Attn: Reyna Ramirez  
Sebastopol Public Works Office  
714 Johnson St.  
Sebastopol, CA 95472  
RE: RFP for Bodega Ave. Guardrails at City Limits

Proposals shall be submitted in person or by mail or delivery service by the due date stated in the front cover of this RFP. Faxed or emailed proposals will not be accepted. Office hours for receipt of Proposals are:

Monday – Thursday, 7:30 a.m. – 5:00 p.m.  
Offices are closed on state and federal holidays

See Section IV for preparation and submittal of the Fee Estimate. A final Cost Proposal/Fee Estimate will be negotiated with the selected consultant.

**X) QUESTIONS**

Questions regarding this RFP or its requirements, may be submitted in writing only, and preferably by email, to: [engineering@cityofsebastopol.gov](mailto:engineering@cityofsebastopol.gov). Due to staffing constraints, the City will attempt to respond within three (3) business days of receipt. Questions will not be accepted within five (5) business days from the Proposal Due Date shown on the cover of this RFP. For example, if proposals are due December 17, 2024, the last day to submit questions via email is December 9, 2024. Your email question should include in the Subject Line: “Questions re. RFP for On Call Inspection of Federal-aid Capital Projects.”

Responses to individual’s questions will be via email. Questions and answers will be compiled and posted from time to time on the Engineering Division’s *Contractors and Consultants* web page at available via City website link: [bit.ly/SebEng23](http://bit.ly/SebEng23)

Prior to submitting proposals, consultants should not contact any other City personnel, elected or appointed officials. The City reserves the right to reject any proposal for violation of this provision.

**XI) EVALUATION CRITERIA**

The City’s consultant evaluation and selection process is based upon “Qualifications Based Selection” (QBS) for professional services. The following criteria will be used in evaluating the proposals:

- A) Responsiveness to solicitation and understanding of project.
- B) Proposal documentation of demonstrated relevant experience, particularly with construction

- projects receiving federal-aid transportation grants.
- C) General qualifications and experience of the firm, construction manager, Lead Inspector, and other key individuals assigned to projects.
- D) Clarity of proposal.
- E) Information obtained from reference checks.

The City may also contact responding firms to clarify information in proposals or to seek and review additional information deemed pertinent to the evaluation process. The evaluation committee shall determine the final Pre-Qualified Consultants "Short-List" in consideration of the best interests of the City. The evaluation committee consists of up to 3 City staff from one or more of the following departments: Public Works, Community Development, City Administration, Building. The final recommendation to Council will be made by the City Manager.

After written proposals have been reviewed, online or in-person interviews with prospective firms may be conducted by the City. If scheduled, oral interviews will be in an informal question/answer format for the purpose of clarifying the proposal. The individuals who represent your firm in any scheduled interview must include the person who would be directly responsible for carrying out the contract.

A Notification of Intent to Award will be sent to the consultant(s) selected. Award is contingent upon the successful negotiation of final contract terms contained in the Master Agreement and subject to approval by the City.

Negotiations shall be confidential and not subject to disclosure to competing consulting firms unless an agreement is reached.

## **XII) STANDARD TERMS AND CONDITIONS**

- A) This RFP does not commit the City to award a contract or to pay any costs incurred for any services.
- B) The City, at its sole discretion, reserves the sole right to determine which consultants are ultimately included in the Pre-Qualified Consultants List.
- C) All proposals will become the property of the City of Sebastopol. Any proprietary information contained in the proposal should be clearly identified as such.
- D) The City reserves the right to amend this RFQ/RFP from time to time. The current version will be posted on the City website link: [bit.ly/SebEng23](http://bit.ly/SebEng23)
- E) The cost for developing the proposal is the sole responsibility of the proposer. All proposals submitted become the property of the City.
- F) Prior to award, the apparent successful firm(s) may be required to enter into discussions with the City to resolve any contractual differences. If no resolution is reached, the proposal may be rejected.
- G) Proposals are subject to the Freedom of Information Act. The City cannot protect proprietary data submitted in proposals.
- H) Insurance Requirements: Successful proposers, who are invited to be included on the Shortlisted Pre-Qualified Consultants List, must furnish the City with the Certificates of Insurance proving coverage as specified in **Exhibit B, Insurance Requirements for Consultants**, prior to City approval of the Master Agreement and/or its extension. No

exceptions will be made to this requirement.

It is the proposer's responsibility to review these requirements carefully prior to submitting a proposal in response to this solicitation. Your response must indicate your familiarity with the insurance requirements and your willingness to comply with them as they are written. If you take any exceptions to the terms of the contract, these must be included in your proposal in writing. The City will consider this in determining responsiveness to the Request for Proposals.



**APPENDIX A**  
**CITY OF SEBASTOPOL**  
**CONTRACT NO. 2024-01-XX**  
**MASTER AGREEMENT FOR ENGINEERING CONSULTING SERVICES**  
**[Consultant Name]**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by and between the City of Sebastopol, a municipal corporation located in the County of Sonoma, State of California, hereinafter referred collectively to as "CITY" and **[Consultant Name]**, a California Corporation with principal offices at **[1234 Fifth Street, City State, ZIP]**, hereinafter referred to as "CONSULTANT",

WITNESSETH

WHEREAS, CITY has the need for On-Call Engineering services; and

WHEREAS, CITY desires to contract for such services with a private consultant; and

WHEREAS, CONSULTANT is experienced in providing such services for municipal corporations and is able to provide personnel with the proper experience and background to carry out the duties involved; and

WHEREAS CITY wishes to retain CONSULTANT for the performance of said services;

NOW, THEREFORE, in consideration of the mutual covenants, benefits and premises herein stated, the parties hereto agree as follows:

CITY, pursuant to the authority set forth at Government Code Section 36505, does hereby appoint CONSULTANT, in a contractual capacity, to perform the following services on an "on call, as needed" basis, in accordance with the terms and conditions hereinafter set forth;

The type of Engineering or other services to be provided include:

**Fill in from Proposal**

- 1) **CAPITAL PROJECTS** - As assigned, pursuant to approval of scope of work and fee proposal by the City Council, perform services which may include but are not necessarily limited to the following:
  - a) Preliminary Engineering: Prepare alternatives analyses, preliminary layouts, surveying, geotechnical services, and estimates of probable cost.
  - b) Permits: Assist the City in obtaining approvals and permits from various agencies, including CALTRANS, Regional Water Quality Control Board, US Army Corps of Engineers, CA Department of Fish and Game, etc.
  - c) Construction Documents: Prepare engineering calculations and designs, plans, specifications, cost estimates, and contract bidding documents.

- d) **Bidding Assistance:** Assist the City with technical support during bidding phase for public contracts, attend pre-bid conferences and job walks, perform construct-ability review of other firms or own plans and specifications, prepare addenda, analyze bids, and recommend award.
- e) **Construction Support/Construction Management:** Attend pre-construction conferences; monitor construction schedule, visit construction site as required for progress and quality of work evaluation. Assist City with interpretation of the plans and specifications, analysis of changed conditions, development of corrective action, review of shop drawings and other submittals, and the review and negotiation of change orders.

2) **OTHER MISCELLANEOUS SERVICES** - CITY may from time-to-time have the need for other services not specifically listed in this agreement for which CONSULTANT has the necessary experience and capabilities to provide. CITY may authorize CONSULTANT to perform such selected services on an as-needed basis.

### 3) **PROJECT ASSIGNMENTS**

- a) the City may from time to time during the term of this agreement, solicit proposals from CONSULTANT for various City projects. Individual project assignments will be awarded by amendments to this agreement, concurrent with the term of the master contract.
- b) The City will award contract amendments for each project based upon a scope of services, work schedule, and fee proposal submitted to the City on request, and subject to approval by the City Council. For any given project, the City may elect to contract with more than one consultant based upon their field of expertise.
- c) Consultants are also encouraged to team with other pre-qualified consultants on project proposals where multiple disciplines are required.

4) **RECORDS** All records produced by CONSULTANT during the course of your work under this agreement are and at all times shall remain the property of the CITY. CONSULTANT shall assemble these records in an orderly fashion and store same, for at least three years, in a mutually agreed upon location so that they may be reasonably available to the public or to the officials of CITY as required. Copies of records shall be provided to the City from time to time, as requested.

5) **TERMINATION** - This Master Agreement may be terminated at will by either party with or without cause upon 30 days written notice.

### 6) **GENERAL CONDITIONS**

- a) CITY shall not be called upon to assume any liability for the direct payment of any salary, wage or other compensation to any person employed by CONSULTANT performing services hereunder for CITY.
- b) All documents, including but not limited to plans and specifications, prepared by CONSULTANT are instruments of services, only. They are not intended nor represented to be suitable for reuse on extensions of this project or any other project. Any reuse without specific permission by CONSULTANT shall be at the user's sole risk. CITY hereto agrees to save, keep and hold harmless CONSULTANT from all damages, costs or

expenses in law and equity including costs of suit and attorney's fees resulting from such reuse.

- c) CONSULTANT agrees to save, keep, hold harmless and indemnify CITY and its officers, and employees from all damages, in law and equity caused by any negligent act or omission to act on the part of CONSULTANT or any of its officers, employees or subcontractors. CITY shall save, keep, hold harmless indemnify CONSULTANT from all damages suffered in the performance of the authorized by this Agreement that are not the result of wrongful acts of the CONSULTANT, its officers, employees or subcontractors.
  - d) CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, his agents, representatives, or employees. Refer to Exhibit "A", INSURANCE REQUIREMENTS FOR CONSULTANTS, attached hereto and thereby made a part of this contract.
- 7) **NOTICES** - For purposes hereof, unless otherwise provided in writing by the parties hereto, the address of the CITY and the proper person to receive any notice on the CITY'S behalf is:

Engineering Director  
City of Sebastopol  
714 Johnson St.  
Sebastopol, CA 95472

For the purposes hereto, unless otherwise provided in writing by the parties hereto, the address of CONSULTANT and the proper person to receive any notice on the CONSULTANT'S behalf is:

Name of Principal (who signs agreement)  
Business Name  
Address  
City, State, ZIP

- 8) **ARBITRATION** - All claims, disputes, and other matters in question between the parties to this AGREEMENT, or breach thereof, may be decided by arbitration in accordance with the then-most current rules of the American Arbitration Association, if the parties mutually agree.
- 9) **MISCELLANEOUS**
- a) The titles used in this agreement are for general reference only and are not a part of the Agreement.
  - b) This Agreement shall be interpreted as though prepared by both parties.
  - c) Any provision of this agreement held to violate any law shall not invalidate the remainder of this Agreement.
  - d) This Agreement shall be interpreted under the laws of the State of California.

10) **TERM OF AGREEMENT** – This Agreement shall remain in effect for an initial term of 3 (three) years. Extensions of the agreement may be made upon mutual agreement of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the duly authorized officers the day and year first above written in this Agreement.

CITY OF SEBASTOPOL

CONSULTANT

BUSINESS NAME

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Don Schwartz, City Manager

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Principal



## **EXHIBIT B**

### **City of Sebastopol**

### **Insurance Requirements for Consultants**

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

#### **MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers’ Compensation insurance, as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

(Not required if consultant provides written verification that it has no employees)

4. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant’s profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work. A copy of the claims reporting requirements must be submitted to the City of Sebastopol for review.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City of Sebastopol requires, and shall be entitled to, the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Sebastopol.

#### **Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

The City of Sebastopol, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

General liability coverage can be provided in the form of an endorsement to the Consultant’s insurance at least as broad as one of the following ISO ongoing operations Forms: CG 20 10 or CG 20 26 or CG 20 33 (not allowed from subcontractors), or CG 20 38; and one of the following ISO completed operations Forms: CG 20 37, 2039 (not allowed from subcontractors), or CG 20 40.

Primary Coverage

For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City of Sebastopol, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City of Sebastopol, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation

Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Consultant shall forthwith obtain and submit proof of substitute insurance.

Waiver of Subrogation

Consultant hereby grants to the City of Sebastopol a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City of Sebastopol by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City of Sebastopol has received a waiver of subrogation endorsement from the insurer. However, the Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Sebastopol for all work performed by the Contractor, its employees, agents, and subcontractors.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City of Sebastopol. The City of Sebastopol may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the City of Sebastopol.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City of Sebastopol.

Verification of Coverage

Consultant shall furnish the City of Sebastopol with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City of Sebastopol before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City of Sebastopol reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance, meeting all the requirements stated herein, and Contractor shall ensure that the City of Sebastopol is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

The City of Sebastopol reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

**APPENDIX B**  
Highway Safety Improvement Program (HSIP) Application  
Project Plans

# APPLICATION FORM FOR LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)

Application ID 04-Sebastopol-1

LAPG 9-A (REV 04/2022)

Page 1 of 4

## APPLICATION SUMMARY

This summary page is filled out automatically once the application is completed.

After the application is finalized, please save this PDF form using the exact "Application ID" (shown below) as the file name.

Application ID

**Important:** Review and follow the [Application Form Instructions](#) step-by-step as you complete the application. Completing an application without referencing the instructions will likely result in an incomplete application or an application with fatal flaws that will be disqualified from the ranking and selection process.

### Submitted By (Agency)

Sebastopol

### Application Category

Funding Set-asides

### Caltrans District

04

### Application Number

1

### Out of

2

### Project Location

Bodega Avenue, approximately 150 feet west of City Limits to Valley View Drive

### Project Description

Upgrade/replace existing guardrail systems and end treatments and extend guardrail system

### Total Project Cost

\$347,000

### HSIP Funds Requested

\$312,300

### Benefit Cost Ratio (BCR)

0



# APPLICATION FORM FOR LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)

Application ID 04-Sebastopol-1

LAPG 9-A (REV 04/2022)

Page 2 of 4

## Basic Information

Date:

Caltrans District:

MPO:

Agency:

County:

Total number of applications being submitted by your agency:

Application Number (each application must have a unique number):

Check if this application is one of the multiple ones for the same project (please review the form instructions for explanation).

## Contact Person Information

Name (Last, First):

Position/Title of Contact Person:

Email:

Telephone:

Extension:

Address:

City:

Zip Code:

(Enter only a 5-digit number)

**Application Category:**

## Project Information

Project Title:  
-Be Brief (Limited to 100 Characters)

Project Location:  
-Be Brief (Limited to 250 Characters)  
-See [Application Form Instructions](#)

Project Description:  
-Be Brief (Limited to 250 Characters)  
-See [Application Form Instructions](#)

### Total Project Cost

\$347,000

### HSIP Funds Requested

\$312,300

### Benefit Cost Ratio (BCR)

(Required for a BCR application. Skip for Funding Set-Aside application)

0

**APPLICATION FORM FOR LOCAL  
HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)**

Application ID 04-Sebastopol-1

LAPG 9-A (REV 04/2022)

Page 3 of 4

**1. Project Identification**

Describe how the agency identified the project as one of its top safety priorities. Was a data-driven safety evaluation of their entire roadway network completed? Do the proposed project locations represent some of the agency's highest fatal and injury crash concentrations and types of crashes?

(Limited to 5,000 characters)

The City of Sebastopol has one short segment of guardrail within their city limits that extends into Sonoma County jurisdiction. This segment of guardrail was identified as deficient (e.g. railing too low, outdated guardrail and end treatment systems) and in need of upgrades. Through discussion with the city and collision analysis in the LRSP, this location was identified as an area with an increased number of lane departure collisions due to the narrow shoulder. Many vehicles drop off into the creek bed as the existing conditions do not provide adequate conditions for vehicles to recover. There is a significant drop off (around 1 foot) from the pavement to existing grade and unrecoverable side slopes of 2:1.

**2. Prior Attempts to Address the Safety Issues**

List all other projects/countermeasures that have been (or are being) deployed at the location(s) within the last 5 years. Applicants must identify all federal and/or state funds that have been used or approved within the proposed project limits within the last 5 years. Normally HSIP funding cannot be used to construct safety countermeasures at the same locations within 5 years.

(Limited to 5,000 characters)

No countermeasures have been installed in the last five years or are currently planned for the project locations. There has also been no state or federal funding within the proposed project limits within the past 5 years.

**3. Other Comments**

Explain here if this project has any special circumstances or if you have other comments. Enter "NA" if none.

(Limited to 5,000 characters)

This guardrail upgrade is located partially within Sonoma County's jurisdiction. There is a letter of support in this application from the County to have the City replace all guardrail at this location through the use of an encroachment permit.

# APPLICATION FORM FOR LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)

Application ID 04-Sebastopol-1

LAPG 9-A (REV 04/2022)

Page 4 of 4

## Application Attachments (See [Application Form Instructions](#))

Please attach all files as needed. **Note: files may not be attachable if file is open. Close before attach.**

1. Local Roadway Safety Plan (LRSP) Certification (Required for all projects)  
Sebastopol LRSP Certification\_20220829.pdf
2. Engineer's Checklist (Required for all projects)  
EngrCheckList-SA2022.pdf
3. Vicinity map/Location map (Required for all projects)  
Figure 3 Vicinity Map.pdf
4. Project maps/plans showing existing and proposed conditions (Required for all projects)  
Figure 4 Project Plans.pdf
5. Pictures of Existing Condition (Required for all projects)  
04-Sebastopol-01\_Existing Conditions.pdf
6. HSIP Analyzer (Required for all projects)  
HA04-Sebastopol-01.pdf
7. Collision diagram(s) (Required for a BCR application)
8. Collision List(s) (Required for a BCR application)

## Warrant Studies

- Check if the project includes new installation of certain traffic control devices (e.g., traffic signals, pedestrian signals, etc.). If yes, Traffic Signal Warrant 4, 5 and/or 7 must be met (CA MUTCD Chapter 4C).

9. Warrant Studies (Not required for this project)

## Work on the State Highway System

Does the project include improvements on the State Highway System?

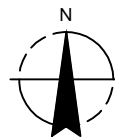
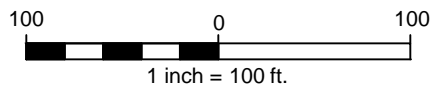
- Yes, and the project will be jointly-funded with Caltrans  
(Must be jointly-funded if the project is for intersection safety improvement involving SHS).  
*A formal Letter of Support from Caltrans District Traffic is required. The letter should include estimates of cost sharing.*
- Yes, but the project will not be jointly-funded with Caltrans.  
*A written correspondence from Caltrans District Traffic is required. The correspondence should indicate that Caltrans does not see issues that would prevent the proposed project from receiving an encroachment permit.*
- No.

10. Letter/email of Support from Caltrans (No SHS involved - not required for this project)

11. Additional narration, documentation, letters of support, etc. (Optional)  
2022.08.30 Letter from County-HwySafetyImprovement.pdf



**BODEGA HIGHWAY**  
City Right of Way = 60 ft  
Road Width = 25 ft  
Classification = Other Principal Arterial



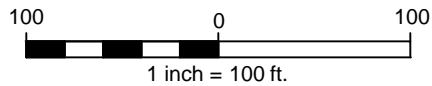
**CITY OF SEBASTOPOL  
HSIP APPLICATION  
FUNDING SET-ASIDES FOR  
GUARDRAIL UPGRADES  
EXISTING CONDITIONS**

**FIGURE 4.1**





**BODEGA HIGHWAY**  
City Right of Way = 60 ft  
Road Width = 25 ft  
Classification = Other Principal  
Arterial



**CITY OF SEBASTOPOL  
HSIP APPLICATION  
FUNDING SET-ASIDES FOR  
GUARDRAIL UPGRADES  
PROPOSED CONDITIONS**

**FIGURE 4.2**