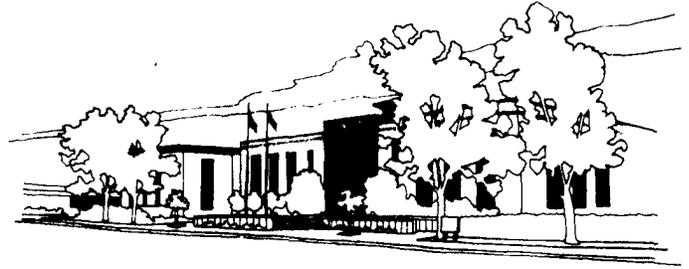


City of San Leandro  
Civic Center, 835 E. 14th Street  
San Leandro, California 94577



**DOOLITTLE DRIVE ENTRYWAY IMPROVEMENTS, PHASE 1  
PROJECT NO. 02-230-43-155**

**ADDENDUM NO. 2**

January 26, 2007

TO: All Prospective Bidders

The additions and/or deletions contained in this Addendum shall be made a part of the plans and specifications and contract documents for the above described project, and shall be subject to all applicable requirements thereunder, as if originally shown and/or specified.

**THE FOLLOWING REVISIONS SHALL BE INCORPORATED INTO CONTRACT BOOK & PLANS AS FOLLOWS:**

1. All fence related work shown on the plans, except work around the monuments shall be paid for in Bid Item 37, Add Alternate No. 2.
2. **Plan Sheets C-3 and L-1, Station 10+75 to 11+80**  
Delete reference related to fence fabric removal and replacement.
3. **Plan Sheets C-3, L-1 and L-2**  
Plan sheets L-1 and L-2 have been revised to include control lines. See Sheets L-1 and L-2 with revision dates of 1/12/07.
4. **SK - 1**  
Substitute the attached detail Sk-1 for all callout references to details for E/L-15 and E/L-12.
5. **Revised Contract Price Schedule** –The attached “Revised Contract Price Schedule” supersedes the “Contract Price Schedule” included in the bid documents. Contractor must submit the enclosed pink copy of the “Revised Contract Price Schedule” as part of the proposal, in lieu of the blue copy of the “Contract Price Schedule”, to the City.
6. **Sections 10-1 thru 10-3 “Measurement & Payment”** – Contract Price Schedule descriptions shall supersede bid item numbers when referencing to the revised Contract Price Schedule.
7. Add **Section 2.9.2 “Survey Service”** - Contractor shall submit the included “Construction Staking Request” form a minimum of five (5) working days prior to the staking being required.

Tony Santos, Mayor

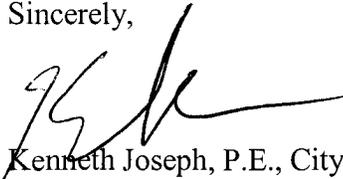
City Council: Surlene G. Grant; Michael J. Gregory; Diana M. Souza;  
Joyce Starosciak; Bill Stephens

8. **Section 6-7.2** “Working Days” – Add the following under designated City holidays: December 24th thru January 1<sup>st</sup>.
9. **Section 7-10.3.2** - Traffic Control Charts have been revised per attached chart.
10. **Sheet L-2:** Reference Sketch “SK-1” for the height of the chain link fence around the west monument, included in this addendum.
11. **Sheet L-7:** The model number for the Controller “A” 18-Station controller is a CC-M18.
12. The Caltrans Encroachment Permit is included in this addendum.

**PLEASE NOTE BID OPENING REMAINS AS TEUSDAY, FEBUARAY 6, 2007 AT 3:00 P.M**

Acknowledge this addendum in your Proposal. If you have any questions, please call Kevin Chun, Project Manager, at 577-3412.

Sincerely,



Kenneth Joseph, P.E., City Engineer  
Engineering and Transportation Department

KJ:AO:KC:km

ACKNOWLEDGEMENT

I hereby acknowledge receipt of this Addendum for the above noted project.

\_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Business Name – Please Print)

cc: Internal Plans & Specs Distribution List  
COSL Current Plan-holders and Pre-bid Meeting Attendees

35. PAINT EXISTING 1 LS  
ELECTROILERS, LIGHT POLES  
AND FIXTURES

**TOTAL BASE BID:** \_\_\_\_\_  
(In Words)

**TOTAL BASE BID:** \_\_\_\_\_  
(In Figures)

36. **ADD ALTERNATE NO. 1:** 1 LS \_\_\_\_\_  
ADDITIONAL LANDSCAPING ON  
WEST AND EAST SIDES OF  
DOOLITTLE DRIVE

**TOTAL BASE BID & ADD ALTERNATE NO. 1:** \_\_\_\_\_  
(In Words)

**TOTAL BASE BID AND ADD ALTERNATE NO. 1:** \_\_\_\_\_  
(In Figures)

36. **ADD ALTERNATE NO. 2:** 1 LS \_\_\_\_\_  
REMOVE AND REPLACE CHAIN-  
LINK FENCES & GATES

**TOTAL BASE BID & ADD ALTERNATE NO. 1 PLUS NO. 2:** \_\_\_\_\_  
(In Words)

**TOTAL BASE BID & ADD ALTERNATE NO. 1 PLUS NO. 2:** \_\_\_\_\_  
(In Figures)

# CONSTRUCTION STAKING REQUEST

(5 Working Days Notice Required)

## Contractor / Requestor Information

DATE OF REQUEST: \_\_\_\_\_ DATE NEEDED: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_ PROJECT #: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

CONTACT PHONE #: \_\_\_\_\_ COMPANY FAX #: \_\_\_\_\_

DESCRIPTION OF WORK REQUESTED: **(Please attach additional information as needed.)**

Field     Office     GPS    \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOCATION OF OFFSET (IN FEET): \_\_\_\_\_

\_\_\_\_\_ RESTAKE?     Yes     No

## For City Use Only

INSP. INITIALS & DATE: \_\_\_\_\_ P.M. INITIALS & DATE: \_\_\_\_\_

URGENCY:     Routine     ASAP     Emergency    AUTHORIZED OVERTIME?     Yes     No

ADDITIONAL COMMENTS: **(if needed)**    ACCOUNT #: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## For Survey Coordinator's Use Only

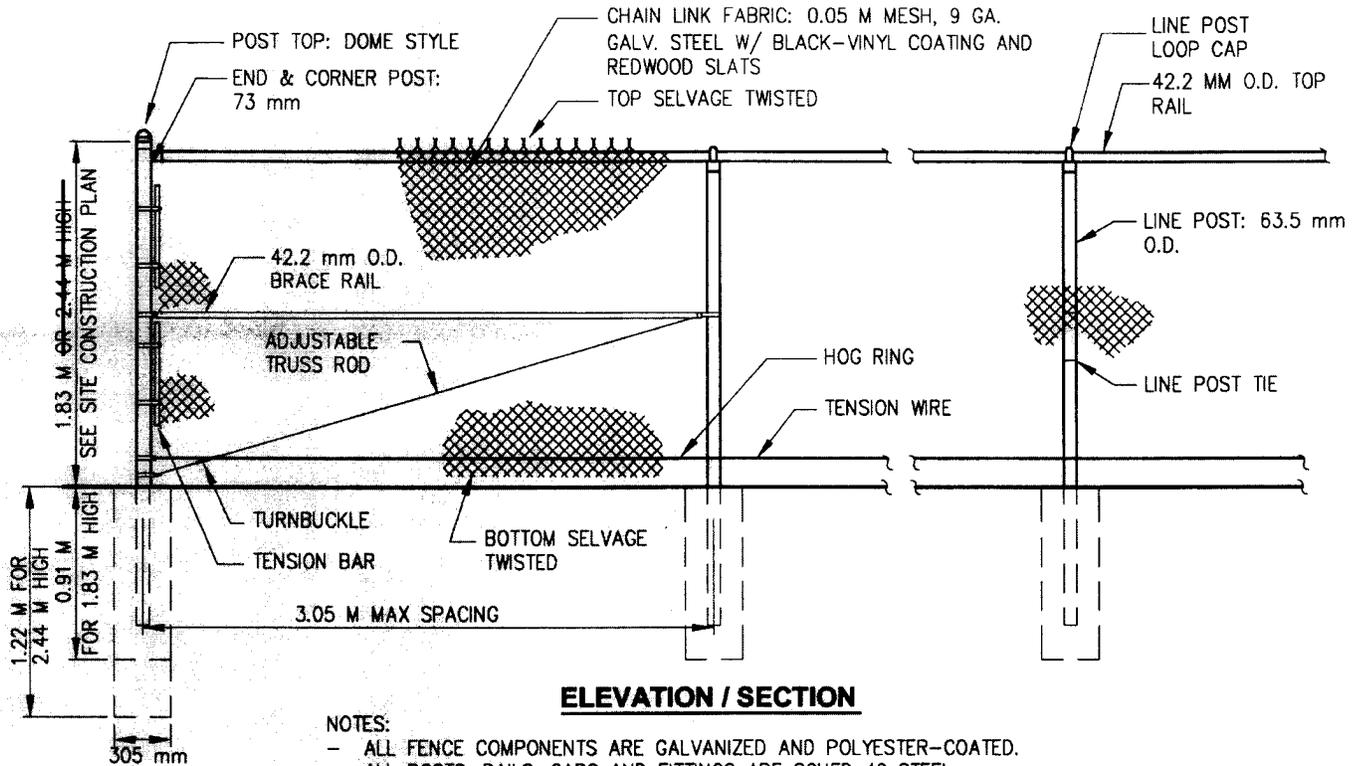
Survey Job #: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

Date & Time Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contractor: For questions regarding this form, please contact the Project Inspector at **Phone:** (510) 577-3428/ **Fax:** (510) 577-3294



**ELEVATION / SECTION**

**NOTES:**

- ALL FENCE COMPONENTS ARE GALVANIZED AND POLYESTER-COATED.
- ALL POSTS, RAILS, CAPS AND FITTINGS ARE SCHED 40 STEEL.
- CONTRACTOR SHALL SUBMIT SHOP DRAWINGS FOR ALL FENCE & GATE COMPONENTS.
- ~~THE 2.44 M TALL FENCES AND GATES UNDER ADD ALTERNATES NO. 1 & 2 HAVE REDWOOD SLATS.~~

**A**  
**L-14**

**VINYL-CLAD CHAIN LINK FENCE - 1.83 M AND 2.44 M HIGH**

~~(1.83 M HIGH FENCES AND GATES ARE PART OF THE "BASE BID".~~

~~2.44 M HIGH FENCES AND GATES ARE PART OF ADD ALTERNATES~~

~~NO. 1 AND NO. 2 AND HAVE REDWOOD SLATS.)~~

SCALE: N.T.S.

**CITY OF SAN LEANDRO**

**Doolittle Entryway Improvements  
Phase I - "SK-1"**

APPROVED

City Engineer R.C.E. No.43091

NO.	REVISIONS	DATE
	Addendum 2	

DRAWN 1/17/07 CHECKED 1/17/07

DATE 1/17/07

SCALE NTS

SHEET 1 OF 1

DWG. NO. SK-1 CASE. \_\_\_\_\_

**ENCROACHMENT PERMIT**

TR-0120

Permit No. <b>0406-NGM1019</b>	
Dist/Co/Rte/PM <b>04-Ala-61-14.9/15.9</b>	
Date <b>December 18, 2006</b>	
Fee Paid \$	Deposit \$
Performance Bond Amount (1)	Payment Bond Amount (2)
Bond Company	
Bond Number (1)	Bond Number (2)

In compliance with (Check one):

- Your application of June 16, 2006
- Utility Notice No. \_\_\_\_\_ of \_\_\_\_\_
- Agreement No. \_\_\_\_\_ of \_\_\_\_\_
- R/W Contract No. \_\_\_\_\_ of \_\_\_\_\_

TO:  CITY OF SAN LEANDRO  
835 East 14<sup>th</sup> Street  
San Leandro, CA 94577

Attn: Austine Osakwe  
Phone: (510) 577-3486  , PERMITTEE

and subject to the following, **PERMISSION IS HEREBY GRANTED** to:

Construct and install streetscape improvements as authorized under Caltrans Project EA No.1A0313 and District Cooperative Agreement No. 04-2008, Phase 1, consisting of new medians, enhanced landscaping sidewalks, lighting, decorative light poles, defined bicycle lanes, and a gateway monument on State Highway 04-Ala-61, Post Mile 14.9/15.9, between Airport Access Road and Adams Avenue, in the City of San Leandro.

A minimum of one week prior to start of work under this permit, notice shall be given to, and approval of construction details, operations, public safety, and traffic control shall be obtained from State Representative Ta Seng, 111 Grand Avenue, Oakland, CA 94612, 510-286-1431, weekdays, between 7:30 AM and 4:00 PM.

All permitted work requires the Permittee to apply for and obtain a work authorization number prior to start of work. Additional time beyond the minimum seven-day advanced notice required in the above paragraph may be required for obtaining the traffic control approval.

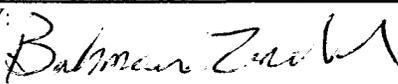
<p>The following attachments are also included as part of this permit (Check applicable):</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    General Provisions</li> <li><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No    Utility Maintenance Provisions</li> <li><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    Special Provisions</li> <li><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No    A Cal-OSHA permit required prior to beginning work: # _____</li> </ul>	<p>In addition to fee, the permittee will be billed actual costs for:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No    Review</li> <li><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    Inspection</li> <li><input checked="" type="checkbox"/> Yes    -----    Field Work</li> </ul> <p>(If any Caltrans effort expended)</p>
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Yes     No    The information in the environmental documentation has been reviewed and considered prior to approval of this permit.

This permit is void unless the work is completed before December 31, 2007

This permit is to be strictly construed and no other work other than specifically mentioned is hereby authorized.

No project work shall be commenced until all other necessary permits and environmental clearances have been obtained.

<p>APB CC: MMc(2), N.F, Const.-Ta Seng, Design Ala I-W.Gee, DTM-B.Loo, J.Richardson, PGT.MGT.-J.Chang, Translab</p>	<p>APPROVED: <b>BIJAN SARTIPI, District Director</b> BY:  <b>MICHAEL D. CONDIE, District Permit Engineer</b></p>
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**Immediately following completion of the work permitted herein, the permittee shall fill out and mail the Notice of completion attached to this permit.**

All personnel shall wear hard hats and lime green reflective vests, shirts, or jackets as appropriate.

The site of the work shall be enclosed by suitable barricades, signs and lights, as approved by State's representative, to warn and protect traffic effectively.

Any damage to existing facilities, landscaping or irrigation within the State's Right of Way shall be replaced in kind by the permittee at permittee's expense.

No excavation shall be left open overnight without written permission from the Caltrans representative or unless otherwise specified herein.

Sidewalk shall be broken and removed to the closest scoremark and shall be reconstructed with Portland Cement concrete placed to a depth of 100 mm (4').

When approved traffic control performed under this permit shall be in accordance with the appropriate State Standard Plans T-10 through T-14. Where required by the plan, the use of flashing arrow-board is **MANDATORY**.

Traffic control is restricted to closure of one lane and/or shoulder, authorized only between 9:00 AM and 3:00 PM, Monday through Friday, holidays excluded. See Standard Plans T11, and T-10. T-10 is for shoulder closure only

Certain details of work authorized hereby are shown on permittee's plans and specifications, submitted with request for permit.

Work within State highway right-of-way shall be conducted in compliance with applicable requirements of National Pollutant Discharge Elimination System (NPDES) and attached copy of Storm Water Special Provisions.

Permittee shall furnish to State's representative and METS Materials Administrator a completed form DC-CEM-3101 " Notice of Materials to be Used " **for all signal poles, sign poles, light poles, mast arms, signal panels, guard rail components, and other items** as specified by the State Representative. Please note that these materials may require source inspection and approval at the manufacturer's plant. Materials identified on the TL-608, which are not inspected and approved by the State at the manufacturer's plant, will be rejected from use on the State highway.

Please allow a minimum of six weeks for source inspection, testing, and approval of materials used.

The METS Materials Administrator can be reached via fax at 916-227-7117 or via e-mail at ***materials\_administrator-METS @dot.ca.gov***

Notwithstanding General Provision # 4, your contractor is required to apply for and obtain a non-fee encroachment permit prior to starting work.

Contractor shall also submit a letter from the City of San Leandro certifying that all Bonds have been received and accepted.

This permit is subject to terms and conditions of the Cooperative District Agreement No. 4-2008 executed on May 11, 2006 between the State, Port of Oakland, City of Oakland, and the City of San Leandro, and as per the Doolittle Drive Entryway Improvements, Phase 1, Project No.02-230-43-155.

In case significant traffic congestion or other incidents (related to or not related to the permitted activity) occur within, or close to the permitted activity, the permittee shall immediately stop work and remove traffic controls from the highway unless public health, welfare and safety is endangered by unfinished work. Only traffic control to protect open excavations may remain in place. After free traffic flow is restored, work in accordance with the conditions of the permit may be resumed.

#### AS BUILT PLAN REQUIREMENTS:

Upon completion of the work provided herein, the Permittee shall send to the State representative. one set of As-Built plans, or a complete set of acceptable full sized reproducible As-Built plans on a CD-ROM (MicroStation.dgn file Release 5.0 or later) complying with State's current CADD Users Manual and State's current Drafting and Plans Manual including all contract records, survey documents and all corrected original full size structure plans. Mylar or paper sepia plans are not acceptable.

All changes in the work will be shown on the plans, as issued with the permit, including changes approved by Encroachment Permit Rider.

The plans are to be stamped or otherwise noted AS BUILT by the Permittee's representative who was responsible for overseeing the work. Any original plan that was approved by a state stamp, or Caltrans representative signature, shall be used for producing the As-Built plans.

If "As-Built" plans include signing and striping, the dates of signing or striping removal, relocation or installation shall be shown on the plans when required as a condition of the permit. When the construction plans show signing and striping for Staged construction on separate sheets, the sheet for each stage shall show the removal, relocation or installation dates of the appropriate staged striping and signing .

As-Built plans shall contain the Permit Number, County, Route, Post Mile and Kilometer Post on each sheet.

Disclaimer statement of any kind, that differ from the obligations and protection provided by Sections 6735 through 6735.6 of the California Business and Professions Code, shall not be included on the As-Built plans. Such statements constitute non-compliance with Encroachment Permit requirements, and may result in the Department of Transportation retaining Performance Bonds or deposits until proper plans are submitted. Failure to comply may result in denial of future permits, or a provision for a public agency to supply additional bonding.

STATE OF CALIFORNIA, DEPARTMENT OF TRANSPORTATION  
ENCROACHMENT PERMIT GENERAL PROVISIONS  
TR-0045 (REV. 06/2006)

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1. **AUTHORITY:** The Department's authority to issue encroachment permits is provided under, Div. 1, Chpt. 3, Art. 1, Sect. 660 to 734 of the Streets and Highways Code.
2. **REVOCATION:** Encroachment permits are revocable on five days notice unless otherwise stated on the permit and except as provided by law for public corporations, franchise holders, and utilities. These General Provisions and the Encroachment Permit Utility Provisions are subject to modification or abrogation at any time. Permittees' joint use agreements, franchise rights, reserved rights or any other agreements for operating purposes in State highway right of way are exceptions to this revocation.
3. **DENIAL FOR NONPAYMENT OF FEES:** Failure to pay permit fees when due can result in rejection of future applications and denial of permits.
4. **ASSIGNMENT:** No party other than the permittee or permittee's authorized agent is allowed to work under this permit.
5. **ACCEPTANCE OF PROVISIONS:** Permittee understands and agrees to accept these General Provisions and all attachments to this permit, for any work to be performed under this permit.
6. **BEGINNING OF WORK:** When traffic is not impacted (see Number 35), the permittee shall notify the Department's representative, two (2) days before the intent to start permitted work. Permittee shall notify the Department's Representative if the work is to be interrupted for a period of five (5) days or more, unless otherwise agreed upon. All work shall be performed on weekdays during regular work hours, excluding holidays, unless otherwise specified in this permit.
7. **STANDARDS OF CONSTRUCTION:** All work performed within highway right of way shall conform to recognized construction standards and current Department Standard Specifications, Department Standard Plans High and Low Risk Facility Specifications, and Utility Special Provisions. Where reference is made to "Contractor and Engineer," these are amended to be read as "Permittee and Department representative."
8. **PLAN CHANGES:** Changes to plans, specifications, and permit provisions are not allowed without prior approval from the State representative.
9. **INSPECTION AND APPROVAL:** All work is subject to monitoring and inspection. Upon completion of work, permittee shall request a final inspection for acceptance and approval by the Department. The local agency permittee shall not give final construction approval to its contractor until final acceptance and approval by the Department is obtained.
10. **PERMIT AT WORKSITE:** Permittee shall keep the permit package or a copy thereof, at the work site and show it upon request to any Department representative or law enforcement officer. If the permit package is not kept and made available at the work site, the work shall be suspended.
11. **CONFLICTING ENCROACHMENTS:** Permittee shall yield start of work to ongoing, prior authorized, work adjacent to or within the limits of the project site. When existing encroachments conflict with new work, the permittee shall bear all cost for rearrangements, (e.g., relocation, alteration, removal, etc.).
12. **PERMITS FROM OTHER AGENCIES:** This permit is invalidated if the permittee has not obtained all permits necessary and required by law, from the Public Utilities Commission of the State of California (PUC), California Occupational Safety and Health Administration (Cal-OSHA), or any other public agency having jurisdiction.
13. **PEDESTRIAN AND BICYCLIST SAFETY:** A safe minimum passageway of 4' shall be maintained through the work area at existing pedestrian or bicycle facilities. At no time shall pedestrians be diverted onto a portion of the street used for vehicular traffic. At locations where safe alternate passageways cannot be provided, appropriate signs and barricades shall be installed at the limits of construction and in advance of the limits of construction at the nearest crosswalk or intersection to detour pedestrians to facilities across the street.
14. **PUBLIC TRAFFIC CONTROL:** As required by law, the permittee shall provide traffic control protection warning signs, lights, safety devices, etc., and take all other measures necessary for traveling public's safety. Day and night time lane closures shall comply with the MUTCD and CA Supplement (Part 6, Temporary Traffic Control), Standard Plans, and Standard Specifications for traffic control systems. These General Provisions are not intended to impose upon the permittee, by third parties, any duty or standard of care, greater than or different from, as required by law.
15. **MINIMUM INTERFERENCE WITH TRAFFIC:** Permittee shall plan and conduct work so as to create the least possible inconvenience to the traveling public; traffic shall not be unreasonably delayed. On conventional highways, permittee shall place properly attired flagger(s) to stop or warn the traveling public in compliance with the MUTCD and CA Supplement (Chapter 6E, Flagger Control).
16. **STORAGE OF EQUIPMENT AND MATERIALS:** The storage of equipment or materials is not allowed within State highway right-of-way, unless specified within the Special Provisions of this specific encroachment permit. If Encroachment Permit Special Provisions allow for the storage of equipment or materials within the State right of way, the equipment and material storage shall comply with Standard Specifications, Standard Plans, Special Provisions, and the Highway Design Manual. The clear recovery zone widths must be followed and are the minimum desirable for the type of facility indicated below: freeways and expressways - 30', conventional highways (no curbs) - 20', conventional highways (with curbs) - 1.5'. If a fixed object cannot be eliminated, moved outside the clear recovery zone, or modified to be made yielding, it should be shielded by a guardrail or a crash cushion.
17. **CARE OF DRAINAGE:** Permittee shall provide alternate drainage for any work interfering with an existing drainage facility in compliance with the Standard Specifications, Standard Plans and/or as directed by the Department's representative.
18. **RESTORATION AND REPAIRS IN RIGHT OF WAY:** Permittee is responsible for restoration and repair of State highway right of way resulting from permitted work (State Streets and Highways Code, Sections 670 et. seq.).

19. **RIGHT OF WAY CLEAN UP:** Upon completion of work, permittee shall remove and dispose of all scraps, brush, timber, materials, etc. off the right of way. The aesthetics of the highway shall be as it was before work started.
20. **COST OF WORK:** Unless stated in the permit, or a separate written agreement, the permittee shall bear all costs incurred for work within the State right of way and waives all claims for indemnification or contribution from the State.
21. **ACTUAL COST BILLING:** When specified in the permit, the Department will bill the permittee actual costs at the currently set hourly rate for encroachment permits.
22. **AS-BUILT PLANS:** When required, permittee shall submit one (1) set of as-built plans within thirty (30) days after completion and approval of work in compliance with requirements listed as follows:
1. Upon completion of the work provided herein, the permittee shall send one vellum or paper set of As-Built plans, to the State representative. Mylar or paper sepia plans are not acceptable.
  2. All changes in the work will be shown on the plans, as issued with the permit, including changes approved by Encroachment Permit Rider.
  3. The plans are to be stamped or otherwise noted AS-BUILT by the permittee's representative who was responsible for overseeing the work. Any original plan that was approved with a State stamp, or Caltrans representative signature, shall be used for producing the As-Built plans.
  4. If As-Built plans include signing or striping, the dates of signing or striping removal, relocation, or installation shall be shown on the plans when required as a condition of the permit. When the construction plans show signing and striping for staged construction on separate sheets, the sheet for each stage shall show the removal, relocation or installation dates of the appropriate staged striping and signing.
  5. As-Built plans shall contain the Permit Number, County, Route, and Post Mile on each sheet.
  6. Disclaimer statement of any kind that differ from the obligations and protections provided by Sections 6735 through 6735.6 of the California Business and Professions Code, shall not be included on the As-Built plans. Such statements constitute non-compliance with Encroachment Permit requirements, and may result in the Department of Transportation retaining Performance Bonds or deposits until proper plans are submitted. Failure to comply may also result in denial of future permits, or a provision requiring a public agency to supply additional bonding.
23. **PERMITS FOR RECORD PURPOSES ONLY:** When work in the right of way is within an area under a Joint Use Agreement (JUA) or a Consent to Common Use Agreement (CCUA), a fee exempt permit is issued to the permittee for the purpose of providing a notice and record of work. The Permittee's prior rights shall be preserved without the intention of creating new or different rights or obligations. "Notice and Record Purposes Only" shall be stamped across the face of the permit.
24. **BONDING:** The permittee shall file bond(s), in advance, in the amount set by the Department. Failure to maintain bond(s) in full force and effect will result in the Department stopping of all work and revoking permit(s). Bonds are not required of public corporations or privately owned utilities, unless permittee failed to comply with the provision and conditions under a prior permit. The surety company is responsible for any latent defects as provided in California Code of Civil Procedures, Section 337.15. Local agency permittee shall comply with requirements established as follows: In recognition that project construction work done on State property will not be directly funded and paid by State, for the purpose of protecting stop notice claimants and the interests of State relative to successful project completion, the local agency permittee agrees to require the construction contractor furnish both a payment and performance bond in the local agency's name with both bonds complying with the requirements set forth in Section 31.02 of State's current Standard Specifications before performing any project construction work. The local agency permittee shall defend, indemnify, and hold harmless the State, its officers and employees from all project construction related claims by contractors and all stop notice or mechanic's lien claimants. The local agency also agrees to remedy, in a timely manner and to State's satisfaction, any latent defects occurring as a result of the project construction work.
25. **FUTURE MOVING OF INSTALLATIONS:** Permittee understands and agrees to rearrange a permitted installation upon request by the Department, for State construction, reconstruction, or maintenance work on the highway. The permittee at his sole expense, unless under a prior agreement, JUA, or a CCUA, shall comply with said request.
26. **ARCHAEOLOGICAL/HISTORICAL:** If any archaeological or historical resources are revealed in the work vicinity, the permittee shall immediately stop work, notify the Department's representative, retain a qualified archaeologist who shall evaluate the site, and make recommendations to the Department representative regarding the continuance of work.
27. **PREVAILING WAGES:** Work performed by or under a permit may require permittee's contractors and subcontractors to pay appropriate prevailing wages as set by the Department of Industrial Relations. Inquiries or requests for interpretations relative to enforcement of prevailing wage requirements are directed to State of California Department of Industrial Relations, 525 Golden Gate Avenue, San Francisco, California 94102.
28. **RESPONSIBILITY FOR DAMAGE:** The State of California and all officers and employees thereof, including but not limited to the Director of Transportation and the Deputy Director, shall not be answerable or accountable in any manner for injury to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting in behalf of the permittee, or for damage to property from any cause. The permittee shall be responsible for any liability imposed by law and for injuries to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting in behalf of the permittee, or for damage to property arising out of work, or other activity permitted and done by the permittee under a permit, or arising out of the failure on the permittee's part to perform his obligations under any permit in respect to maintenance or any other obligations, or resulting from defects or obstructions, or from any cause whatsoever during the progress of the work, or other activity or at any subsequent time, work or other activity is being performed under the obligations provided by and contemplated by the permit.
- The permittee shall indemnify and save harmless the State of California, all officers, employees, and State's contractors, thereof, including but not limited to the Director of Transportation and the Deputy Director, from all claims, suits or actions of every name, kind and description brought for or on account of injuries to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting in behalf of the permittee

and the public, or damage to property resulting from the performance of work or other activity under the permit, or arising out of the failure on the permittee's part to perform his obligations under any permit in respect to maintenance or any other obligations, or resulting from defects or obstructions, or from any cause whatsoever during the progress of the work, or other activity or at any subsequent time, work or other activity is being performed under the obligations provided by and contemplated by the permit, except as otherwise provided by statute.

The duty of the permittee to indemnify and save harmless includes the duties to defend as set forth in Section 2778 of the Civil Code. The permittee waives any and all rights to any type of expressed or implied indemnity against the State, its officers, employees, and State contractors. It is the intent of the parties that the permittee will indemnify and hold harmless the State, its officers, employees, and State's contractors, from any and all claims, suits or actions as set forth above regardless of the existence or degree of fault or negligence, whether active or passive, primary or secondary, on the part of the State, the permittee, persons employed by the permittee, or acting on behalf of the permittee.

For the purpose of this section, "State's contractors" shall include contractors and their subcontractors under contract to the State of California performing work within the limits of this permit.

shall not be responsible for the conduct or operation of the permitted activity, and the applicant agrees to defend, indemnify, and hold harmless the State and the city or county against any and all claims arising out of any activity for which the permit is issued.

Permittee understands and agrees that it will comply with the obligations of Titles II and III of the Americans with Disabilities Act of 1990 in the conduct of the event, and further agrees to indemnify and save harmless the State of California, all officers and employees thereof, including but not limited to the Director of Transportation, from any claims or liability arising out of or by virtue of said Act.

29. **NO PRECEDENT ESTABLISHED:** This permit is issued with the understanding that it does not establish a precedent.

30. **FEDERAL CIVIL RIGHTS REQUIREMENTS FOR PUBLIC ACCOMMODATION:**

A. The permittee, for himself, his personal representative, successors in interest, and assigns as part of the consideration hereof, does hereby covenant and agree that:

1. No person on the grounds of race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

2. That in connection with the construction of any improvements on said lands and the furnishings of services thereon, no discrimination shall be practiced in the selection and retention of first-tier subcontractors in the selection of second-tier subcontractors.

3. That such discrimination shall not be practiced against the public in their access to and use of the facilities and services provided for public accommodations (such as eating, sleeping, rest, recreation), and operation on, over, or under the space of the right of way.

4. That the permittee shall use the premises in compliance with all other requirements imposed pursuant to Title 15, Code of Federal Regulations, Commerce and Foreign Trade, Subtitle A. Office of the Secretary of Commerce, Part 8 (15 C.F.R. Part 8) and as said Regulations may be amended.

5. That in the event of breach of any of the above nondiscrimination covenants, the State shall have the right to terminate the permit and to re-enter and repossess said land and the land and the facilities thereon, and hold the same as if said permit had never been made or issued.

31. **MAINTENANCE OF HIGHWAYS:** The permittee agrees, by acceptance of a permit, to properly maintain any encroachment. This assurance requires the permittee to provide inspection and repair any damage, at permittee's expense, to State facilities resulting from the encroachment.

32. **SPECIAL EVENTS:** In accordance with subdivision (a) of Streets and Highways Code Section 682.5, the Department of Transportation

33. **PRIVATE USE OF RIGHT OF WAY:** Highway right of way shall not be used for private purposes without compensation to the State. The gifting of public property use and therefore public funds is prohibited under the California Constitution, Article 16.

34. **FIELD WORK REIMBURSEMENT:** Permittee shall reimburse State for field work performed on permittee's behalf to correct or remedy hazards or damaged facilities, or clear debris not attended to by the permittee.

35. **NOTIFICATION OF DEPARTMENT AND TMC:** The permittee shall notify the Department's representative and the Transportation Management Center (TMC) at least 7 days before initiating a lane closure or conducting an activity that may cause a traffic impact. A confirmation notification should occur 3 days before closure or other potential traffic impacts. In emergency situations when the corrective work or the emergency itself may affect traffic, TMC and the Department's representative shall be notified as soon as possible.

36. **SUSPENSION OF TRAFFIC CONTROL OPERATION:** The permittee, upon notification by the Department's representative, shall immediately suspend all lane closure operations and any operation that impedes the flow of traffic. All costs associated with this suspension shall be borne by the permittee.

37. **UNDERGROUND SERVICE ALERT (USA) NOTIFICATION:** Any excavation requires compliance with the provisions of Government Code Section 4216 et. seq., including , but not limited to notice to a regional notification center, such as Underground Service Alert (USA). The permittee shall provide notification at least 48 hours before performing any excavation work within the right of way.



## ENCROACHMENT PERMIT WORK SCHEDULING PROCEDURES



1. **INSTRUCTIONS:** Fill in blanks or check appropriate boxes. Attach maps or diagrams, if available. Enter beginning day through ending day of work week (M-T-W-TH-F-SA-SU). Month/Day: Enter month (1-12) and day (1-31) of requested week. Start & Finish Time: Use 24 hour clock format. Read page 2 of your Permit Special Provisions for hours & days allowed. Separate lane closure #'s are required for each direction and facility. Use separate line for each. Lanes are numbered in direction of travel from left to right, excluding turn pockets; left being #1 or "fast lane". Check boxes under RESTRICTED LANES to indicate lanes or parts of highway to be closed. "VL"(Various Lanes) may be checked with note in Comments Section stating number of lanes to remain open at all times.
  2. **ABBREVIATIONS:** Aux=auxiliary, CD=Center Divide; Coll=Collector; Conn=Connector; Contra Flow=Close 1 direction of traffic and divert to lane(s) in opposite direction or a turn lane. Day of Week=(M-T-W-TH-F-SA-SU); Dir=Direction (NB=North, SB=South, WB=West, or EB=East); F/L=fog line; Lns=Lanes; L=Left; Med= Median; Off/R=Off-Ramp; On/R=On-Ramp; Park Strip=Parking area parallel to lane; Pckt=Pocket; Roll=Rolling (for closure such as sweeping); R=Right; Shldr=Shoulder; SR=State Route; V/L=Various Lanes; V/Loc=Various Locations.
  3. Requests for scheduling shall be submitted on this form via FAX to 510-286-3960, or, via E-Mail to [Permit.Duty.Engineer@dot.ca.gov](mailto:Permit.Duty.Engineer@dot.ca.gov) or, through the designated State Representative (page 1 of permit).
  4. All permitted work (with or without traffic control) is subject to advance scheduling on this form, seven (7) days in advance of the work week requested. Submittals and approvals shall continue on a weekly basis.
  5. If work begins weekly on Sunday, the work week shall be Sunday through Saturday. If work week begins on Monday, the work week shall be Monday through Sunday.
  6. Incomplete, illegible, or inaccurate requests may be returned for correction. Assistance for completing the request may be obtained from the designated State Representative.
  7. Every attempt will be made to return timely requests with closure ID or work authorization numbers, to the Permittee by close of business on Thursday, prior to the scheduled work week. When deemed necessary to ensure public convenience, Caltrans may deny and/or reschedule the request.
  8. All requests must include a contingency plan for restoring public traffic (i.e. reopening of a closed lane, ramp and/or shoulder) in the event of (1) CHP or the local authority requires opening due to an unforeseeable incident in the nearby vicinity, or (2) permitted experiences an equipment breakdown, shortage of or lack of production materials or any other failure which would otherwise delay restoring public convenience within the time limits specified in the permit. The contingency plan shall include availability of any proposed standby equipment and stockpiled materials that can be utilized for the immediate opening of closures when ordered by the State representative. Acceptance of the contingency plan by the Engineer shall not relieve the Contractor from the requirement of opening the restricted travel way to accommodate public traffic as specified in the lane closure hour's section of the permit provisions.
  9. Caltrans will review and process the request by entering all information into the State-wide Lane-Closure System (LCS). This process generates a work authorization number\*. This number will be entered on the request form and returned to Permittee as approval to proceed AND will be used to "Real-Time Status" on a daily basis. Permittee shall communicate with Caltrans 24-hour District Communication Center (DCC) via telephone at 510-286-6359 twice daily when working, or once daily if cancelled.
    - a. When work begins (first cone down), Permittee shall contact Caltrans DCC and relay: "(Closure ID #\*) is 10-97".
    - b. When work ends (last cone removed), Permittee shall contact Caltrans DCC and relay: "(Closure ID #\*) is 10-98".
    - c. If the work is cancelled on any scheduled day, Permittee shall contact Caltrans DCC and relay; "(Closure ID #\*) is 10-22". A "10-22" (cancellation) can be phoned at anytime before the scheduled "10-97" time, but no later than 1 hour prior to scheduled "10-98" time. You may be asked to fax confirmation of "10-22" to the **DCC FAX at 510-286-6358.**
    - d. During the work, any unexpected occurrences including delayed openings, accidents, etc., shall be communicated to Caltrans DCC @ **510-286-6359**, immediately.
- Avoid possible miscommunication when calling status. Use the **PHONETIC ALPHABET** to state your Closure ID:  
A = Adam, B = Boy, C = Charles, D = David, E = Edward, F = Frank, G = George, H = Henry, I = Ida, J = John, K = King, L = Lincoln, M = Mary, N = Nora, O = Ocean, P = Paul, Q = Queen, R = Robert, S = Sam, T = Tom, U = Union, V = Victor, W = William, X = X-ray, Y = Yellow, Z = Zebra. *Example: P8ZCA="Paul 82 Charles Adam"*
10. The intent of these procedures is to help ensure public convenience by identifying planned closures on the State Highway system, resolving potential conflicts, and disseminating all available "REAL-TIME" information, via the traffic media to all motorists, including but not limited to the public, CHP, local police and sheriffs' office, and emergency fire and rescue personnel.

\* "closure ID number" is the same as "work authorization number"



# Encroachment Permit Work Scheduling Request Form

Submit request to schedule traffic control weekly, 7 days in advance, using this form. Submit to Permit Duty Station by FAX, 510-286-3960, or E-mail: [Permit\\_Duty\\_Engineer@caltrans.ca.gov](mailto:Permit_Duty_Engineer@caltrans.ca.gov). **Reminder!** - Notify Inspector listed on page 1 or 2 of your Permit. Check Permit Special Provisions for authorized work hours. Any deviation from the Permit must be requested in writing.

**INSTRUCTIONS AND ABBREVIATIONS:** See Procedures on reverse of this form (page 2).

1. Permit No.: \_\_\_\_\_ 2. Expiration Date: \_\_\_\_\_ 3. Request Date: \_\_\_\_\_
4. Caltrans Inspector: \_\_\_\_\_ 5. Requested Work Week: \_\_\_\_\_ to \_\_\_\_\_
6. Route: \_\_\_\_\_ 7. County: \_\_\_\_\_ 8. City or township: \_\_\_\_\_
9.  PostMiles or  Kilopost: From: \_\_\_\_\_ To: \_\_\_\_\_ 10. Existing Lanes (in each Dir): Dir \_\_\_\_\_ Lns \_\_\_\_\_ / Dir \_\_\_\_\_ Lns \_\_\_\_\_
11. Describe Location (use landmark if necessary): From: \_\_\_\_\_ To: \_\_\_\_\_
12. Name of Conventional Highway or Surface St: \_\_\_\_\_
13. (a through k) Fill in or 'x' if applicable: (a)  Divided Hwy or  Undivided Hwy (b)  Full-Closure  1 dir or  both di  
 (c)  One-way Traffic Control: Only on "Undivided" Hwy (Alternate use of same lane for both directions—hold trfc 5–10 min w/flaggers)  
 (d)  Connector Ramp: (State Highway #) \_\_\_\_\_ to (State Highway #) \_\_\_\_\_ Closed  or Lane # \_\_\_\_\_  
 (e)  Off/ramp: (Freeway to City St) Ramp Name: \_\_\_\_\_ Off/ramp Closed  or Lane#: \_\_\_\_\_  
 (f)  On/ramp: (City St to Freeway) Ramp Name: \_\_\_\_\_ On/ramp Closed  or Lane#: \_\_\_\_\_  
 (g)  Divert Trfc or Contra Flow: Reconfigure lanes/divert trfc to Lane# \_\_\_\_\_ in the \_\_\_\_\_ Direction; \_\_\_\_\_ Lane(s) open ea direction  
 (h)  Intermittent Traffic Control (i)  Various Locations (j)  Long-Term (24± hours continuous) ETO

(k) Year:		Time		Dir		* * * * * Restricted Lanes * * * * *												Brks		Closure ID						
From DATE	To DATE	DAY(S) SU-M-T-W-TH-F-SA	24-HR CLOCK		NB	SB	Full Closure See Detour	SHLDR		1	2	3	4	5	6	V L	Aux or Coll	CD or Med	TURN PCKT(S)		Park Strip	5 to 15 Min	Roll -ing	Caltrans will complete return		
			Start (10-97)	Finish (10-98)	EB	WB		L	R										L	R						

14. Description of work/comments: \_\_\_\_\_
15. Detour (Required for full closure): \_\_\_\_\_
16. Contingency Plan: \_\_\_\_\_
17. On-site during work (circle if applicable) CHP / PD / Other: \_\_\_\_\_

18. Name:	Permittee:	Contractor (if different than permittee):
Address:		
On-site Personnel Contact Name(s) & Phone No.	Name:	Name:
	Office:	Office:
	Cell:	Cell:
	FAX:	FAX:

19. **"REAL-TIME" STATUS INSTRUCTIONS – PLEASE MAKE YOUR FIELD PERSONNEL AWARE & RESPONSIBLE!**  
 Permittee shall STATUS scheduled work DAILY via Caltrans 24-Hour Communication Center at 510-286-6359. Status using Closure ID No(s) at the start of work, (10-97), and again when work is finished for the day, (10-98). To cancel (10-22), phone 510-286-6359 or fax to 510-286-6358 before the scheduled 10-97 time, but no later than 1 hour prior to the scheduled 10-98 time. Any delay in picking up your closure must be reported immediately to 510-286-6359 or Permit Inspector. See item 9 on reverse/page 2.

STANDARD STORM WATER POLLUTION  
PREVENTION SPECIAL PROVISIONS  
TR-XXXX (Rev. 4/21/2004)

1. **NPDES REQUIREMENTS:** Permittee shall be responsible for full compliance with the Caltrans Storm Water Program and the Caltrans NPDES permit requirements. For additional information, visit the Caltrans Stormwater Website at <http://www.dot.ca.gov/hq/construc/stormwater/stormwater1.htm>
2. **RESPONSIBILITY FOR DEBRIS:** Permittee shall be responsible for preventing all dirt, trash, debris and other construction waste from entering storm drains, local creeks, or other bodies of water.
3. **VEHICLES AT THE WORK SITE:** Permittee shall prevent all vehicles, equipment, etc. from leakage or mud tracking onto roadways.
4. **VEHICLE FUEL AT THE WORKSITE:** Permittee equipment fueling and maintenance activities shall not result in any pollution at the job site.
5. **CLEANING VEHICLES AT WORKSITE:** Permittee shall clean all equipment with clean water only in a bermed area or over a drip pan large enough to prevent run-off. No soaps, solvents, degreasers, etc shall be used in State right of way. Any water from this operation shall be collected and disposed of at an appropriate site.
6. **WEATHER CONDITIONS AT WORKSITE:** All paving, painting, grinding, and saw-cutting operations shall be performed during dry weather.
7. **FRESH A.C:** Fresh AC shall not be washed.
8. **PROTECTION OF DRAINAGE:** Permittee shall protect/cover gutters, ditches, drainage courses, and inlets with sand/gravel bags, fiber rolls, etc., to the satisfaction of the State representative during paving operations, saw-cutting, etc.
9. **SAW CUTTING:** No dry saw-cutting shall be allowed.
10. **SPOILS & RESIDUE:** Permittee shall vacuum or sweep any saw-cut spoils, debris, residue, etc. No spoils, debris, residue, etc. shall be washed into a drainage system.
11. **PAINT:** Rinsing of paintbrushes or materials is not permitted in state right-of-way. Oil based paint sludge and unusable thinner shall be disposed of at an approved hazardous waste site.
12. **GROUT & MORTAR:** All construction materials including concrete, grout, cement containing premixes and mortar shall be stored under cover and separated away from drainage areas. Stored materials shall not reach a storm drain.
13. **CONCRETE EQUIPMENT/VEHICLES:** Concrete equipment/trucks shall be washed out off of State right of way or in a designated washing area as required by Caltrans Standards.
14. **SOIL DISTURBANCE:** Soil disturbing activities shall be avoided during the rainy season. If grading activities during wet weather are allowed in your permit, all control measures necessary to prevent erosion shall be implemented.
15. **EXISTING VEGETATION:** Mature vegetation is the best form of erosion control. Disturbance to existing vegetation shall be minimized whenever possible.
16. **SLOPES:** In cases where slopes are disturbed during construction, soil shall be secured with erosion control and soil stabilization measures. Fiber rolls shall be placed downslope until the soil is secure.
17. **CATCH BASINS:** Sand, dirt, and similar materials shall be stored at least 3-meters (10-feet) from catch basins and covered with a tarp during wet weather or when rain is forecast.
18. **SWEEPING:** Roadways and other paved areas shall be swept daily. Roadways or work areas shall not be washed down with water.
19. **CONTAMINATED WATER:** The State representative shall be notified in case any unusual discoloration, odor, texture in ground water, in excavated material or abandoned underground tanks, pipes, or buried debris are encountered.
20. **DIESEL FUELS:** Use of diesel as a form-oil shall not be Permitted.
21. **DEWATERING:** Any effluent discharged into any storm water system requires a waste discharge permit from the Regional Water Quality Control Board. The permittee shall provide the State Representative with a copy of the Waste Discharge Permit.

**CUSTOMER SERVICE QUESTIONNAIRE**

FD-0164 (REV 2/2001)

PERMIT NUMBER  
 C-106-NIGM 1019

Dear Customer,

Our goal is to provide the best service possible to our customers. Please take a few minutes to complete this questionnaire. Your comments will enable us to see how we are doing overall and any areas which may need improvement.

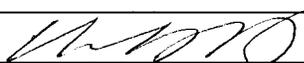
**PLEASE TELL US HOW WE'RE DOING**

SIDE THE OFFICE	EXCELLENT	VERY GOOD	GOOD	POOR
Staff courteous and helpful				
Staff quick and efficient				
Explanations and instructions clear				
TELEPHONE ANSWERING				
Timely response				
Receiving information or answers				
INSPECTION				
Inspector courteous and helpful				
Pre-construction meeting set and held in a timely manner				
Inspector at job site frequently				
Inspector able to answer questions and deal with problems				
OVERALL PERFORMANCE				
What would you say is our overall performance?				
Is there a staff person you would like to commend?	STAFF'S NAME:			

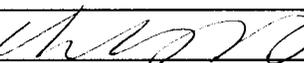
COMMENTS:

NAME (Optional)	BUSINESS PHONE NUMBER	DATE
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**CHART NO. 1**

<b>LOCATION: On Route 61 (Doolittle Dr) Adams Ave to Airport Access Road</b>												<b>DIRECTION OF TRAVEL: Northbound</b>												
FROM HOUR to HOUR	a.m.											p.m.												
	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Mondays through Thursdays	1	1	1	1	1	1	-	-	-	1	1	1	1	1	1	1	-	-	-	1	1	1	1	1
Fridays and Days Before Designated Legal Holidays	1	1	1	1	1	1	-	-	-	1	1	1	1	1	1	1	-	-	-	1	1	1	1	1
Saturdays	1	1	1	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	
Sundays and Designated Legal Holidays	1	1	1	1	1	1	1	1	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	
Flashing Arrow Board Required (circle one): <u>YES</u> NO																								
<b>LEGEND:</b>																								
0 - Roadway may be closed in direction of travel.																								
1 - Provide at least one through lane open in direction of travel.																								
2 - Provide at least two through lanes open in direction of travel.																								
3 - Provide at least three through lanes open in direction of travel.																								
- No lane closure permitted; work permitted anywhere that does not require lane closure.																								
X - No lane closure permitted; no work permitted on roadway.																								
<b>REMARKS:</b>																								
Exclusive right-turn lanes may be closed at intersections as long as two through lanes are maintained.																								
Approved by Traffic Operations Engineer: 												Date: 1/22/2007												
<b>Note:</b> Minor deviations from the requirements of this section concerning lane closure hours that do not change the cost of the work may be permitted upon the written request of the Contractor, if in the sole opinion of the Engineer, public traffic will be better served and the work expedited. These deviations shall not be adopted by the Contractor until the Engineer has approved the deviations in writing.																								

**CHART NO. 2**

<b>LOCATION: On Route 61 (Doolittle Dr) Adams Ave to Airport Access Road</b>												<b>DIRECTION OF TRAVEL: Southbound</b>												
FROM HOUR to HOUR	a.m.											p.m.												
	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Mondays through Thursdays	1	1	1	1	1	1	-	-	-	1	1	1	1	1	1	1	-	-	-	1	1	1	1	1
Fridays and Days Before Designated Legal Holidays	1	1	1	1	1	1	-	-	-	1	1	1	1	1	1	1	-	-	-	1	1	1	1	1
Saturdays	1	1	1	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	
Sundays and Designated Legal Holidays	1	1	1	1	1	1	1	1	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	
Flashing Arrow Board Required (circle one): <u>YES</u> NO																								
<b>LEGEND:</b>																								
0 - Roadway may be closed in direction of travel.																								
1 - Provide at least one through lane open in direction of travel.																								
2 - Provide at least two through lanes open in direction of travel.																								
3 - Provide at least three through lanes open in direction of travel.																								
- No lane closure permitted; work permitted anywhere that does not require lane closure.																								
X - No lane closure permitted; no work permitted on roadway.																								
<b>REMARKS:</b>																								
Exclusive right-turn lanes may be closed at intersections as long as two through lanes are maintained.																								
Approved by Traffic Operations Engineer: 												Date: 1/22/2007												
<b>Note:</b> Minor deviations from the requirements of this section concerning lane closure hours that do not change the cost of the work may be permitted upon the written request of the Contractor, if in the sole opinion of the Engineer, public traffic will be better served and the work expedited. These deviations shall not be adopted by the Contractor until the Engineer has approved the deviations in writing.																								