



City of Sebastopol

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: September 1, 2026

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To: Honorable Mayor and City Councilmembers
From: Oriana Hart, Public Works Director
Department: Public Works
Subject: Citywide Digouts and Repairs Pavement Improvement Project (CIP #0520-22.09) – Notice of Completion

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RECOMMENDATION(S):

Staff recommends that the City Council adopt a Minute Order accepting the improvements for public use and authorizing staff to file a Notice of Completion for the Citywide Digouts and Repairs Pavement Improvement Project (CIP No. 0520-22.09).

PROCESS OF AGENDA ITEM:

If the item remains on the Consent Calendar, no presentation is required, and the item will be approved as part of the Consent Calendar. If the item is removed from the Consent Calendar, it will be heard as a regular agenda item and will proceed as follows:

- Presentation of agenda item by staff and
- Council questions and discussion
- Public comment
- Council deliberation and action

EXECUTIVE SUMMARY:

The City maintains an ongoing pavement management and roadway maintenance program intended to preserve roadway infrastructure, improve public safety, and extend the useful life of City streets. On March 17, 2026, the City Council reviewed and approved the final list of street locations for the Citywide Digouts and Repairs Project. The approved locations identified roadway areas throughout Sebastopol requiring localized pavement rehabilitation and digout repairs due to roadway deterioration, utility trench settlement, pavement failures, and isolated structural deficiencies. The Project was subsequently publicly bid in accordance with the California Public Contract Code. Bids were received and publicly opened on May 26, 2026. QA Constructors was determined to be the lowest responsive and responsible bidder, with a base bid of \$361,948. The final contract amount was \$366,528. On June 16, 2026, the City Council awarded the construction contract to QA Constructors and authorized the City Manager to execute the contract and approve change orders up to 20 percent of the contract award, as needed.

BACKGROUND:

The Citywide Digouts and Repairs Project included localized rehabilitation of identified roadway sections throughout the City. Work generally consisted of pavement removal, full-depth excavation of failed areas, placement and compaction of hot mix asphalt concrete, traffic control, and restoration of affected roadway areas. Because the Project did not include a formal design phase and the full extent of pavement failures could not be confirmed until the repair locations were exposed in the field, the City Council approved a 20 percent construction contingency to address unforeseen field conditions and adjustments to construction quantities.

DISCUSSION:

During construction, the City directed the contractor to complete additional pavement repair work on North Main Street. This additional work increased the final contract amount slightly above the original contract award. The final contract amount was \$366,528, an increase of \$4,580 from the original contract award of \$361,948. The additional cost was covered by the approved project contingency and did not require additional funding.



Construction activities have now been completed and inspected by City staff. Final quantities have been reviewed and reconciled, and all known punch list items have been completed. The Project has been determined to be complete in accordance with the approved plans and specifications. Staff therefore recommends that the City Council accept the completed improvements for public use and authorize staff to file a Notice of Completion.

STAFF ANALYSIS:

The Citywide Digouts and Repairs Project addressed localized pavement failures at multiple locations throughout the City and is an important component of the City's ongoing pavement management program. The completed repairs improve roadway conditions, address areas of structural pavement failure, and extend the useful life of existing transportation infrastructure. The Project was completed under a competitively bid Public Works contract with QA Constructors. City staff inspected the work and determined that the Project has been completed in accordance with the approved contract documents. With construction complete and the contract requirements satisfied, the Project is ready for Council acceptance and filing of the Notice of Completion.

CITY COUNCIL GOALS/PRIORITIES/AND OR GENERAL PLAN CONSISTENCY:

This agenda item represents the City Council goals/priorities as follows:

- Goal 3 – Infrastructure. Maintaining high-quality infrastructure, facilities and services includes repairing/replacing outdated city facilities, improving streets, stormwater and wastewater infrastructure.

The Project is also consistent with General Plan policies supporting maintenance and enhancement of transportation facilities and pedestrian and bicycle infrastructure.

PUBLIC COMMENT:

As of the preparation of this staff report, no public comments have been received on this item. Any comments received after distribution of the report will be provided to the City Council as supplemental materials. Public comment will also be accepted during the meeting.

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date.

FISCAL IMPACT:

The City Council previously approved a project budget of \$500,000 for the Citywide Digouts and Repairs Project. The award report identified a construction contract amount of \$361,948, a 20 percent construction contingency of \$72,390, and estimated construction management and inspection costs of \$25,996, for a total estimated project cost of \$460,304. The Project was funded through the FY 2026-27 Capital Improvement Program using Measure U, Gas Tax, and Go Sonoma Roads funding.

The acceptance of the completed improvements and authorization to file a Notice of Completion will not result in any additional fiscal impact to the City. Following acceptance of the improvements and expiration of the statutory lien period, retained funds may be released in accordance with applicable law.

- Original Contract Amount: \$361,948
- Approved Change Orders: \$4,580
- Final Contract Amount: \$366,528



City of Sebastopol

RESTATED RECOMMENDATION(S):

Staff recommends that the City Council adopt a Minute Order accepting improvements for public use and authorizing staff to file a Notice of Completion for the Citywide Digouts and Repairs Pavement Improvement Project (CIP No. 0520-22.09).

CITY COUNCIL OPTION(S):

No reasonable alternatives have been identified, given that the final Project cost has been determined to be within the approved budget, and there is no fiscal impact resulting from the action requested of Council.

ATTACHMENTS:

1 – Notice of Completion

APPROVALS:

Department Head Approval:

Approval Date: 8/12/2026

CEQA Determination (Planning):

Approval Date: N/A

The proposed action is not a project under the California Environmental Quality Act (CEQA)

Administrative Services (Financial)

Approval Date: 8/25/26

Costs authorized in City Approved Budget: ☒ Yes ☐ No ☐ N/A

Account Code (f applicable) _____

City Attorney Approval:

Approval Date: N/A

City Manager Approval:

Approval Date: 8/25/26

When Recorded Return to:

City of Sebastopol
P. O. Box 1776
Sebastopol, CA 95473

Recorded for the benefit of the City of Sebastopol
and exempt from recording fees pursuant to
Government Code Section 27383.

(Space Above this Line is for Recorder's Use Only)

NOTICE OF COMPLETION
Contract 2026-01

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is owner of the interest or estate below in the property hereinafter described.
2. The full name of the undersigned is the City of Sebastopol, a Municipal Corporation.
3. The address of the undersigned is P. O. Box 1776, Sebastopol, CA 95473
4. The nature of the title of the undersigned is owner in fee.
5. All work of improvement on the property hereinafter described was completed as of August 17, 2026.
6. The name of the original contractor for the work of improvement QA Constructors of San Francisco, Ca.
7. The work of improvement is described as follows:

Contract No. 2026-01
Citywide Digouts and Repairs

Original Contract Price: \$361,948

Final Contract Price: \$366,528

I am the Public Works Director for the City of Sebastopol, a Municipal Corporation, the owner of the indicated interest or estate in the property described above. I make this verification on behalf of the City of Sebastopol. I have read the Notice and know its contents. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

CITY OF SEBASTOPOL
A Municipal Corporation

Dated: _____

Oriana Hart, Public Works Director