

**Public Works Department**

714 Johnson Street

Sebastopol, CA 95472

Phone: (707) 823-2151

Website: www.ci.sebastopol.ca.usEmail: engineering@cityofsebastopol.gov

SCOPE OF WORK

Sebastopol Library Building Rehabilitation Project

Project Location

Sebastopol Regional Library, 7140 Bodega Avenue, Sebastopol, CA

Background

The Sebastopol Regional Library observed moisture conditions within the library in June 2026 that prompted further investigation of the building's exterior wall assemblies. Initial testing by hired remediation experts identified moisture intrusion, mold contamination, and areas of dry rot within portions of the building. The City initiated emergency response actions to have the building evaluated to determine the extent of the damage, protect public health, and prevent further deterioration of the structure. The City initiated Phase I emergency services, including environmental testing, containment, remediation of affected areas, moisture investigation, and evaluation of concealed building conditions. Information obtained during this work initiated additional investigation, demolition, and re-mediation of the impacted areas and examination of the entire exterior structure. This work will be completed in August 2026 and the site is ready to move forward with reconstruction and repair.

Description of Work

Reconstruction and repair of demolished areas, estimating 48 linear feet of wall with dry rot that will need removal and repair including removal and replacement of exterior brick veneer, approximately 400 linear feet of wall area to moisture proof, install insulation, sheetrock, and paint. All materials and moisture barrier to be approved by the City prior to installation. (See Attachment A).

Repair includes:

- Protection of the Library materials.
- Removal and replacement of wood framing where dry rot and structural deterioration is observed.
- Removal brick veneer associated with dry rot areas.
- Moisture-proofing/waterproofing of exterior walls through the interior cavity.
- Reconstruction of wall insulation and drywall.
- Interior finishes, such as wall texturing, trim, baseboard and painting.
- Exterior finishes, reapplying brick veneer siding.

Schedule

Bid Due: September 8, 2026 at 2pm
(Send to contacts as listed below).

Start: Ability to start ASAP / Project to be awarded September 15, 2026
Duration: 20 days

Site Visit: Contractors are encouraged to inspect the project site prior to submitting a bid. An Open Site Visit will take place on **Monday, August 31 at 3:00 pm** at the Sebastopol Library, located at 7140 Bodega Avenue, Sebastopol. Contractors are responsible for familiarizing themselves with existing conditions prior to submitting a bid.

Questions: All questions regarding the project or bid documents shall be submitted in writing to Elissa Overton at engineering@cityofsebastopol.gov. Questions should be received no later than **5:00 pm on Thursday, September 3, 2026**. Responses that affect the scope, bid requirements, quantities, or contract documents will be issued to all bidders in writing.

Contacts

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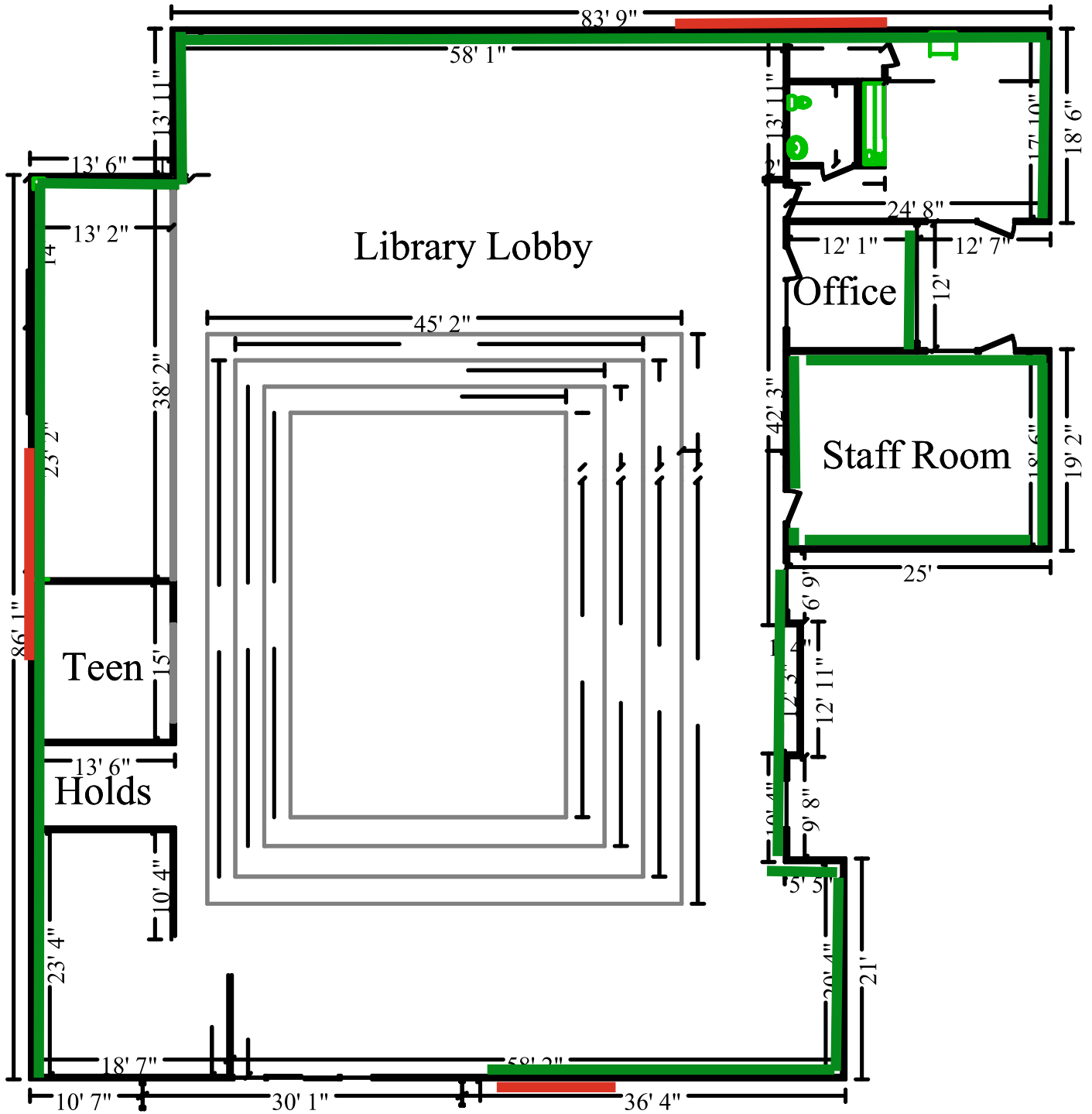
Attachments:

Attachement A – Bid Schedule
Attachement B – Library Layout & Condition Photos
Attachement C – City of Sebastopol Minor Construction Contract
Attachement D – City of Sebastopol Insurance Requirements

Attachment A - Bid Schedule

Bid Item	Unit(s)	Unit Price	Extended Price
Mobilization/Demobilization	1 LS		
Exterior Dryrot Wall Repairs	480 SF		
Exterior Brick Replacement	480 SF		
Moisture Proofing/Waterproofing	4000 SF		
Interior Reconstruction (Insulation, Sheetrock, Paint)	4000 SF		
Trim	400 LF		
Baseboard	400LF		
Protection of Library Materials During Construction	1 LS		
Total			

Attachment B - Library Layout and Condition Photos



———— Dryrot Repair/ Exterior Brick Work

Reconstruction Needed



Photo 1 – Interior Wall Cavity

Photo 2 – Dry Rot Section West Wall



Photo 3 – Exterior Brick Venier

Attachment C

SMALL PROJECT CONSTRUCTION AGREEMENT

This small project construction agreement ("Agreement") is entered into by and between the City of Sebastopol("City") and [Click or tap here to enter text.](#) ("Contractor") as of [Click or tap here to enter text.](#) ("Effective Date"). City and Contractor may each be referred to as a "party" or collectively as the "parties."

1. Contractor represents that it is fully qualified to perform the requested services and is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this agreement.
2. The services to be performed are described as follows and in Exhibit A (the "Work"): [Click or tap here to enter text.](#).
3. Contractor's maximum compensation for completion of the Work shall be \$[Click or tap here to enter text.](#) (the "Contract Price"), including authorized incurred expenses. Such compensation shall be paid by City as follows:
 - ☐ following written notice of City's acceptance of the Work.
 - ☐ upon the receipt of periodic invoices, which shall be provided to the City not more frequently than once per month.

Any request for payment by Contractor shall be accompanied by a detailed invoice, with such information reasonably requested by the City.

4. The Contractor shall complete the Work to the satisfaction of the City by [Click or tap here to enter text.](#), unless a later date is authorized by the City in writing. City may inspect and accept or reject any of portion of the Work, either during performance or when completed. City shall reject or finally accept the Work within fifteen (15) days after submitted to City, unless the parties mutually agree to extend such deadline.
5. The City may terminate this Agreement without cause upon written notice to Contractor. In the event of termination without cause, the City shall compensate the Contractor for work already completed or supplies already purchased, upon transfer of ownership of such supplies to the City. If Contractor fails to perform any material obligation under this Agreement, then, in addition to any other remedies, City may terminate this Agreement if the default is not promptly corrected upon written notice and without any compensation to Contractor.
6. Contractor shall provide only the Work described herein. No change in the Work shall occur without the prior written authorization of the City.
7. Contractor shall perform the Work in a safe and professional manner. In performing this agreement, Contractor shall comply with all City, county, state, or federal laws, rules, regulations, policies, or ordinances, including, but not limited to, any that pertains to workplace safety, and the prohibition of discrimination, harassment, workplace violence, or misuse of City property.

8. Contractor is, and shall at all times remain as to City, a wholly independent contractor, and not an agent of the City. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise bind the City in any manner. City and its agents shall have no control over the conduct of Contractor except as set forth in this agreement. Contractor shall not represent that he or she is in any manner an employee of City.
9. All data, documents, discussion, or other information developed or received by Contractor or provided for performance of this agreement are deemed confidential and shall not be disclosed by Contractor without City's prior written consent. City shall grant such consent if disclosure is legally required. Upon request, all City data shall be returned to City upon the termination or expiration of the agreement.
10. To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorney's fees and costs, of any kind whatsoever arising out of the Contractor's performance of the Work, except such liability caused by the sole negligence or willful misconduct of the Indemnified Parties. The provisions of this indemnity provision are intended by the parties to be interpreted and construed to provide City with the fullest protection possible under the law. Contractor acknowledges that City would not enter into this agreement in the absence of Contractor's commitment to indemnify and protect City as set forth herein.
11. Contractor shall maintain insurance as required in Exhibit B. These are minimum insurance required and do not in any way represent or imply that such coverage is sufficient to adequately cover the Contractor's liability under this agreement. The full coverage and limits afforded under Contractor's policies of Insurance shall be available to City and these Insurance Requirements shall not in any way act to reduce coverage that is broader or includes higher limits than those required. The Insurance obligations under this agreement shall be: 1—all the Insurance coverage and limits carried by or available to the Contractor; or 2—the minimum Insurance requirements shown in this agreement, whichever is greater. Any insurance proceeds in excess of the specified minimum limits and coverage required, which are applicable to a given loss, shall be available to City.
12. A labor and materials (payment) bond is required for this Agreement. If required for this Agreement, before beginning the Work, Contractor shall provide a labor and materials bond in the amount of one hundred percent (100%) of the Contract Price, and which conforms with the requirements of Civil Code section 9550 et seq. Any such bond must be issued by a corporate surety which is an admitted surety insurer in the State of California. Any bond signed by an agent must be accompanied by a certified copy of such agent's authority to act. If the surety on any bond provided by Contractor is declared a bankrupt or becomes insolvent or its right to do business is terminated in any state where any part of the Work is located, Contractor shall, within seven (7) days thereafter, substitute another bond and surety in accordance with the requirements set forth herein.
13. If required under Labor Code Section 1720 and other applicable federal, state, or local

law, pursuant to California Labor Code Section 1771, Contractor and any subcontractor shall pay all workers employed in execution of the Work in accordance with the general rate of per diem wages specified for each craft, classification, or type of worker needed to execute the Work. Copies of the prevailing rates of per diem wages are on file at the Recording Secretary's office, and shall be made available to any interested party on request.

Contractor is required to pay all applicable penalties and back wages in the event of violation of prevailing wage law, and Contractor and any subcontractor shall fully comply with California Labor Code Section 1775, which is incorporated by this reference as though fully set forth herein.

Contractor and any subcontractor shall maintain and make available for inspection payroll records as required by California Labor Code Section 1776, which is incorporated by this reference as though fully set forth herein. Contractor is responsible for ensuring compliance with this section.

Contractor and any subcontractor shall fully comply with California Labor Code Section 1777.5, concerning apprentices, which is incorporated by this reference as though fully set forth herein. Contractor is responsible for ensuring compliance with this section.

In accordance with California Labor Code Section 1810, eight (8) hours of labor in performance of the Work shall constitute a legal day's work under this Agreement. Contractor and any subcontractor shall pay workers overtime pay as required by California Labor Code Section 1815. Contractor and any subcontractor shall, as a penalty to the City, forfeit twenty five dollars (\$25) for each worker employed in the execution of the contract by the respective contractor or subcontractor for each calendar day during which the worker is required or permitted to work more than 8 hours in any one calendar day and 40 hours in any one calendar week in violation so the provisions of Article 3 of Chapter 1 of Part 7, Division 2 of the California Labor Code, which is incorporated by this reference as though fully set forth herein.

14. If Contractor damages any property belonging to the City or a third party, the Contractor shall make repairs immediately, at Contractor's sole cost and expense, to the satisfaction of the City. In the event that Contractor fails to perform the necessary repairs, the City may either retain from the money due to Contractor an amount sufficient to repair the damage or perform the repairs and send an invoice to the Contractor for such costs, which shall be paid within thirty (30) days.
15. Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary in the performance of this agreement. Contractor represents and warrants that it has all necessary licenses to perform the Work.
16. Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this Agreement.

17. This Agreement shall be construed and its performance enforced under California law. Venue shall be in the Superior Court of the State of California in the County of Sonoma.

18. Any claim arising under this Agreement shall be subject to the procedures in Public Contract Code section 9204. Compliance with such procedures shall not excuse compliance with the requirement of Government Code section 910 *et seq.*

19. Pursuant to Labor Code section 1771.1, Contractor may not engage in the performance of the Work, unless currently registered and qualified to perform public work pursuant to Section 1725.5 thereof. As required in Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, during term of this Agreement Contractor shall be registered to perform public work pursuant to Section 1725.5 thereof.

20. No assignment in transfer in whole or in part of this Agreement shall be made without the prior written consent of City. Contractor may not engage any subcontractor to perform any of the Work without the prior written consent of the City

Contractor's DIR Registration Number: [Click or tap here to enter text.](#)

CONTRACTOR NAME

Name, Title

Date

CITY OF SEBASTOPOL

Mary Gourley, Interim City Manager

Date

Ana Kwong, Administrative Services Manager

Date

EXHIBIT A
SCOPE AND FEE

EXHIBIT B
INSURANCE



CITY OF SEBASTOPOL
INSURANCE REQUIREMENTS FOR CONTRACTORS

Contractor 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 Contractor, his agents, representatives, employees or subcontractors.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
3. Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. A Waiver of Subrogation endorsement is required on Workers' Compensation Insurance.

Minimum Limits of Insurance

Contractor shall maintain limits no less than:

1. **General Liability:** \$2,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Auto Liability:** \$2,000,000 per accident for bodily injury and property damage.
3. **Employer's Liability:** \$1,000,000 per accident for bodily injury or disease.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be disclosed to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers, or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions

All required general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The *named additional insured* with respect to this contract shall include the following:

The CITY OF SEBASTOPOL, its Officers, Officials, Employees, and Volunteers.

2. The *named additional insured* are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor 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 Contractor's insurance, or as a separate owner's policy.



CITY OF SEBASTOPOL
INSURANCE REQUIREMENTS FOR CONTRACTORS
(Continued)

3. For any claims related to this project, the Additional Insured coverage under the Contractor's policy shall be "primary and non-contributory" and will not seek contribution from the City of Sebastopol's insurance or self-insurance.
4. It shall be a requirement under this contract that any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Contract; or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured; whichever is greater.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City of Sebastopol.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

Verification of Coverage

Within ten days of the City's request, the Contractor shall furnish the City with original certificates and amendatory endorsements affecting the coverage required by this clause. The endorsements should be on forms provided by the City or on other than the City's forms or a separate owner's policy, provided those forms or policies are approved by the City and amended to conform to the City's requirements. All certificates and endorsements are to be received and approved by the City before the contract is executed by the City. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

All certificates and endorsements shall reference the appropriate policy number, names of insured, and shall be signed by an authorized representative of the insurer. Original documents required.

Subcontractors

Contractor agrees to include with all subcontractors in their subcontract the same requirements and provisions of this agreement including the indemnity and Insurance requirements to the extent they apply to the scope of the Subcontractor's work. Subcontractors hired by Contractor agree to be bound to Contractor and City in the same manner and to the same extent as Contractor is bound to City under the Contract. Subcontractor further agrees to include these same provisions with any Sub-subcontractor. A copy of the contract indemnity and insurance provisions will be furnished to the Subcontractor upon request. The Contractor shall require all sub-contractors to provide a valid certificate of insurance and the required endorsements included in the agreement prior to commencement of any work and contractor will provide proof of compliance to the City.

Subcontractor agrees to be bound to Contractor and City in the same manner and to the same extent as Contractor is bound to City under the contract. Subcontractor further agrees to include the same requirements and provisions of this agreement, including the indemnity and insurance requirements, with any Sub-subcontractor to the extent they apply to the scope of the Sub-subcontractor's work. A copy of the City contract indemnity and insurance provisions will be furnished to the Subcontractor upon request.