

CITY OF SAUSALITO
420 Litho Street, Sausalito, CA 94965

Addendum No. 1

Issued **May 12, 2022**

For
Safe Pathways to School, Nevada Street Traffic Calming Project

Page 1 of 12

NOTICE TO ALL PLAN HOLDERS SUBMITTING BIDS FOR THIS WORK:

You are hereby notified of the following information, changes, clarifications or modifications to the original Contract Documents, Project Manual, Drawings, Specifications and subsequent Addenda. This Addendum shall supersede the original Contract Documents and previous Addenda wherein it contradicts the same and shall take precedence over anything to the contrary therein. All other conditions remain, UNCHANGED.

This Addendum is hereby made a part of the Contract Documents to the same extent as though it were originally included therein.

Revision:

Notice Inviting Bids.

3. License and Registration Requirements.

3.1 License is revised:

This Project requires a valid California contractor's license for the following classification(s): A General Engineering or C12 Earthwork and Paving.

13. Question Submission is revised:

The last day to submit questions prior to bid opening is Tuesday **May 24, 2022**.

Attachments to Addendum 1:
Draft Encroachment Permit

END OF ADDENDUM NO. 1

Issued By: **City of Sausalito**
Andrew Davidson
Senior Engineer

ACKNOWLEDGED

Bidder's Signature

A signed copy of this addendum is to be submitted as a part of the bid package for the subject project. Failure to do so may subject the Bidder to Disqualification.

- City of Belvedere
- City of Larkspur
- City of Mill Valley
- City of Novato
- City of San Rafael *
- City of Sausalito

- Town of Ross
- Town of Fairfax
- Town of Corte Madera
- Town of San Anselmo
- Town of Tiburon
- County of Marin

EP No: _____
A / B

DRAFT ENCROACHMENT PERMIT
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UNIFIED APPLICATION FOR ENCROACHMENT PERMIT

APPLICATION DATE: _____ APN: _____ - _____ - _____

LOCATION OF WORK OR ENCROACHMENT: _____
No. Street City/Township

CROSS STREET: _____ ESTIMATED COST: \$ _____

STARTING DATE: _____ COMPLETION DATE: _____

PROPERTY OWNER'S NAME AND ADDRESS (If Different from Applicant): _____

THE UNDERSIGNED HEREBY APPLIES FOR PERMISSION TO PERFORM THE FOLLOWING DESCRIBED WORK AND/OR OTHERWISE ENCROACH ON A LOCAL AGENCY RIGHT-OF-WAY (ROW):

DESCRIPTION OF WORK OR ENCROACHMENT (Include plans or sketch):

Check all that apply to the project and provide a written description:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Driveway Approach | <input type="checkbox"/> Sidewalk | <input type="checkbox"/> Accessible Ramp | <input type="checkbox"/> Debris Box |
| <input type="checkbox"/> Curb & Gutter | <input type="checkbox"/> Water Service | <input type="checkbox"/> New Utilities | <input type="checkbox"/> Special Event |
| <input type="checkbox"/> Sewer Improvement | <input type="checkbox"/> Excavation | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Other (Describe) |

Describe:

Road Surface Type: Asphalt Concrete Other: _____

Trenching Work: Yes No Linear Feet: _____ Surface Thickness: _____

Traffic Control Plan: Yes No

Applicant agrees that all work will be performed in accordance with the rules, regulations and standards of the Local Agency Department of Public Works and any Local Municipal Code. All work shall be subject to inspection and approval by the Department of Public Works. Applicant shall indemnify, defend and hold the Local Agency, its officers, agents and employees harmless from any and all claims, suits or liability, including, but not limited to, litigation costs and attorney's fees which the Local Agency may incur as the result of any and all claims and suits for personal injury, property damage or inverse condemnation by reason of applicants placement of/ or maintenance of encroachments authorized by this permit. No work shall commence until permit is issued.

APPLICANT'S NAME / COMPANY (PLEASE PRINT): _____

CONTRACTOR'S NAME: _____ Contractor License No: _____

APPLICANT'S MAILING ADDRESS: _____

AGENCY: _____

CONTACT NUMBERS: _____
Daytime Phone Fax Email

APPLICANT'S SIGNATURE: _____

For Agency Use Only				Fees:
Accepted By: _____	Application: _____			
Insurance on file? <input type="checkbox"/> Yes <input type="checkbox"/> No	Final Insp. Cleared: <input type="checkbox"/>	Plan Review & Inspection: _____		
Road Moratorium? <input type="checkbox"/> Yes <input type="checkbox"/> No	Receipt #: <u>Journal Entry</u>	Total: <u>No Fee</u>		

DRAFT
ENCROACHMENT
PERMIT

Encroachment Permit Conditions

- Construction Standard(s): _____
- General Conditions: _____
- Comprehensive General Liability insurance in amounts not less than \$1,000,000 combined single limit applying to bodily injury, personal injury and property damage are required.
- Additional Insured Endorsement: The local agency must be named as an additionally insured on a separate endorsement sheet that modifies the general liability policy.
- Contact local Police Department, Fire Department, and Parking Services prior to start of work. 415-499-7234
- The Contractor shall ~~maintain local access and~~ provide emergency vehicle access at all times.
- Compaction test is required and shall be submitted to local Public Works Department.
- Provide a traffic control plan per the Manual on Uniform Traffic Control Devices (MUTCD).
- Provide safe pedestrian and wheelchair access, per ADA and State requirements, during construction.
- All work shall be performed between the hours of 8am and 6pm.
- Please contact _____ prior to start of work and for final inspection.
- Planning review required: YES NO
- Special Conditions: _____

Encroachment Permit Approval

Approved By: _____ Date: _____
Inspected By: _____ Date: _____

For additional requirements refer to Safe Pathways to School, Nevada
Street Traffic Calming Project Plans and Specifications.

CITY OF SAUSALITO

STANDARD CONDITIONS FOR ENCROACHMENT PERMIT NO. _____

DESCRIPTION: _____

Condition Marked X Apply to this Project

THIS ENCROACHMENT PERMIT IS GOOD FOR 6 MONTHS ___ ONE YEAR ___ 18 MONTHS ___ AS NOTED ON THE
E.P.APPLICATION _____

- X 1. This permit, or a complete copy, shall be kept at the work site at all times while work is being performed.
- X 2. Notify Engineering Division staff at least 24 hours in advance of beginning work. **Senior** Engineer at (415) 289-4180 ext. 111 and/or _____ Sewer Systems Coordinator at (415) 289-4192.
- X 3. Contractor is to comply with all requirement of Ordinance No. 1048 (Noise Ordinance) including limiting hours of work in residential areas between 8:00AM and 6 00PM, Monday through Friday, between 9:00AM and 5:00PM, Saturdays, ~~and between 9:00AM and 7:00PM, on City Holidays~~. No work is permitted on Sunday, except by owner occupant between 9:00AM and 7:00PM. **or City Holidays**
- X 4. Permittee shall comply with all Federal State and local laws regulation and statutes applicable to the work being performed under this permit. This also includes compliance with the requirements and permit conditions of the State of California Division of Industrial Safety.
- X 5. The Permittee shall repair or replace at the discretion of the City Engineer, any and all public facilities damaged as a result of Permittee's actions in connection with this permit, and shall guarantee repairs or replacements to all work done under this permit, as deemed necessary by the City Engineer for a period of one year after completion of said work.
- X 6. All traffic control shall be performed in accordance with the requirements of the current edition of Caltrans publication, "California Manual on Uniform Traffic Devices, Part 6- Temporary Traffic Control" including all specified advance construction signs and channelization devices. Construction warning signs and channelization devices are to be sufficient to adequately inform and protect vehicles, bicycle and pedestrian traffic. Permittee shall have available a copy of the Manual for workers at the construction site at all times during the progress of the work.
- 7. Where excavations have been permitted in paved streets, Permittee shall place temporary informational signs at each end of the work in addition to those signs required by the "California Manual on Uniform Traffic Devices, Part 6- Temporary Traffic Control." Such informational signs shall be a minimum of 18 x 24 inches, clearly identify the owner of the facility for which the work is being done, and shall show a telephone number of the owner where the public may obtain information relative to the work being done.
- X 8. Traffic shall be permitted to pass through the work area at all times unless otherwise permitted in writing by the City Engineer. Any street closures shall be approved in advance by the City Engineer.
- X 9. If the City Engineer determines that public convenience or safety is being jeopardized by Permittee's actions or inactions, the City Engineer may order the condition remedied by either verbal or written communication to the Permittee. If Permittee fails to remedy the condition within eight hours of such notice, the City Engineer may, at his or her discretion, either remedy the condition or contract to remedy the condition, and the cost thereof, including administrative expenses shall be charged to the Permittee.
- X 10. If any work is performed in the location of an existing pedestrian path of travel, the Contractor shall restore the path of travel compliant with all ADA accessibility standards.
- X 11. Any pavement marking and/or legends which are damaged or removed shall be replaced in kind by the Contractor at his/her expense. The repainting of any street markings or legends shall be performed using City stencils:
- X 12. Wherever new work crosses any existing City utilities, the Contractor shall pothole the existing City utilities and determine their actual depth so as to avoid hitting these facilities during excavation.
- X 13. All AC or PCC to be removed is to be sawcut at the edges.
- 14. All new AC street trench resurfacing is to be placed in maximum lifts of 3 inches and the final surface is to be fog sealed (unless a sand or slurry seal is called for on the plans).

CITY OF SAUSALITO

STANDARD CONDITIONS FOR ENCROACHMENT PERMIT NO. _____

- X 15. All sections of curb, gutter and sidewalk to be replaced, shall have 12 inch long dowels (#4 reinforcing bars) inserted 6" into the existing concrete. A minimum of 2 dowels shall be placed into the curb and gutter. A minimum of 2 dowels shall be placed into sidewalk. Sidewalk dowel spacing shall be 24 inches on center.
- X 16. Portions of existing sidewalk or curb and gutter to be removed shall be removed to the nearest expansion joint or sawcut at an existing score mark. Sawcuts must be at least 1-1/2 inches deep.
- X 17. Concrete curbs, gutters and sidewalk shall consist of five sacks of cement per cubic yard with 3/8" maximum aggregate. ~~Two pounds of lampblack shall be added per cubic yard.~~ Slump shall not exceed 4 inches.
- X 18. Special care shall be taken to match the existing finish, color, texture and score joining during replacement of the sidewalk.
19. Curb, gutter and sidewalk surfaces shall be broom finished unless otherwise approved by the City Engineer.
- X 20. New sidewalk thickness shall be 4 inches minimum and driveway thickness shall be 6" minimum.
- X 21. All excavations shall be backfilled and paved either temporarily or permanently at the end of each work day or covered with steel traffic plates held securely in place.
- X 22. All backfill placement shall be approved by the City Engineer prior to permanent pavement replacement.
23. Tree roots shall not be cut or in any way damaged by Permittee.
- X 24. Trench backfill shall be ~~either concrete slurry containing one sack of cement per cubic yard with 3/4 inch Maximum aggregate size,~~ or Class 2 Aggregate Base compacted to 95% relative compaction as determined by California Test Method No. 216. All other trench details shall conform with Uniform Standard Drawing No. 330, 340 and 350 except as modified herein.
- X 25. Permittee shall bear the entire cost of restoring the street or other property of the City, to the satisfaction of the City Engineer.
- X 26. Excavated materials, equipment, construction materials or other debris shall not be stored or stockpiled on public streets
27. The top six inches of subgrade shall be compacted to at least 95% relative Compaction in accordance with California Test Method No. 236 and shall be dampened before placing concrete.
- X 28. Where unsuitable subgrade material is encountered, the City Engineer may require remedial work to be done, including, but not limited to, placing a layer of crushed rock under the concrete section.
- X 29. Undercut subgrade for gutter or sidewalk shall be filled with Class 2 Aggregate Base.
30. Where trench excavation is longitudinal with the traffic lane and extends 100 feet or more, a 2" minimum thickness of asphalt concrete paving with pavement reinforcing fabric shall be placed across the entire width of the affected traffic lane upon completion of trench work. Existing surfacing shall be removed as necessary to maintain satisfactory cross slopes.
31. One-half inch thick expansion joints shall be placed on both sides of driveway approaches, curb and sidewalk return points and at 4 feet on center. Weakened plane joints in sidewalk shall be at least 1-1/2 inch deep and placed at 16 feet on center.
- X 32. All work shall be performed in accordance with the codes and ordinances of the City of Sausalito and the Uniform Construction Standards, Specifications of the Cities of Marin and County of Marin **and Project plans and specifications**
- X 33. The Contractor is to provide a **Erosion/Sedimentation Control Plan** . City Approval must be obtained prior to commencing any work.
- X 34. Underground Service Alert (USA) shall be notified at tel. (800) 642-2444, no later than 48 hours prior to excavation near utilities.
35. No new utility boxes or poles will be permitted in the sidewalk area without the written approval of the City Engineer.

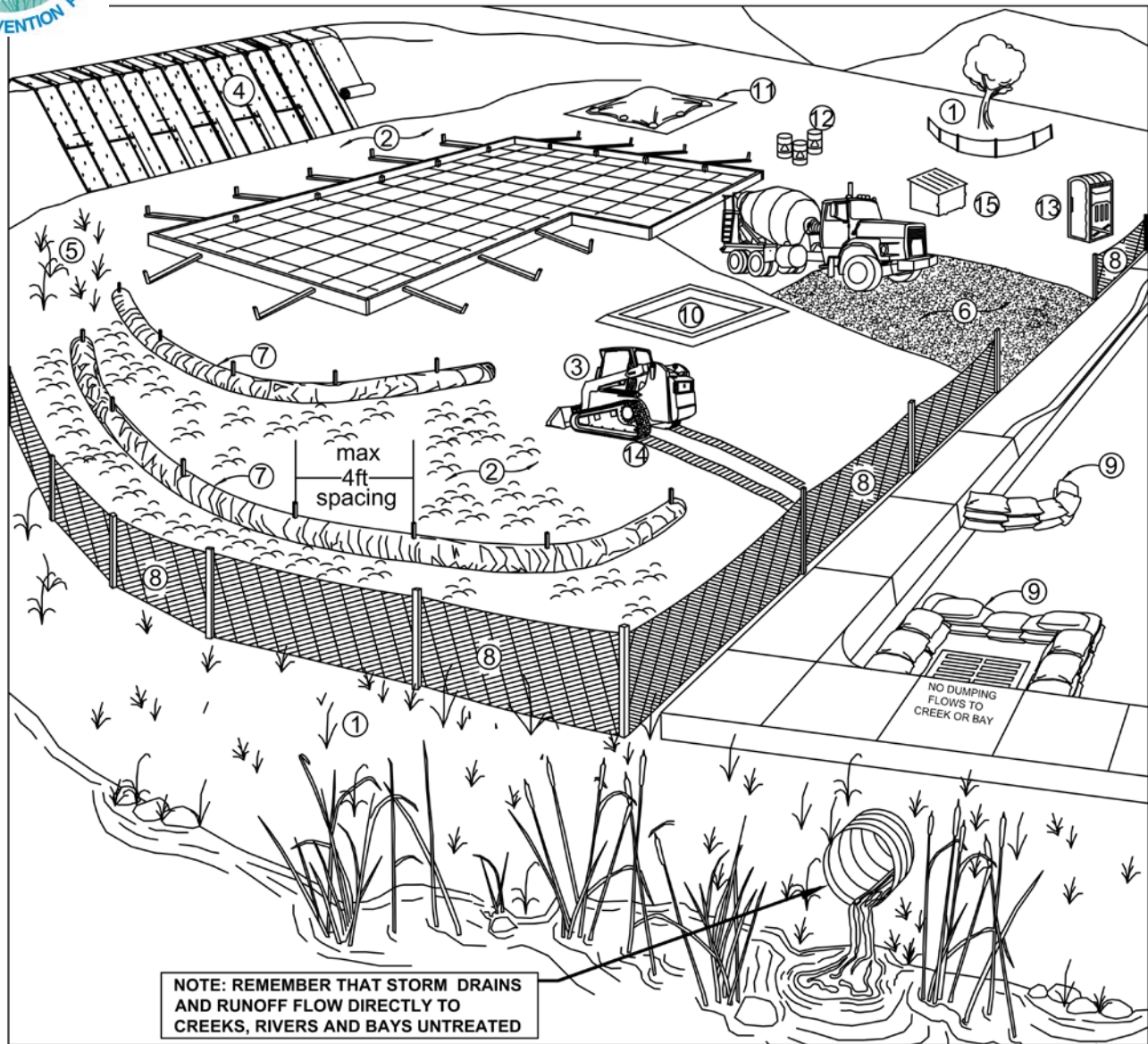
DRAFT Special Conditions	
1	The Encroachment Permit is only applicable to the public right of way; contractor shall be responsible for ensuring that they have obtained permission from property owners prior to the use of their land.
2	No non-stormwater discharge shall enter the public storm drainage system or the Waters of The State. All Porta-Potties in the public Right of Way shall be equipped with a functional Secondary Containment Systems. The porta-potties shall be cleaned and maintained regularly throughout the project. The secondary containment shall be kept clear of trash, debris, and sewage. the secondary containment shall be properly cleaned or covered prior to any wet weather.
3	The public right of way shall be kept clean at all times. Spilled debris shall be cleaned promptly. No visible accumulation of sediment is permitted. No washing of sediment into drainage inlets is permitted. No materials associated with the work shall enter the waters of the State.
4	Prevent construction equipment/materials from entering stormdrains, sanitary sewers, ditches, creeks, or the bay.
5	Sweep streets and other paved areas daily. Never wash down streets or work areas with water.
6	Store any stockpiles of dirt, sand, asphalt, concrete, grout, or mortar under cover and away from drainage areas. These materials must never reach a storm drain, or other watercourse.
7	Contractor shall provide constant dust control.
8	Open Excavation(s) shall not be left unattended or uncovered.
9	Trench plates shall be non-skid and anchored with railroad spikes or better. Trench plates within the sidewalk shall have less than one half inch vertical difference between the existing sidewalk and top of trench plates. Any vertical difference greater than one quarter inch shall comply with the attached Figure 11B-303.2 & 11B-303.3 the 2016 California Building Code, Change in Level.
10	Contractor shall save and protect existing monuments. Any damaged monuments shall be reestablished along with the filing of all required documents including but not limited to Corner Record with Marin County Department of Public Works. Refer to Business & Professions code section 8771.
11	The surface course of trench restoration shall extend to the lip of gutter if the edge of trench is within 4' of the lip of gutter, and to the edge of pavement if the edge of trench is within 4' of an unpaved shoulder. Existing pavements shall be removed to clean straight lines parallel and perpendicular to the flow of traffic. Do not construct final restoration patches with angled sides or irregular shapes. The limits of the final pavement restoration shall terminate at one of the following locations: Center of the Lane, edge of the lane, edge of the bike lane, Island curb/gutter, edge of roadway curb/gutter. No paving joints shall be allowed in a vehicular wheel path.
12	Maintain access to adjacent driveways to maximum extent possible.

13	No parking signs shall be obtained from City of Sausalito Department of Public Works one week in advance. Vehicles shall be parked legally in the parking spaces. No parking signs shall be posted and verified by the County Dispatch 72 hours prior to becoming effective for enforcement. To verify the no parking signs, call County Dispatch 415-499-7234.
14	Project shall not increase emergency response time and shall allow emergency vehicles to pass without delay.
15	The pedestrian barricade shall be 34 to 38 inches high. Pedestrian barricade rail supports shall not extend into the pedestrian walkway more than 4 inches. The top edge of the bottom portion of the barricade shall be a minimum of 8 inches above the walkway. The bottom edge of the barricade may only be a maximum of 2 inches above the surface of the walkway. Joints between barricades shall interlock or be closed flush, so that small wheels and canes cannot get caught on edges.
16	Contractor shall notify County Dispatch 48 hours prior to any road closure: 415-499-7234. After calling County Dispatch, verify you call by emailing department of public works at ENGINEERING@SAUSALITO.GOV If the road closure will last longer than one day, are required to re-notify Count Dispatch each day. After calling County Dispatch, verify you call by emailing department of public works at ENGINEERING@SAUSALITO.GOV
17	Signs stating the date, time, location, contact name and phone number of responsible person in charge of the operation shall be posted, minimum one in each direction, at least 48 hours in advance of the closure. Signs shall consist of black letters on a white background, shall be at least two feet times four feet in size.
18	If a subcontractor is to be used to perform any part of the work, subcontractor shall name the City of Sausalito as an additionally insured on a separate endorsement sheet that modifies the general liability policy prior to start of work, a copy of which shall be provided to the City of Sausalito. The description in the certificate shall include the following language: "The City of Sausalito, its agents, officers, officials employees and volunteers as required by the permit are included as additionally insured."



Marin County Stormwater Pollution Prevention Program

Minimum Control Measures For Small Construction Projects



NOTE: REMEMBER THAT STORM DRAINS AND RUNOFF FLOW DIRECTLY TO CREEKS, RIVERS AND BAYS UNTREATED

<u>Erosion Controls</u>	<u>Sediment Controls</u>	<u>Good Housekeeping</u>
NS Scheduling	6. Tracking Controls	10. Concrete Washout
1. Preserve Vegetation & Creek Set Backs	7. Fiber Rolls	11. Stockpile Management
2. Soil Cover	8. Silt Fence	12. Hazardous Material Management
3. Soil Preparation/ Roughening	9. Drain Inlet Protection	13. Sanitary Waste Management
4. Erosion Control Blankets	NS Trench Dewatering	14. Equipment and Vehicle Maintenance
5. Revegetation		15. Litter and Waste Management

NS=not shown on graphic

Note: Select an **effective combination of control measures from each category**, Erosion Control, Sediment Control, and Good Housekeeping. Control measures shall be **continually implemented and maintained throughout the project** until activities are complete, disturbed areas are stabilized with permanent erosion controls, and the local agency has signed off on permits that may have been required for the project. **Inspect and maintain the control measures** before and after rain events, and as required by the local agency or state permit.

More detailed information on the BMPs can be found in the related California Stormwater Quality Association (CASQA) and California Department of Transportation (Caltrans) BMP Factsheets. CASQA factsheets are available by subscription in the *California Best Management Practices Handbook Portal: Construction* at <http://www.casqa.org>. Caltrans factsheets are available in the *Construction Site BMP Manual March 2003* at <http://www.dot.ca.gov/hq/construc/stormwater/manuals.htm>.

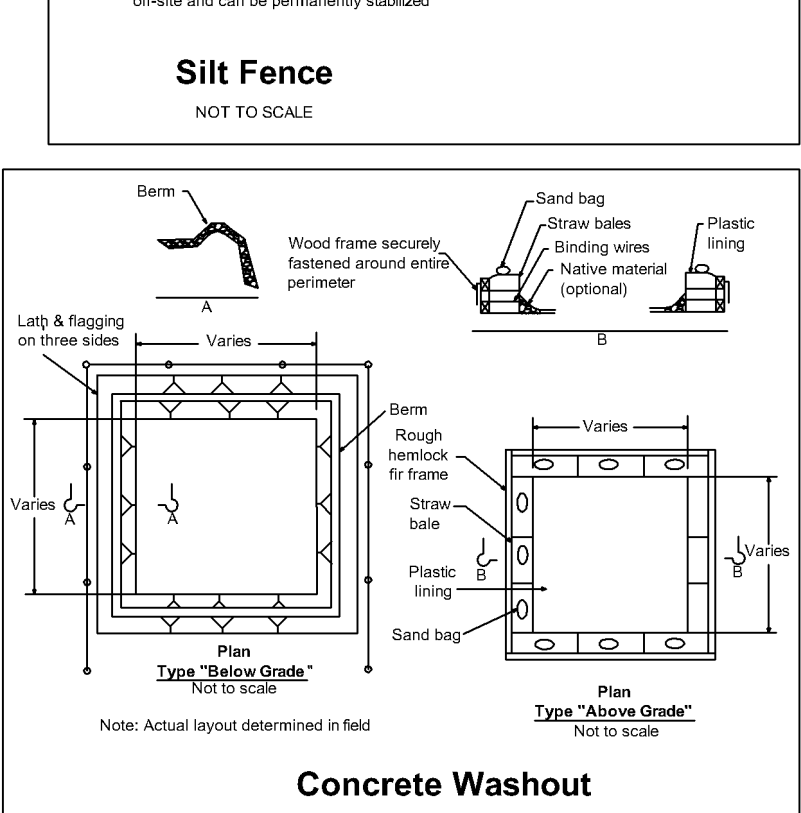
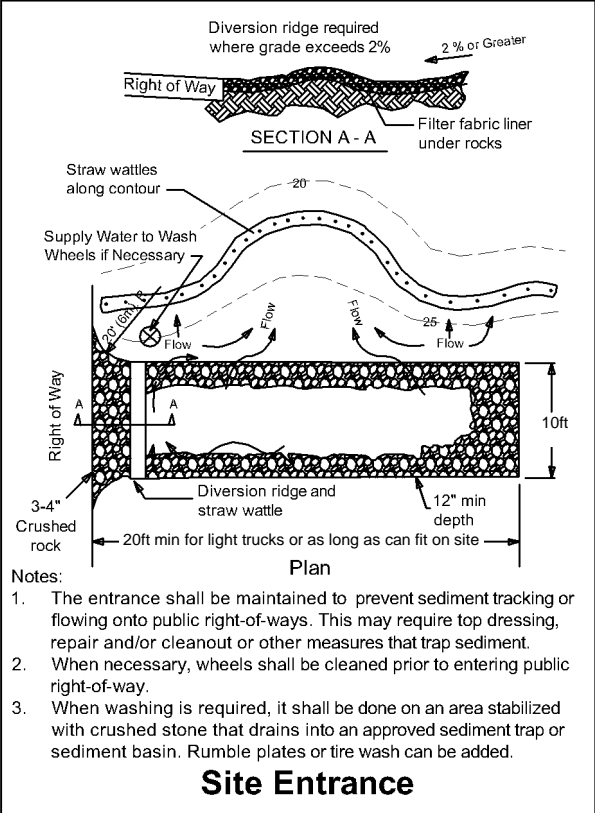
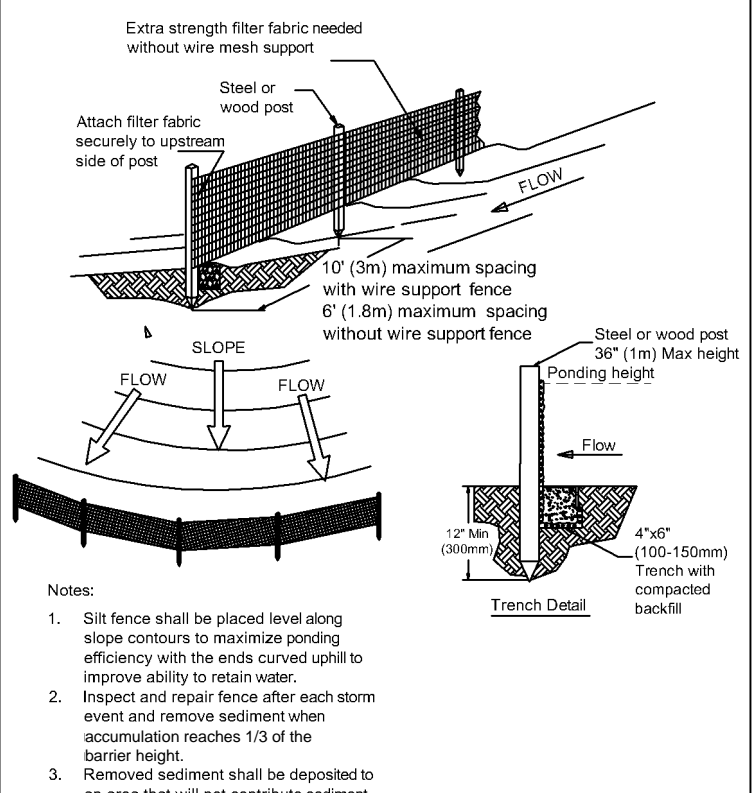
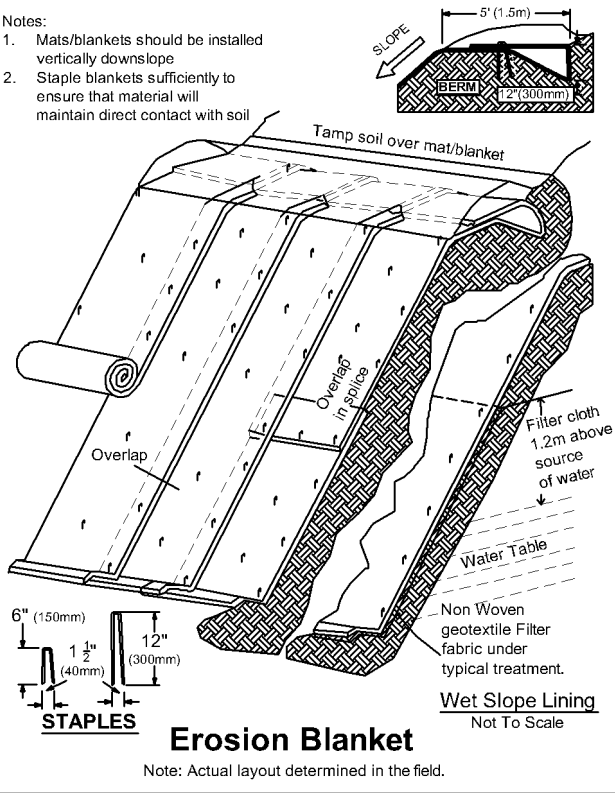
Visit www.mcstoppp.org for more information on construction site management and Erosion and Sediment Control Plans.

**If you require materials in alternative formats, please contact:
415-473-4381 voice/TTY or disabilityaccess@co.marin.ca.us**

Control Measure		General Description
Erosion Control Best Management Practices		
N/A	Scheduling	Plan the project and develop a schedule showing each phase of construction. Schedule construction activities to reduce erosion potential, such as scheduling ground disturbing activities during the summer and phasing projects to minimize the amount of area disturbed. <i>For more info see the following factsheets: CASQA: EC-1; or Caltrans: SS-1.</i>
1	Preserve Existing Vegetation and Creek Setbacks	Preserve existing vegetation to the extent possible, especially along creek buffers. Show creek buffers on maps and identify areas to be preserved in the field with temporary fencing. Check with the local Planning and Public Works Departments for specific creek set back requirements. <i>For more info see the following factsheets: CASQA: EC-2; or Caltrans: SS-2.</i>
2	Soil Cover	Cover exposed soil with straw mulch and tackifier (or equivalent). <i>For more info see the following factsheets: CASQA: EC-3, EC-5, EC-6, EC-7, EC-8, EC-14, EC-16; or Caltrans: SS-2, SS-4, SS-5, SS-6, SS-7, SS-8.</i>
3	Soil Preparation/Roughening	Soil preparation is essential to vegetation establishment and BMP installation. It includes soil testing and amendments to promote vegetation growth as well as roughening surface soils by mechanical methods (decompacting, scarifying, stair stepping, etc.). <i>For more info see the following factsheets: CASQA: EC-15.</i>
4	Erosion Control Blankets	Install erosion control blankets (or equivalent) on disturbed sites with 3:1 slopes or steeper. Use wildlife-friendly blankets made of biodegradable natural materials. Avoid using blankets made with plastic netting or fixed aperture netting. See: http://www.coastal.ca.gov/nps/Wildlife-Friendly_Products.pdf . <i>For more info see the following factsheets: CASQA: EC-7; or Caltrans: SS-7.</i>
5	Revegetation	Re-vegetate areas of disturbed soil or vegetation as soon as practical. <i>For more info see the following factsheets: CASQA: EC-4; or Caltrans: SS-4.</i>
Sediment Control Best Management Practices		
6	Tracking Controls	Stabilize site entrance to prevent tracking soil offsite. Inspect streets daily and sweep street as needed. Require vehicles and workers to use stabilized entrance. Place crushed rock 12-inches deep over a geotextile, using angular rock between 4 and 6-in. Make the entrance as long as can be accommodated on the site, ideally long enough for 2 revolutions of the maximum tire size (16-20 feet long for most light trucks). Make the entrance wide enough to accommodate the largest vehicle that will access the site, ideally 10 feet wide with sufficient radii for turning in and out of the site. Rumble pads or rumble racks can be used in lieu of or in conjunction with rock entrances. Wheel washes may be needed where space is limited or where the site entrance and sweeping is not effective. <i>For more info see the following factsheets: CASQA: TC-1; TC-3; or Caltrans: TC-1; TC-3.</i>
7	Fiber Rolls	Use fiber rolls as a perimeter control measure, along contours of slopes, and around soil stockpiles. On slopes space rolls 10 to 20 feet apart (using closer spacing on steeper slopes). Install parallel to contour. If more than one roll is used in a row overlap roll do not abut. J-hook end of roll upslope. Install rolls per either Type 1 (stake rolls into shallow trenches) or Type 2 (stake in front and behind roll and lash with rope). Use wildlife-friendly fiber rolls made of biodegradable natural materials. Avoid using fiber rolls made with plastic netting or fixed aperture netting. See: http://www.coastal.ca.gov/nps/Wildlife-Friendly_Products.pdf . Manufactured linear sediment control or compost socks can be used in lieu of fiber rolls. <i>For more info see the following factsheets: CASQA: SE-5 (Type 1); SE-12, SE-13; or Caltrans: SC-5 (Type 1 and Type 2).</i>
8	Silt Fence	Use silt fence as a perimeter control measure, and around soil stockpiles. Install silt fence along contours. Key silt fence into the soil and stake. Do not use silt fence for concentrated water flows. Install fence at least 3 feet back from the slope to allow for sediment storage. Wire backed fence can be used for extra strength. Avoid installing silt fence on slopes because they are hard to maintain. Manufactured linear sediment control can be used in lieu of silt fences. <i>For more info see the following factsheets: CASQA: SE-1; SE-12; or Caltrans: SC-1.</i>
9	Drain Inlet Protection	Use gravel bags, (or similar product) around drain inlets located both onsite and in gutter as a last line of defense. Bags should be made of a woven fabric resistant to photo-degradation filled with 0.5-1-in washed crushed rock. Do not use sand bags or silt fence fabric for drain inlet protection. <i>For more info see the following factsheets: CASQA: SE-10; or Caltrans: SC-10.</i>
N/A	Trench Dewatering	Follow MCSTOPPP BMPs for trench dewatering. http://www.marincounty.org/depts/pw/divisions/mcstoppp/development/-/media/Files/Departments/PW/mcstoppp/development/TrenchingSWReqMCSTOPPPFinal6_09.pdf . <i>For more info see the following factsheets: CASQA: NS-2; or Caltrans: NS-2.</i>
Good Housekeeping Best Management Practices		
10	Concrete Washout	Construct a lined concrete washout site away from storm drains, waterbodies, or other drainages. Ideally, place adjacent to stabilized entrance. Clean as needed and remove at end of project. <i>For more info see the following factsheets: CASQA: WM-8; or Caltrans: WM-8.</i>
11	Stockpile Management	Cover all stockpiles and landscape material and berm properly with fiber rolls or sand bags. Keep behind the site perimeter control and away from waterbodies. <i>For more info see the following factsheets: CASQA: WM-3 or Caltrans: WM-3.</i>
12	Hazardous Material Management	Hazardous materials must be kept in closed containers that are covered and within secondary containment; do not place containers directly on soil. <i>For more info see the following factsheets: CASQA: WM-6; or Caltrans: WM-6.</i>
13	Sanitary Waste Management	Place portable toilets near stabilized site entrance, behind the curb and away from gutters, storm drain inlets, and waterbodies. Tie or stake portable toilets to prevent tipping and equip units with overflow pan/tray (most vendors provide these). <i>For more info see the following factsheets: CASQA: WM-9; or Caltrans: WM-9.</i>
14	Equipment and Vehicle Maintenance	Prevent equipment fluid leaks onto ground by placing drip pans or plastic tarps under equipment. Immediately clean up any spills or drips. <i>For more info see the following factsheets: CASQA: NS-8, NS-9, and NS-10; or Caltrans: NS-8, NS-9, and NS-10.</i>
15	Litter and Waste Management	Designate waste collection areas on site. Use watertight dumpsters and trash cans; inspect for leaks. Cover at the end of each work day and when it is raining or windy. Arrange for regular waste collection. Pick up site litter daily. <i>For more info see the following factsheets: CASQA: WM-5; or Caltrans: WM-5.</i>

Notes:

1. Mats/blankets should be installed vertically downslope
2. Staple blankets sufficiently to ensure that material will maintain direct contact with soil



POLLUTION PREVENTION

IT'S PART OF THE PLAN

MAKE SURE YOUR CREWS AND SUBS DO THE JOB RIGHT!

Runoff from streets and other paved areas is a major source of pollution in San Francisco Bay. Construction activities can directly affect the health of the Bay unless contractors and crews plan ahead to keep dirt, debris, and other construction waste away from storm drains and local creeks. Following these guidelines will ensure your compliance with local ordinance requirements. Contact your local stormwater coordinator (see reverse). Storm drain polluters may be liable for fines!

EARTHWORK & CONTAMINATED SOILS

- ▶ Avoid scheduling earth disturbing activities during the rainy season if possible. If grading activities during wet weather are allowed in your permit, be sure to implement all measures necessary to prevent erosion.
- ▶ Mature vegetation is the best form of erosion control. Minimize disturbance to existing vegetation whenever possible.
- ▶ If you disturb a slope during construction, prevent erosion by securing the soil with erosion control fabric, or seed with fast-growing grasses as soon as possible. Place a silt barrier downslope until soil is secure.
- ▶ Keep excavated soil on the site where it is least likely to collect in the street. Transfer to dump trucks should occur on the site, not in the street.
- ▶ Use sand bags, silt fences, hay bales, straw logs or other control measures to prevent the flow of silt off the site and into storm drains or creeks.

PAVING/ASPHALT WORK

- ▶ Do not pave during wet weather or when rain is forecast.
- ▶ Always cover storm drain inlets and manholes when paving or applying seal coat, tack coat, slurry seal, or fog seal.
- ▶ Do not sweep or wash down excess materials into storm drains, ditches or creeks. Collect these materials and return them to stockpiles, or dispose of as trash.
- ▶ Do not use water to wash down fresh asphalt or concrete pavement.

DEWATERING OPERATIONS

- ▶ Reuse water for dust control, irrigation, or another on-site purpose to the greatest extent possible.
- ▶ Be sure to call the local Stormwater Coordinator before discharging water to a street, storm drain, or creek. Filtration or diversion through a basin, tank, or sediment trap may be required.

MATERIALS STORAGE & WASTE DISPOSAL

- ▶ Sweep streets and other paved areas daily. Never wash down streets or work areas with water!
- ▶ Be sure to store any stockpiles of dirt, sand, asphalt, concrete, grout, or mortar under cover and away from drainage areas. These materials must never reach a storm drain, or other watercourse.
- ▶ Wash out concrete equipment trucks off-site, or designate an on-site area for washing where water will flow into a temporary pit in a dirt area. Let the water seep into the soil and dispose of hardened concrete with trash.
- ▶ Divert water from washing exposed aggregate concrete to a dirt area where it will not run into a gutter, street, or storm drain.
- ▶ If a suitable dirt area is not available, collect the wash water and remove it for appropriate disposal off site.

HAZARDOUS MATERIALS MANAGEMENT

- ▶ Label all hazardous materials/wastes (such as pesticides, paints, thinners, solvents, fuel, oil, and antifreeze) in accordance with city, state, and federal regulations.
- ▶ Store hazardous materials and wastes in secondary containment and cover them during wet weather.
- ▶ Follow manufacturer's application instructions for hazardous materials. Be careful not to use more than necessary.
- ▶ Do not apply chemicals outdoors when rain is forecast within 24 hours.
- ▶ Dispose of hazardous materials/waste at the Hazardous Waste Collection Facility. For more information:
Novato businesses call 892-6395
All other businesses in Marin call 485-5648

CONTINUED ON BACK

PAINTING

- ▶ Never rinse paint brushes or materials into a storm drain or on the street!
- ▶ Paint out excess water-based paint before rinsing brushes, rollers, or containers in a sink. If you can't use a sink, direct wash water to a dirt area, and spade it into the dirt with a shovel.
- ▶ Paint out excess oil-based paint before cleaning brushes in paint thinner.
- ▶ Filter paint thinners and solvents for reuse whenever possible. Dispose of oil-based paint sludge and unusable thinner at the hazardous waste collection facility. (See reverse for Hazardous Materials Management.)

LANDSCAPING

- ▶ Schedule grading and excavation projects for dry weather.
- ▶ Protect stockpiles and landscaping materials from wind and rain by storing them under tarps and secured plastic sheeting.
- ▶ Store pesticides, fertilizers, and other chemicals indoors or in a locked shed or storage cabinet.
- ▶ Make sure products are properly labeled and check inventory before buying additional products.
- ▶ Rinse containers and use rinse water as products before tossing out empty containers (5 gallons or less) in the trash.
- ▶ Get rid of unwanted products through the hazardous waste facility. (See reverse for Hazardous Materials Management.)
- ▶ Use temporary check dams or ditches to divert runoff away from storm drains.
- ▶ Protect storm drain inlets with berms, filter mats or other inlet protection measures.
- ▶ Revegetate the area. It's an excellent form of erosion control for any site.
- ▶ Collect lawn and garden clippings, pruning waste and tree trimmings. Chip, if necessary, and compost.
- ▶ Do not place yard waste in gutters. In communities with curbside yard waste recycling, leave clippings and pruning waste for pick-up in approved bags or containers or, take to a landfill that composts yard waste.
- ▶ Do not blow or rake leaves into the street.
- ▶ Call the County Stormwater Program at 499-6528 and ask for a copy of "Here's What To Do with the Water" or look in "other businesses" under www.mcstoppp.org

POOL/FOUNTAIN/SPA MAINTENANCE

- ▶ Never discharge pool or spa water (and/or backwash water) to a street or storm drain. Call the County at 499-6528 for a copy of "Here's What To Do with the Water" or look in "other businesses" under www.mcstoppp.org

VEHICLE & EQUIPMENT

MAINTENANCE

- ▶ Frequently, inspect vehicles and equipment for leaks. Use drip pans to catch leaks until repairs are made; repair leaks promptly.
- ▶ Fuel and maintain vehicles on site only in a bermed area or over a drip pan that is big enough to prevent runoff.
- ▶ If you must clean vehicles or equipment on site, clean with water only - and in a bermed area that will not allow rinsewater to run into streets, stormdrains, ditches, or creeks.
- ▶ Do not clean vehicles or equipment on site using soaps, solvents, degreasers, steam cleaning equipment, etc.

SAW CUTTING

- ▶ Always completely cover or barricade storm drain inlets when saw cutting. Use filter fabric, sand bags, or fine gravel dams to keep slurry out of the storm drain system. If saw-cut slurry enters a stormdrain, clean up immediately.
- ▶ Shovel, absorb, or vacuum saw-cut slurry and pick up all waste as soon as you are finished in one location and by the end of each work day.

STORMWATER COORDINATORS (During Normal Business Hours)

Town of San Anselmo
Rabi Elias/Dave Craig
258-4616

Town of Corte Madera
Kevin Kramer
927-5057

City of Belvedere
Scott Derdenger
435-3838

Town of Ross
Rob Maccario
453-8287 ext. 163

Town of Fairfax
Kathy Wilkie
453-0291

City of Novato
Dave Harlan
899-8246

City of Sausalito
Engineering
289-4191

City of San Rafael
Richard Landis
485-3355

County of Marin
Howard Bunce
499-3748

Town of Tiburon
Matt Swalberg
435-7354

City of Larkspur
Mike Myers
927-5017

City of Mill Valley
Jill Barnes
388-4033 ext. 116

To report illegal discharges to local waterways occurring after normal business hours, call 911; or, the County Sheriff's non-emergency line at 499-7233.

To report oil and chemical spills occurring in "open waters" or "on land" call 1-800-OILS911.

To report fish kills or poaching, call the California Department of Fish and Game at 1-888-334-2258.