

CITY OF ALAMEDA
PUBLIC WORKS DEPARTMENT

**ENCROACHMENT PERMIT APPLICATION
PACKAGE**

Includes:

- Encroachment Permit Application
- Pedestrian and Traffic Control Plan (PTCP) Application Form and Checklist
- PTCP General Notes
- Two (2) PTCP Examples
- Indemnity and Hold Harmless Agreement
- Insurance Requirements



ENCROACHMENT PERMIT APPLICATION

Permit Center
2263 Santa Clara Ave. Room 190, Alameda, CA 94501
Hours: 7:30 a.m.–3:30 p.m., M–Th
www.alamedaca.gov/permits
PWpermits@alamedaca.gov

Permit # EN _____

Location of Work: _____

Description of Work: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Project Related To: ☐ Public Works Permit # _____ ☐ Building Permit # _____ ☐ N/A

Applicant Attached Plan: ☐ Site Plan ☐ Traffic Control Plan ☐ Pedestrian Control Plan ☐ Other: _____

APPLICANT (Company): _____

Street Address: _____ Phone: () _____

City, State, Zip: _____ Email: _____

State License # _____ Alameda Business License # _____

Applicant is: ☐ Property Owner ☐ Contractor ☐ Utility Company ☐ Other _____

I certify that I have read, understood, and agree to comply with the Encroachment Permit rules and regulations as stated on this and the reverse side of this permit, that the information given in this permit is true and correct.

Indemnity and Hold Harmless Agreement: Indemnitor shall defend, indemnify, and hold harmless the City of Alameda, its Council, Boards and Commissions, officers, and employees from and against any and all loss, damages, liability, claims, suits, costs, and expenses whatsoever, including reasonable attorney's fees, regardless of the merit of outcome of any such claim or suit arising from or in any manner connected to the event, services, or work conducted or performed pursuant to this Agreement and Permit. Indemnitor shall defend, indemnify and hold harmless the City of Alameda, its Council, Boards and Commissions, officers, and employees from and against any and all loss, damages, liability, claims, suits, costs, and expenses whatsoever, including reasonable attorney's fees, accruing or resulting to any and all persons, firms, or corporations, furnishing or supplying work, services, materials, equipment, or supplies arising from or in any manner connected to the services or work conducted or performed pursuant to this Agreement and Permit. By the signature below, Indemnitor agrees that it has read this Indemnity and Hold Harmless Agreement and accepts and agrees to each and every term and condition therein. The Signatory below warrants that he/she is authorized by the Indemnitor to execute on its behalf this Indemnity and Hold Harmless Agreement.

Indemnitor (Print Name): _____ Title: _____

Signature: _____ Date: _____

CONDITIONS

- Have permit and City approved traffic control plans on site
- Utility Companies must email daily field locations to John Tallitsch, JTallitsch@alamedaca.gov by 8:00am
- Applicant must notify Underground Service Alert (USA) at least two (2) working days prior to excavation

☐ _____

☐ _____

INSPECTIONS – To Schedule an Inspection, CALL (510) 747-7930

Inspection requests received after 8am will be scheduled for the next working day. When requesting an inspection, please provide: Name, Company, Permit No., Job Location, Type of Inspection, preferred Date and Time, and phone number.

APPROVAL

- ☐ Insurance Certificate / Endorsements approved by Risk Management
☐ Insurance Certificate / Endorsements on file with Risk Management

Attached Conditions: ☐ yes ☐ no

Date Granted: _____ Expires: _____ BY: _____

ENCROACHMENT PERMIT RULES AND REGULATIONS:

Permit No. EN _____

1. **Definition:** This permit is issued pursuant to Article 19 of Chapter 22 of the Alameda Municipal Code.
2. **Acceptance of provisions:** Commencing any work under this permit shall constitute an acceptance by the applicant to comply with all local ordinances and state laws relating to building construction and any conditions attached to this permit. All work involved is to be done in accordance with standard CITY OF ALAMEDA specifications and CITY OF ALAMEDA practices, all to the satisfaction of the CITY Engineer.
3. **Insurance and Additional Insured Endorsement Requirements:** Applicant shall obtain and maintain through the terms of this permit general liability, automobile liability, or worker's compensation and any other insurance coverage as required based on the type of contract and scope of services pursuant to the Hold Harmless and Indemnity Agreement, as follows: **Certificate of Insurance: General Liability:** minimum \$1,000,000 per/occurrence/\$2 million per/aggregate. Insurance coverage and limits shall be 1) the minimum coverage and limits specified in this agreement, or 2) the broader coverage and maximum limits of the coverage carried by or available to the named insured, whichever is greater. **Notice of Cancellation:** provide the City of Alameda ten (10) days advance written notice of cancellation, non-renewal or reduction in limits or coverage including the name of the contract or event. **Additional Insured Endorsement Policy:** Name the "City of Alameda, its Council, Officers, Employees, Volunteers, Board and Commissions" as additional insureds and must include the policy number and type of coverage. **PLEASE NOTE: a statement included on the Certificate that the City is an additional insured, is NOT sufficient. Please ask your insurance broker or agent to provide all insurance documents to the City of Alameda ten (10) days prior to the event taking place since several departments must sign off on the entire request package prior to approval of the permit application.**
4. **Workers Compensation:** Applicant shall maintain statutory coverage as required by the State of California.
5. **USA:** All utilities within the work area shall be located and marked by USA prior to commencing excavation, trenching, micro-tunneling, or boring operations. Call 811 or 1800-227-2600, minimum of two working days prior to any excavation.
6. **Required Inspections:** Applicant shall notify the Public Works Inspector (510) 747-7930, 2 business days prior to beginning of any work within the City's right-of-way. Inspection is mandatory for trenching, backfill, concrete, asphalt, striping, storm and sewer pipe installation, traffic/pedestrian detours, urban runoff, and final inspection. Do not conceal or cover any construction units until the work is inspected by the City of Alameda Public Works Department. Failure to obtain inspections prior to completion of work may result in rejection of said work and is subject to additional inspection costs per the Master Fee Schedule.
7. **Public Notifications:** All property owners and businesses within the immediate vicinity of the proposed work area must be notified in writing at least 5 days prior to the start of construction. All public notifications must include a brief description of the work, contractor information, including company name, license number, contact person's name, and phone number, for citizens to report their concerns while work is in progress.
8. **Trash Notification:** If the proposed traffic control and/or work will impact weekly trash collection, contact Marc Green at mgreen@alamedaca.gov at least 3 days in advance of work.
9. **Permits from other agencies:** Applicant must obtain consent from any other public or private agencies or individuals required to complete such work. Such consent may be required to be obtained prior to issuance of an encroachment permit from the CITY. If this provision is not complied with, this permit shall be void.
10. **Hours of Work:** Work shall only be conducted between hours of 7:00 a.m. and 7:00 p.m., Monday through Friday. Uninterrupted traffic circulation within the public right-of-way is mandatory during the commute hour of 7:30 a.m. to 9:00 a.m. and 3:00 p.m. to 4:30 p.m. Work outside these hours may be authorized in writing based on CITY staff availability. No construction activity shall be permitted on Sundays or State and Federal holidays.
11. **Traffic Control:** If construction work encroaches within the public right-of-way, the applicant must submit a traffic control plan for vehicles and pedestrians that conforms to standards and guidelines provided by the California Manual on Uniform Traffic Control Devices and/or Caltrans Standard Plans.
12. **Urban Runoff Clean Water Program:** Applicant shall implement and maintain measures to keep sediment, washwaters, equipment maintenance products, and other construction related material/debris from entering the storm drainage system. Dumping or discharge into the CITY's storm drainage system, including the street, is prohibited. Measures to protect the storm drainage system shall be in place prior to start of work. Contractor is required to protect inlets. Failure to comply is subject to \$250.00 per violation and per day.
13. **Hauling Provisions:** Applicant hereby acknowledges and understands the following for projects valued at less than \$100,000; 1) Applicant shall not hire any contractor or business entity to place a dumpster or haul Construction and Demolition (C&D) debris other than the City's franchised waste hauler, Alameda County Industries (ACI); 2) Applicant may choose to haul C&D debris personally; 3) Waste that is not C&D shall be hauled by ACI.
14. **Construction Staging:** Storage of construction materials and equipment within the public right-of-way is not permitted at any time. Streets shall be swept and kept clean after daily work.
15. **Pavement, Traffic Striping & Detectors:** Whenever the applicant disturbs the surface of any public property for any purpose, applicant shall restore that property to the condition that existed prior to that disturbance in accordance with CITY standard plans. Additionally, traffic striping & marking, signal detectors, curb, gutter and other concrete improvements, damaged as a result of construction shall be replaced to the satisfaction of the City Engineer or designated agent. Installation and maintenance of temporary striping and pavement markers is required while work is ongoing.
16. **Site Restoration:** Upon completion of the work all existing improvements within the project area (e.g. landscaping, irrigation, utilities, paths, area drainage, etc.) shall be completely restored to prior condition within five (5) working days of installation. Any damage within the public-right-of-way shall be replaced at the permittee's expense to the satisfaction of the City Engineer or his designated agent.
17. **Display of Permit:** This permit shall be kept at the site of work. Upon request, the permit must be shown to any representative of the CITY Engineer or law enforcement officer.

I HAVE READ BOTH PAGES. Applicant Signature: _____ Date: _____



Office Use	PC	PW
Received By:		
Date:		

City of Alameda

Pedestrian + Traffic Control Plan

Public Works Department – Permit Center

2263 Santa Clara Ave, Rm 190, Alameda, CA 94501

Main: (510) 747-6800 Fax: (510) 865-4053

PTCP Application Form and Checklist

Submittal Date: _____ ☐ New Submittal ☐ Re-Submittal No: _____

Related Encroachment Permit No. _____

Location of Work: _____

Description of Work in Public Right-of-Way: _____

Related to a Development Project? ☐ Yes, Project Name _____ ☐ n/a

Applicant Name / Contact Person: _____

Company Name: _____

Phone: _____ Email: _____

Address: _____

A Pedestrian + Traffic Control Plan (PTCP) is a component of an approved Encroachment Permit.

An approved PTCP permits a contractor or owner to work within the public right-of-way efficiently and effectively, while maintaining a safe, uniform flow of traffic for pedestrians, bikes, motor vehicles, and any other modes of transportation. Both construction work and public safety must be given consideration when developing a PTCP. In addition, when considering the public, equal access must be given to all aspects of travel through the work zone including—pedestrians, bicyclists, motor vehicles, and other modes of transportation.

Initial Applicant shall adhere to the following requirements:

- _____ ☐ The site specific Pedestrian +Traffic Control Plan (PTCP) shall conform to the most current California Manual on Uniform Traffic Control Devices (CA MUTCD) and State Standard Plans. For traffic control plan references, see the CA MUTCD: <https://dot.ca.gov/programs/traffic-operations/camutcd>
- _____ ☐ Submitted PTCP meets all of the requirements listed in this Application Checklist. If City determines that ANY of the requirements of the checklist are missing, the application shall be deemed incomplete and returned for revision and resubmittal.
- _____ ☐ Each review cycle of PTCP is a MINIMUM of ten(10) business days and begins after a complete application is submitted and stamped "received" by City. If a PTCP fails to meet the requirements after two review cycles, any subsequent PTCP submittals shall be prepared and stamped by a State of California registered Civil or Traffic Engineer.
- _____ ☐ Minimum 72-hour notice and confirmed approval by a Public Works Inspector required prior to field Implementation of an approved PTCP.

- _____ ☐ All affected residents, businesses, agencies, and schools shall be given a 72-hour notice prior to start of work and their access shall be maintained at all times.

Initial Pedestrian and Traffic Control Plan Minimum Requirements:

- _____ ☐ PTCP shall be electronically drawn on 8.5" x 11", 8.5" x 14", or 11" x 17" paper only. Photocopied sections of the CA MUTCD or any other manual will not be accepted. All PTCP's shall be site specific and thoroughly detailed. Hand drawn PTCP's will not be accepted.
- _____ ☐ City of Alameda PTCP General Notes are provided on the plans.
- _____ ☐ Indicate contractors name, address, and telephone number. Provide name and telephone number of the 24-hour contact person representing the contractor.
- _____ ☐ Include details on construction activity and equipment being used as part of construction to assist in reviewing the adequacy of the proposed PTCP.
- _____ ☐ Indicate planned work hours. Lane closures are not allowed anytime during weekends and weekdays before 9:00 AM or after 3:30 PM, without prior written approval by the City Engineer.
- _____ ☐ Show the exact location and dimensions of the construction work zone. Show all streets in the work zone vicinity to ensure proper orientation. Include (a) north arrow and (b) true scale or Not to Scale.
- _____ ☐ The PTCP shall show all existing traffic signals and traffic control signs, existing striping, pavement markings, crosswalks and bike lanes. Include full roadway widths, individual lane widths, bike lane widths, and median dimensions. Show and indicate existing curbs, gutters, sidewalks, driveways, intersections, parking meters, and bus stops in the construction work zone including areas affected by taper transition.
- _____ ☐ Indicate locations of the construction signs (note signs CA MUTCD sign code and indicate sign size), barricades, cones, and any other temporary traffic control device. For each Flashing Arrow Board, include its size, panel display, and location on the PTCP.
- _____ ☐ Show size, height and location of all channelizing devices, warning lights, flag trees, portable barriers, etc. All devices must meet standards specified by the CA MUTCD.
- _____ ☐ Indicate posted speed limits. Label all taper lengths and widths, delineator spacing and sign spacing. All taper lengths and widths, delineator spacing and sign spacing shall be per CA MUTCD standards and nomenclature.
- _____ ☐ Show all pedestrian and bicyclist entry, paths, and exits on the PTCP. Signs and barricades are required to direct pedestrians and bicyclists safely around the construction work zone and shall be shown on the PTCP. All signage must meet standards specified by the CA MUTCD.
- _____ ☐ If a detour is required for pedestrians, bicyclists, motor vehicles, and/or other modes of transportation, the PTCP shall include mode specific detour information.
- _____ ☐ All conflicting signs, striping and/or pavement markings shall be covered or removed during construction and shall be replaced when work is complete.
- _____ ☐ For any impacts to public transit, Contractor shall provide pdf's of emails showing proof of coordination with the respective transit agencies, including, but not limited to AC Transit, San Francisco Bay Ferry, and Alameda Loop Shuttle.

Name & Signature of Applicant

Date



City of Alameda

Pedestrian + Traffic Control Plan

Public Works Department – Permit Center

2263 Santa Clara Ave, Rm 190, Alameda, CA 94501

Main: (510) 747-6800 Fax: (510) 865-4053

PTCP General Notes

1. The site specific Pedestrian +Traffic Control Plan (PTCP) shall conform to the most current California Manual on Uniform Traffic Control Devices (CA MUTCD) and State Standard Plans.
2. The City, through its designated employees reserves the right to initiate field changes to assure public safety. This includes the implementation of additional traffic control measures while construction is in progress to address unforeseen field conditions.
3. Minimum 72-hour notice and confirmed approval by a Public Works Inspector is required prior to field Implementation of an approved PTCP.
4. All traffic control devices shall be removed from the public right-of-way when not in use, unless otherwise permitted.
5. Lane closures for motor vehicle, bicycle, and pedestrian traffic shall be limited to 9:00 AM to 3:30 PM. Set up and break down shall not occur outside of these lane closure hours. These times may be more restricted if located in school zones.
6. Trenches shall be backfilled or plated during non-working hours and this includes for trenches in bike lane and sidewalk. If trench plates are used over open excavation, include "Steel Plates Ahead" warning sign.
7. A minimum eleven (11) foot travel lanes must be maintained at all times.
8. Pedestrian and bicyclist controls shall be provided on the PTCP.
9. Pedestrians and bicyclists shall have a safe route to walk or ride and shall be protected throughout the entire traffic control area. Pedestrian routes shall meet all ADA accessibility requirements per <http://ada.gov>.
10. Contractor shall provide adequate lighting for all pedestrian detours.
11. Existing construction site drainage shall not be hindered due to the project.
12. Contractor is fully responsible for the installation, maintenance, and removal of signs upon completion of work.
13. Temporary "NO PARKING" signs shall be posted 48 hours prior to work commencement. These signs shall be posted no more than 30 feet apart.
14. Contractor shall call Alameda Police Department (510) 337-8340 to schedule "NO PARKING" sign inspection. Contractor shall have signed inspection paperwork from the Police officer on site at all times. Failure to get Police Department inspection of signs in advance will prevent Police enforcement of parked vehicles.
15. "NO PARKING" signs are available for purchase at the City Hall West, 950 West Mall Sq, Room 110. Only City of Alameda issued "NO PARKING" signs shall be used.



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Pedestrian + Traffic Control Plan

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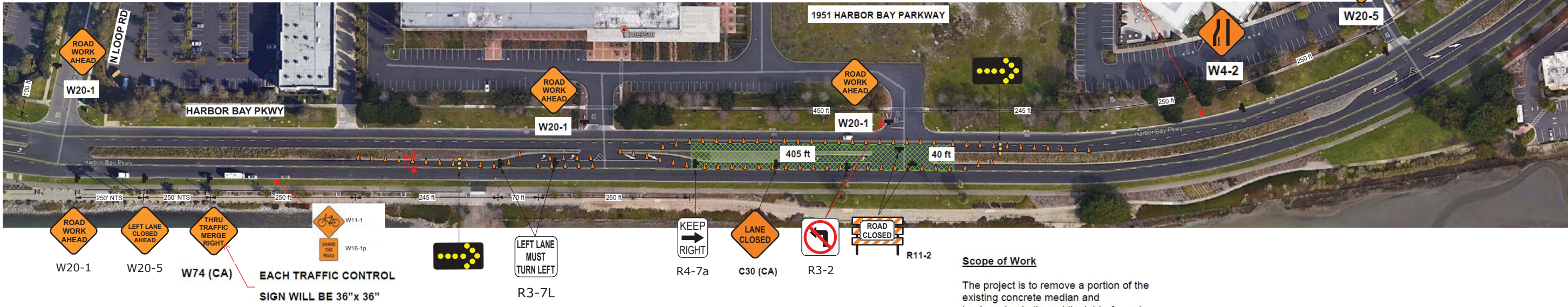
PTCP General Notes

16. Access to driveways and transit stops/terminals shall be maintained at all times, unless permitted otherwise.
17. If public transit being impacted in any way during construction, the Contractor is responsible for informing transit agencies and coordinating with them accordingly.
18. Any work that disturbs normal traffic signal operations, such as intersection detection shall be coordinated with Public Works fourteen (14) calendar days prior to beginning construction.
19. If the traffic signal loops are damaged during construction, contractor shall:
 - a) Immediately notify Public Works inspector
 - b) Within 72 hours, replace damaged loops per Caltrans specifications
 - c) Schedule inspection of the loop installation with City traffic signal technician(s)
 - d) Ensure traffic signal operations are fully restored as before and approved by City within 72 hours
20. The contractor shall make immediate temporary repairs to any street light and/or traffic signal conduit(s) damaged during construction. Permanent repairs shall be made within five (5) working days and approved by City.
21. Any segment of pavement striping or legend(s) removed or damaged during construction shall be fully removed and then replaced with new, like-material within 24 hours. No partial or fill-in stenciling allowed.
22. Any curb painting that is removed or damaged during construction shall be repainted for the full section of that curb painting. Coordinate with Public Works Maintenance Service Center staff for appropriate color code.
23. Any permanent traffic sign that is damaged shall be replaced in kind.
24. Any traffic sign post that is damaged (e.g. uni-strut, galvanized, wooden) shall be replaced in kind. Proper Underground Service Alert must be done before any new pole installation.
25. All certified flaggers shall be equipped with a hard hat, reflective vest, two-way radios, and "STOP/SLOW" paddle.
26. The contractor shall maintain all traffic control devices 24 hours per day 7 days per week, until completion of all work. Any traffic control devices used overnight in the public right-of-way must have flashing lights.
27. All channelizing devices, warning lights, flag tress, portable barriers, etc., shall meet the current California Manual on Uniform Traffic Control Devices (CA MUTCD) and State Standard Plans.

PTCP GENERAL NOTES:

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18. Any work that disturbs normal traffic signal operations, such as intersection detection shall be coordinated with Public Works fourteen (14) calendar days prior to beginning construction.
19. If the traffic signal loops are damaged during construction, contractor shall:
 - a) Immediately notify Public Works inspector
 - b) Within 72 hours, replace damaged loops per Caltrans specifications
 - c) Schedule inspection of the loop installation with City traffic signal technician(s)
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27. All channelizing devices, warning lights, flag tress, portable barriers, etc., shall meet the current California Manual on Uniform Traffic Control Devices (CA MUTCD) and State Standard Plans.



Scope of Work

The project is to remove a portion of the existing concrete median and landscaping in the public right-of-way to allow for a new left-turn pocket on Harbor Bay Parkway into a driveway for the property at 1951 Harbor Bay Parkway.

LEGEND

	Flashing Arrow Board		Truck Entrance Route
	Flashing Arrow Board (Plan View)		Truck Exit Route
	Portable Flashing Beacon		Crash Cushion
	Type I Barricade		Concrete K-Rail Barrier
	Type III Barricade		Water Filled Barrier
	Type III Barricade (Plan View)		Not To Scale
	28" Traffic Cone		Tow-Away/No Stopping
	Temporary Delineator		Police Officer
	Work Area		Flagger
	Sign and Stand		Equipment
			Pipe to be installed

Table 6F-10(CA) Maximum Spacing of Channelizing Devices				
Speed (mph)	Taper* (feet)	Tangent (feet)	Conflict** (feet)	
20	25	40	15	
25	25	50	12	
30	30	60	15	
35	35	70	17	
40	40	80	20	
45	45	90	22	
50	50	100	25	
55	50	100	25	
60	50	100	25	
65	50	100	25	
70	50	100	25	
75	50	100	25	

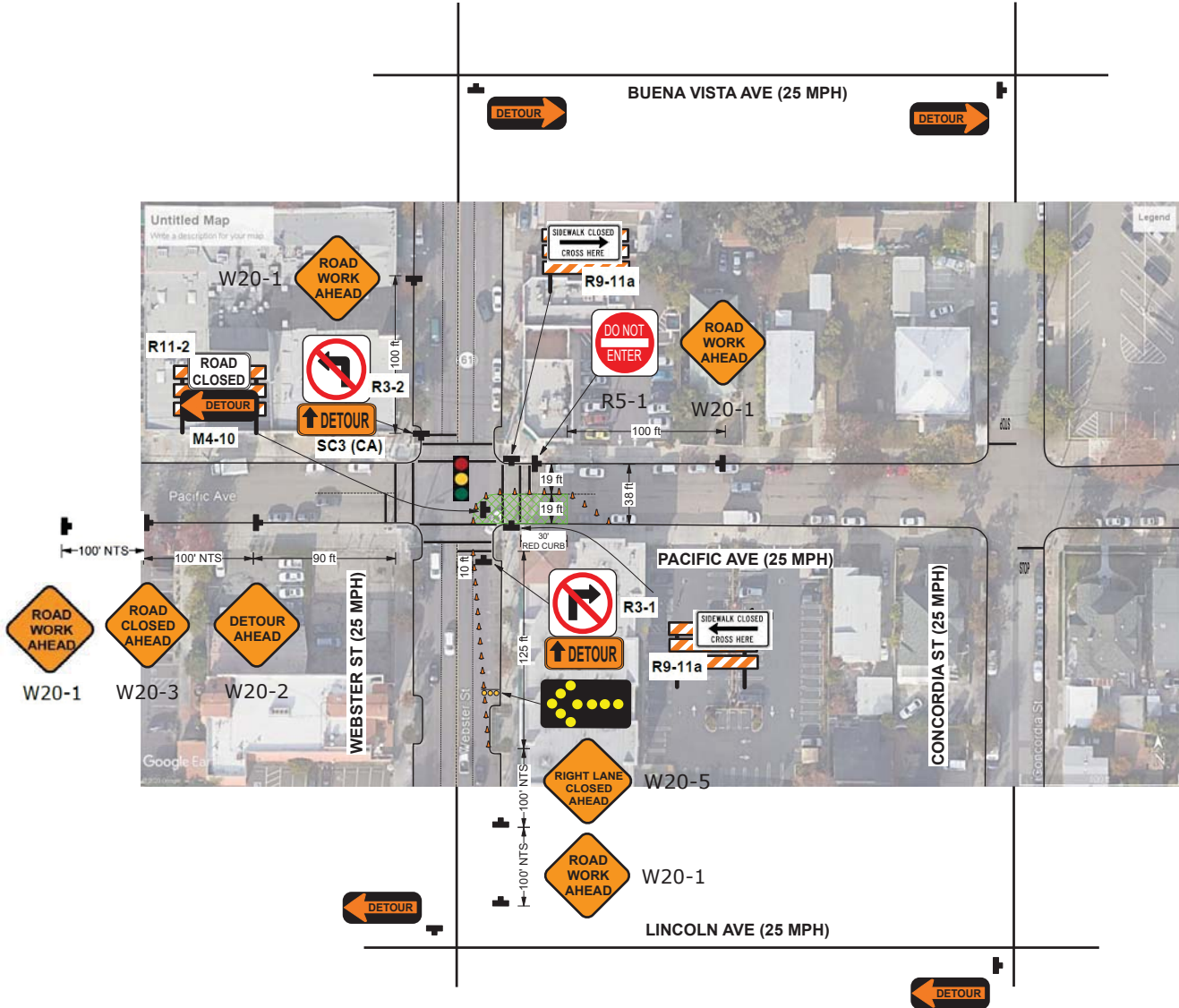
* Maximum channelizing device spacing for all speeds on one-lane/two-way tapers is 20 feet. Maximum channelizing device spacing for all speeds on downstream tapers is 20 feet. All other tapers are as shown. ** Use on intermediate and short-term projects for taper and tangent sections where there are no pavement markings or where there is a conflict between existing pavement markings and channelizing devices.

Table 6C-3(CA) Taper Length Criteria for Temporary Traffic Control Zones (for 12 feet Offset Width)					
Speed* S (mph)	Minimum Taper Length** for Width of Offset 12 feet (W)				
	Merging L (feet)	Shifting L2 (feet)	Shoulder L2 (feet)	Down Stream L2 (feet)	Down Stream L2 (feet)
25	90	40	27	50	
25	125	60	42	50	
30	180	80	60	50	
35	240	123	82	50	
40	280	160	100	50	
45	340	210	180	50	
50	400	300	280	50	
55	600	330	270	50	
60	720	360	240	50	
65	780	390	260	50	
70	840	420	280	50	
75	900	450	300	50	

* Posted speed limit, off-peak 85th percentile speed prior to work starting, or the anticipated operating speed in mph. ** For other offsets use the following merging taper length formula for L: For speeds of 40 mph or less, L=WS/50 For speeds of 45 mph or more, L=WS Where: L = taper length in feet W = width of offset in feet S = posted speed limit, off-peak 85th percentile speed prior to work starting, or the anticipated operating speed in mph *** Maximum downstream taper length is 100 feet. See Section 6C.08.

Table 6C-1. Recommended Advance Warning Sign <u>Minimum</u> Spacing			
Road Type	Distance Between Signs**		
	A	B	C
Urban <u>arterial</u> - 20 mph or less***	100 feet	100 feet	100 feet
Urban <u>arterial</u> - more than 20 mph to 40 mph***	200 feet	200 feet	200 feet
Urban <u>arterial</u> - more than 40 mph***	300 feet	300 feet	300 feet
Rural	1,000 feet	200 feet	500 feet
Expressway / Freeway	1,000 feet	1,300 feet	2,600 feet

EXAMPLE #2



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23. Any permanent traffic sign that is damaged shall be replaced in kind.
24. Any traffic sign post that is damaged (e.g. uni-strut, galvanized, wooden) shall be replaced in kind. Proper Underground Service Alert must be done before any new pole installation.
25. All certified flaggers shall be equipped with a hard hat, reflective vest, two-way radios, and "STOP/SLOW" paddle.
26. The contractor shall maintain all traffic control devices 24 hours per day 7 days per week, until completion of all work. Any traffic control devices used overnight in the public right-of-way must have flashing lights.
27. All channelizing devices, warning lights, flag tress, portable barriers, etc., shall meet the current California Manual on Uniform Traffic Control Devices (CA MUTCD) and State Standard Plans.

Equipment Used

List each equipment to be used

Posted Speed Limit

25 MPH

Scope of Work

The project is to perform a point repair on a sewer main by open cut on Pacific Avenue. Work in the public right-of-way will result in a detour to eastbound travelling vehicles on Pacific Avenue and detour pedestrians on the east side of Webster Street around the work zone.

Contact

Contractor's Name: Company A

Contractor's Address:
123 Main Street, Anywhere, CA 94501

Contractor's Telephone Number:
(510) 123-4567

Contact Name: John Smith

Contact Phone Number (24 hours):
(510) 234-5678

Date: Author: Project:
Client: Location: ALAMEDA TCP: (1)
CMC Job #: REV:

Comments:

- 1) WORK HOURS: 9AM TO 3PM
- 2) CONTRACTOR TO VERIFY EXISTING STRIPING IS ACCURATE PRIOR TO START OF WORK.
- 3) ALL TRAFFIC CONTROL SHALL CONFORM TO THE LATEST EDITION OF CA MUTCD.
- 4) ALL TRAFFIC CONTROL DEVICES SHALL BE RETROREFLECTIVE IF SETUP DURING HOURS OF DARKNESS.
- 5) MAINTAIN LOCAL ACCESS TO BUSINESSES AND RESIDENTS AT ALL TIME.
- 6) THE CONTRACTOR SHALL NOT PREVENT OR DELAY THE OPERATION OF MASS TRANSIT VEHICLES AT ANY TIME.
- 7) THE CONTRACTOR SHALL PERFORM THE APPROPRIATE MEASURES TO ENSURE THE SAFETY OF BICYCLISTS ON ALL STREET ON WHICH THERE IS CONSTRUCTION.

Speed (mph)	Maximum Channelizing Devices Spacing		
	Taper ^a (feet)	Tangent (feet)	Conflict ^b (feet)
20	20	40	10
25	25	50	12
30	30	60	15
35	35	70	17
40	40	80	20
45	45	90	22
50	50	100	25
55	50	100	25
60	50	100	25
65	50	100	25
70	50	100	25
75	50	100	25

* Maximum channelizing device spacing for all speeds on one-lane/two-way tapers is 20 feet.
Maximum channelizing device spacing for all speeds on downstream tapers is 20 feet.
All other tapers are as shown.
** Use on intermediate and short-term projects for taper and tangent sections where there are no pavement markings or where there is a conflict between existing pavement markings and channelizing devices.

Table 6C-3(CA). Taper Length Criteria for Temporary Traffic Control Zones (for 12 feet Offset Width)

Speed* S (mph)	Minimum Taper Length** for Width of Offset 12 feet (W)			
	Merging L (feet)	Shifting L/2 (feet)	Shoulder L/3 (feet)	Down Stream (feet)***
20	80	40	27	50
25	125	63	42	50
30	180	90	60	50
35	245	123	82	50
40	320	160	107	50
45	540	270	180	50
50	600	300	200	50
55	660	330	220	50
60	720	360	240	50
65	780	390	260	50
70	840	420	280	50
75	900	450	300	50

* - Posted speed limit, off-peak 85th-percentile speed prior to work starting, or the anticipated operating speed in mph.

** - For other offsets use the following merging taper length formula for L:

For speeds of 40 mph or less, $L = WS^2/60$
For speeds of 45 mph or more, $L = WS$

Where:

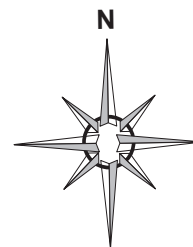
L = taper length in feet
W = width of offset in feet
S = posted speed limit, off-peak 85th-percentile speed prior to work starting, or the anticipated operating speed in mph

Table 6C-1. Recommended Advance Warning Sign Minimum Spacing
















Road Type	Distance Between Signs**		
	A	B	C
Urban <u>slow speeds</u> —25 mph or less***	100 feet	100 feet	100 feet
Urban—more than 25 mph to 40 mph***	250 feet	250 feet	250 feet
Urban <u>high speeds</u> —more than 40 mph***	350 feet	350 feet	350 feet
Rural	500 feet	500 feet	500 feet
Expressway / Freeway	1,000 feet	1,500 feet	2,040 feet

^{†††} Posted speed limit, off-peak 85th-percentile speed prior to work starting, or other anticipated operating speed in mph.

Plan Scale
1" = 50'



Legend

- | | |
|---|-------------------------|
|  | Type III Barricade |
|  | 28\" |
|  | Delineator |
|  | Pedestrian Barricade |
|  | Work Area |
|  | Sign and Stand |
|  | Direction of Travel |
|  | Concrete K-Rail |
|  | Crash Cushion |
| NTS | Not To Scale |
| TA/NS | Tow-Away/No Stopping |
|  | Parking Control Officer |
|  | Flagger |
|  | Type I Barricade |
|  | Flashing Beacon |
|  | N\" |
|  | Sewer |

* Maximum channelizing device spacing for all speeds on one-lane/two-way tapers is 20 feet.
Maximum channelizing device spacing for all speeds on downstream tapers is 20 feet.
All other tapers are as shown.
** Use on intermediate and short-term projects for taper and tangent sections where there are no pavement markings or where there is a conflict between existing pavement markings and channelizing devices.



INDEMNITY AND HOLD HARMLESS

AGREEMENT (SE1)

Community Development • Planning & Building
2263 Santa Clara Ave., Rm. 190
Alameda, CA 94501-4477
alamedaca.gov
510.747.6800 • F: 510.865.4053 • TDD: 510.522.7538
Hours: 7:30 a.m.–3:30 p.m., M–Th

whose address is _____

(hereinafter "Indemnitor") in consideration of _____

agrees to the following terms and conditions:

Indemnitor shall defend, indemnify, and hold harmless the City of Alameda, its City Council, Boards and Commissions, officers, and employees from and against any and all loss, damages, liability, claims, suits, costs, and expenses whatsoever, including reasonable attorney's fees, regardless of the merit of outcome of any such claim or suit arising from or in any manner connected to the event, services, or work conducted or performed pursuant to this Agreement and Permit.

Indemnitor shall defend, indemnify and hold harmless the City of Alameda, its City Council, Boards and Commissions, officers, and employees from and against any and all loss, damages, liability, claims, suits, costs, and expenses whatsoever, including reasonable attorney's fees, accruing or resulting to any and all persons, firms, or corporations, furnishing or supplying work, services, materials, equipment, or supplies arising from or in any manner connected to the services or work conducted or performed pursuant to this Agreement and Permit.

By the signature below, Indemnitor agrees that it has read this Indemnity and Hold Harmless Agreement and accepts and agrees to each and every term and condition herein.

The signatory below warrants that he/she is authorized by the Indemnitor to execute on its behalf this Indemnity and Hold Harmless Agreement.

INDEMNITOR:

Date: _____

By: _____

Print Name: _____

Title: _____



INSURANCE REQUIREMENTS ENCROACHMENT AND RIGHT OF WAY PERMITS

Planning & Building • 2263 Santa Clara Ave., Rm. 190
Alameda, CA 94501-4477
alamedaca.gov
510.747.6800 • F: 510.865.4053 • TDD: 510.522.7538
Hours: M - Th – 7:30 am – 3:30 pm

For all designated coverage, the City of Alameda requires a Certificate of Insurance signed by the party authorized by the insurance company to bind the company to the coverage shown, as well as an Additional Insured Endorsement to the Policy.

Sample Information:

1) Certificate of Insurance (sample attached)
Designated Insurance Requirements:

- **General Liability: \$1,000,000**
- Company Rating: A.M. Best "A" or better

Provide the City of Alameda thirty (30) days in advance written notice of cancellation, non-renewal or reduction in limits or coverage including the name of the contract or event.

Signed by the party authorized by the insurance company to bind the company to the coverage shown.

Other insurance coverage may be required based on the type of contract and scope of services.

2) Endorsement to the Policy (sample attached)
This endorsement **must**:

- Name the "City of Alameda, its Council, Officers, Employees, Volunteers, Board and Commissions" as additional insureds; and
- Include the policy number and type of coverage. **Please note: A statement included on the Certificate that the City is an additional insured, is NOT sufficient.**

3) Forward the Certificate of Insurance and the Endorsement to the Policy to the Department Representative with whom you are conducting business.

Please ask your insurance broker or agent to provide both documents to the City of Alameda ten (10) days prior to the event taking place since several departments must sign off on the entire request package before your participation in the event.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)	
PRODUCER	FAX	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED	INSURERS AFFORDING COVERAGE		NAIC #
	INSURER A:		
	INSURER B:		
	INSURER C:		
	INSURER D:		
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

2263 SANTA CLARA AVENUE, ALAMEDA, CA 94501
--

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

1. Designation of Premises (Part Leased to You): Albert H. DeWitt OClub
2. Name of Person or Organization (Additional Insured): US DEPARTMENT OF THE NAVY, ALAMEDA REUSE/REDEVELOPMENT AUTHORITY, ALAMEDA MUNICIPAL POWER, CITY OF ALAMEDA, and its members, officers, directors, agents, volunteers, employees and officials.
3. Additional Premium: NONE

(If no entry appears above, the information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.