



Staff Report

Date: March 14, 2024
To: Mayor Brekhus and Council Members
From: Richard Simonitch, Public Works Director
Subject: Town Hall Parking Lot Accessibility Improvement Project.

Recommendation

It is recommended that the Town Council approve the Town Hall Parking Lot Accessibility Improvement Project and authorize staff to advertise for construction bids.

Background & Discussion

The asphalt parking area behind the Town Hall and Police station is out of compliance with current accessibility requirements, contains numerous tripping hazards, and has site constraints that limit Electric Vehicle parking for the 2-head EV charging station to only one car at a time. Further, the driveway apron at the street is too narrow to allow 2-way simultaneous ingress and egress for vehicles.

The goal of the Town Hall Parking Lot Accessibility Improvement Project (the Project) is to address each of the above deficiencies. The Project will also provide a crosswalk at the location of the existing curb ramps near Sir Francis Drake Boulevard for added pedestrian safety and removal of the pavement around the large redwood tree, replacing it with a more permeable surface of decomposed granite to promote a healthy root system. The Town arborist will be onsite during construction activities to provide recommendations for root protection and if necessary, root trimming to prevent further damage to the new asphalt caused by uplift from the root system in the future, will be performed. The Project specifications require that a twelve-foot-wide clear isle width be provided at all times during construction for emergency vehicle ingress and egress. This width was agreed on during a field review of the project with representatives from the Ross Valley Fire Department.

During the design of the Project, staff took into consideration the departure of the Ross Valley Fire Department in 2025 as well as the configuration of the new administration center facilities. Facilities Concept B, selected as the preferred option in June of 2023, shows minimal site

alterations in the vicinity of Town Hall where the Project work is proposed. With a phased approach to the facilities project, the Project work area will continue to function as an accessible parking area during construction, and the 5' of additional driveway width off of Sir Francis Drake Boulevard will serve as an optimal location for construction staging. Since the majority of emergency service calls are for the paramedics, the Project improvements will continue to provide a benefit to Town Government functions well into the construction phase of the new administration facilities, scheduled to begin in 2029.

Fiscal, resource and timeline impacts

Moe Engineering Inc. (MEI) was contracted for \$32,000 to review existing conditions, provide site topography, and provide the engineering design and specifications for the project. The engineer's estimate is \$115,000 for the base bid bringing the total estimated cost of the project with contingencies to approximately \$150,000. Because of the estimated cost of the project, the informal bidding procedure will be used. If approved to advertise for construction bids, staff expects to recommend award of the project to the lowest responsive and responsible bidder at the May 2, 2024 Town Council meeting and begin construction shortly thereafter.

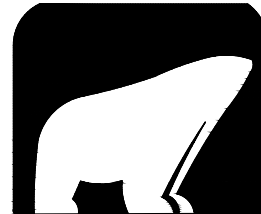
Environmental review

The project is categorically exempt under the California Environmental Quality Act (CEQA) Article 19, Section 15301 existing facilities (existing highways and streets).

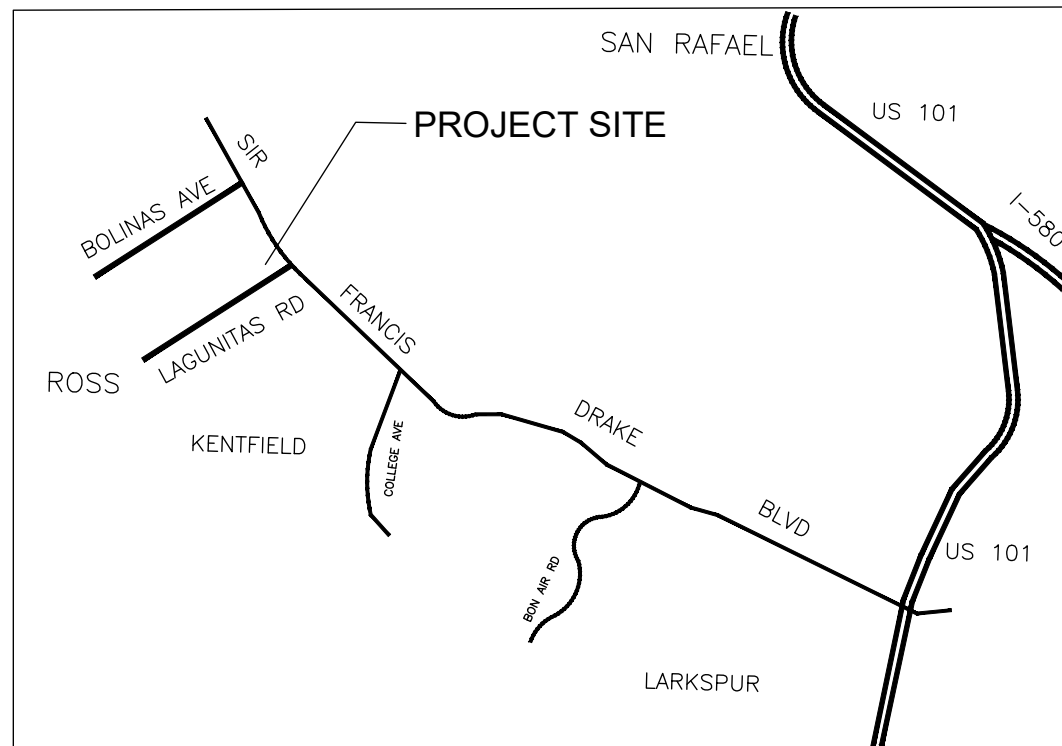
Attachments

- Project Plans

TOWN HALL PARKING LOT REHABILITATION AND ADA IMPROVEMENTS



TOWN
OF
ROSS



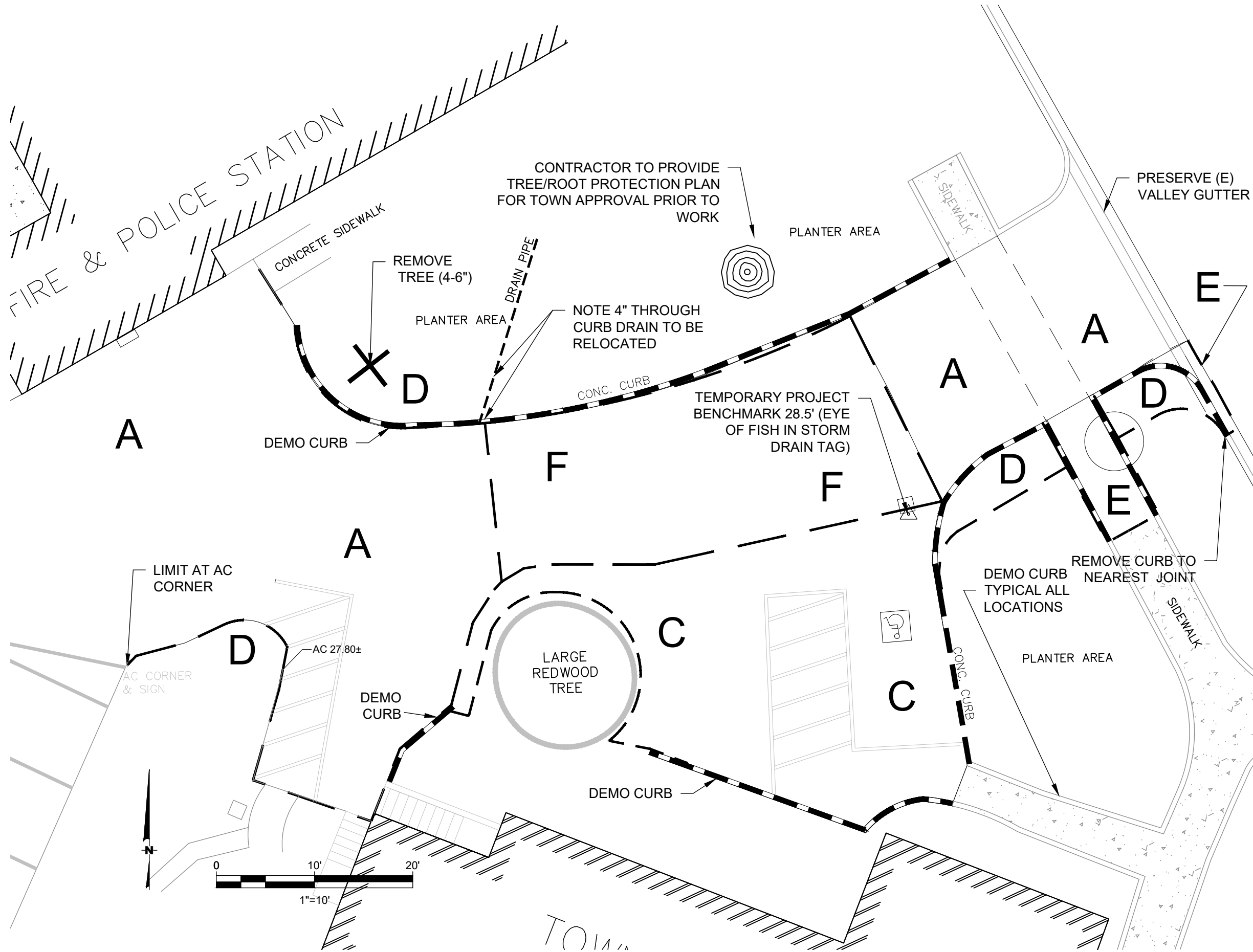
VICINITY MAP

INDEX OF SHEETS

1	COVER SHEET
2	DEMO PLAN
3	CONSTRUCTION LIMITS AND LAYOUT
4	GRADING PLAN
5	STRIPING

ABBREVIATIONS

AC	ASPHALT CONCRETE
BL	BUILDING LINE
CONC	CONCRETE
CP	CONTROL POINT
DI	DRAIN INLET
EP	EDGE OF PAVEMENT
E	EXISTING
EG	EXISTING GRADE
FG	FINISHED GRADE
INV	INVERT
N	NEW
TC	TOP OF CURB
TFC	TOP FLUSH CURB
TG	TOP OF GRATE



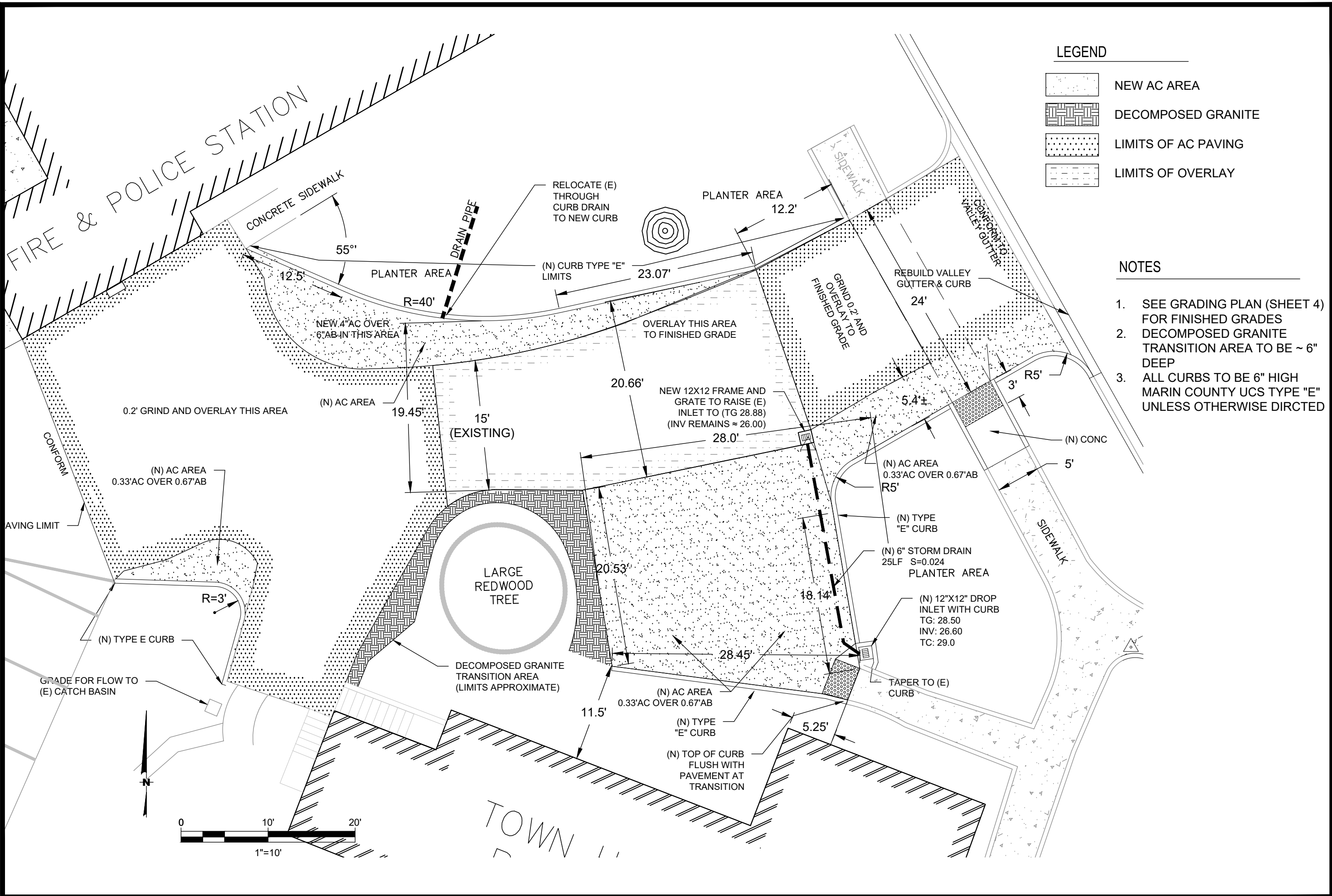
LEGEND

--- DEMO AREA LIMIT



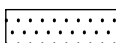
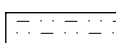
//// BUILDING LINE

- DEMO KEY**
- A. GRIND (E) DRIVEWAY 0.2'
 - B. (RESERVED)
 - C. DEMO AND REMOVE EXISTING ASPHALT AND AB FULL DEPTH (6" MIN BELOW PAVEMENT SECTION)
 - D. CLEAR AND GRUB, EXCAVATE AND COMPACT EXISTING SOIL AREA (95% RELATIVE COMPACTION) IN PREPARATION FOR NEW ASPHALT SECTION
 - E. REMOVE ALL ASPHALT, SIDEWALK, DRIVEWAY, CURB RETURNS, AND SOUTHERLY PED RAMP
 - F. (E) AC DRIVEWAY AREA TO BE OVERLAID
 - G. REMOVE ASPHALT AND BASEROCK

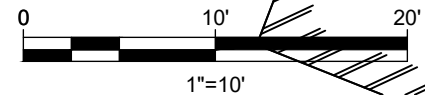
- DEMO NOTES**
1. CONTRACTOR TO LAY OUT AND CONFIRM DEMO LIMITS WITH TOWN PRIOR TO WORK
 2. CONTRACTOR TO TAKE CARE TO PROTECT ROOTS OF REDWOOD TREE.
 3. CONTRACTOR TO FOLLOW TOWN ARBORIST RECOMMENDATIONS REGARDING REDWOOD TREES
 4. CONTRACTOR TO ENSURE A 12' WIDE ACCESS LANE IS AVAILABLE AT ALL TIMES FOR EMERGENCY VEHICLES.



LEGEND

-  NEW AC AREA
-  DECOMPOSED GRANITE
-  LIMITS OF AC PAVING
-  LIMITS OF OVERLAY

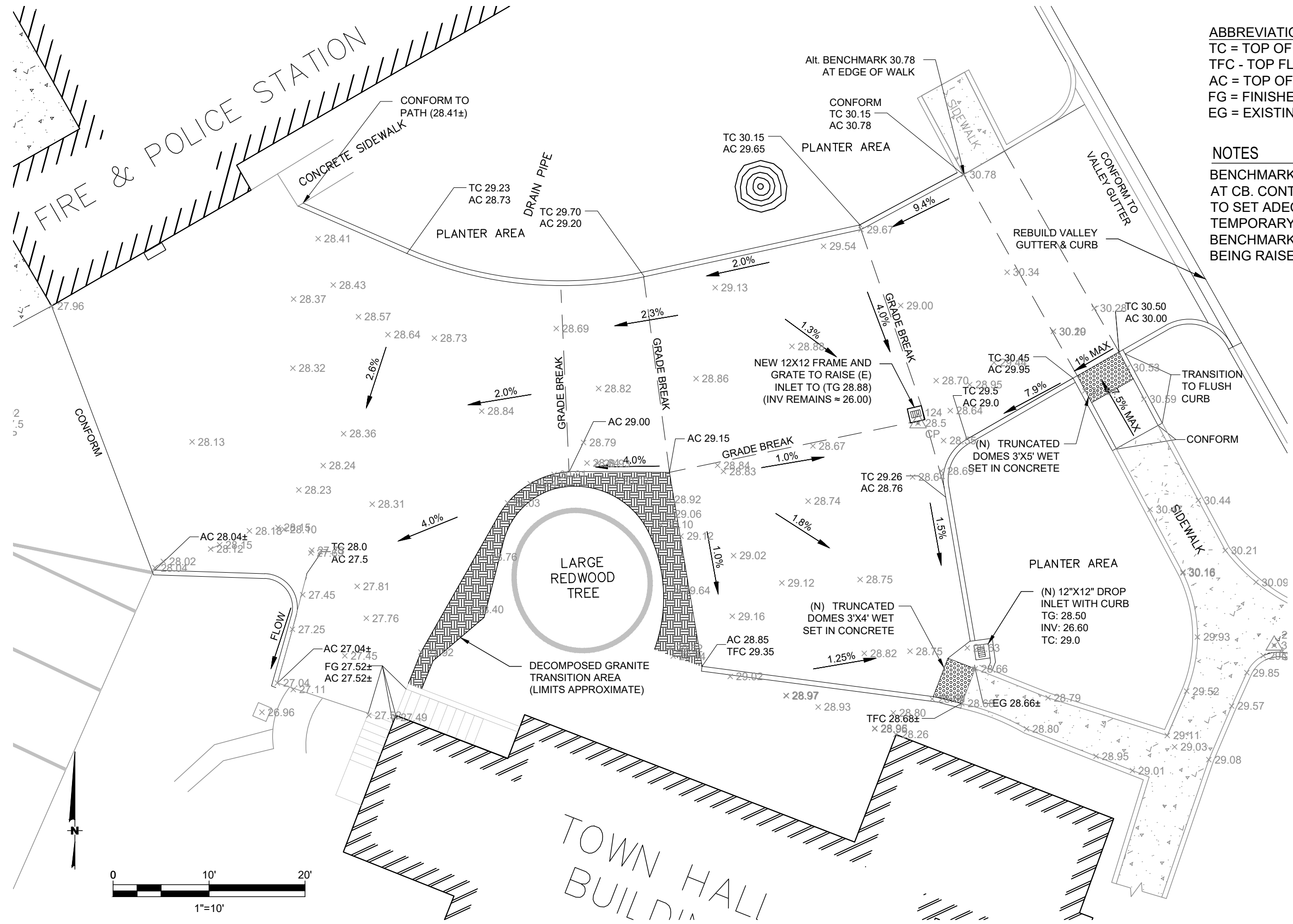
- NOTES**
1. SEE GRADING PLAN (SHEET 4) FOR FINISHED GRADES
 2. DECOMPOSED GRANITE TRANSITION AREA TO BE ~ 6" DEEP
 3. ALL CURBS TO BE 6" HIGH MARIN COUNTY UCS TYPE "E" UNLESS OTHERWISE DIRCTED



CONSTRUCTION LIMITS AND LAYOUT

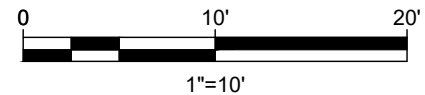
ROSS TOWN HALL PARKING
31 SIR FRANCIS DRAKE ROSS, CA

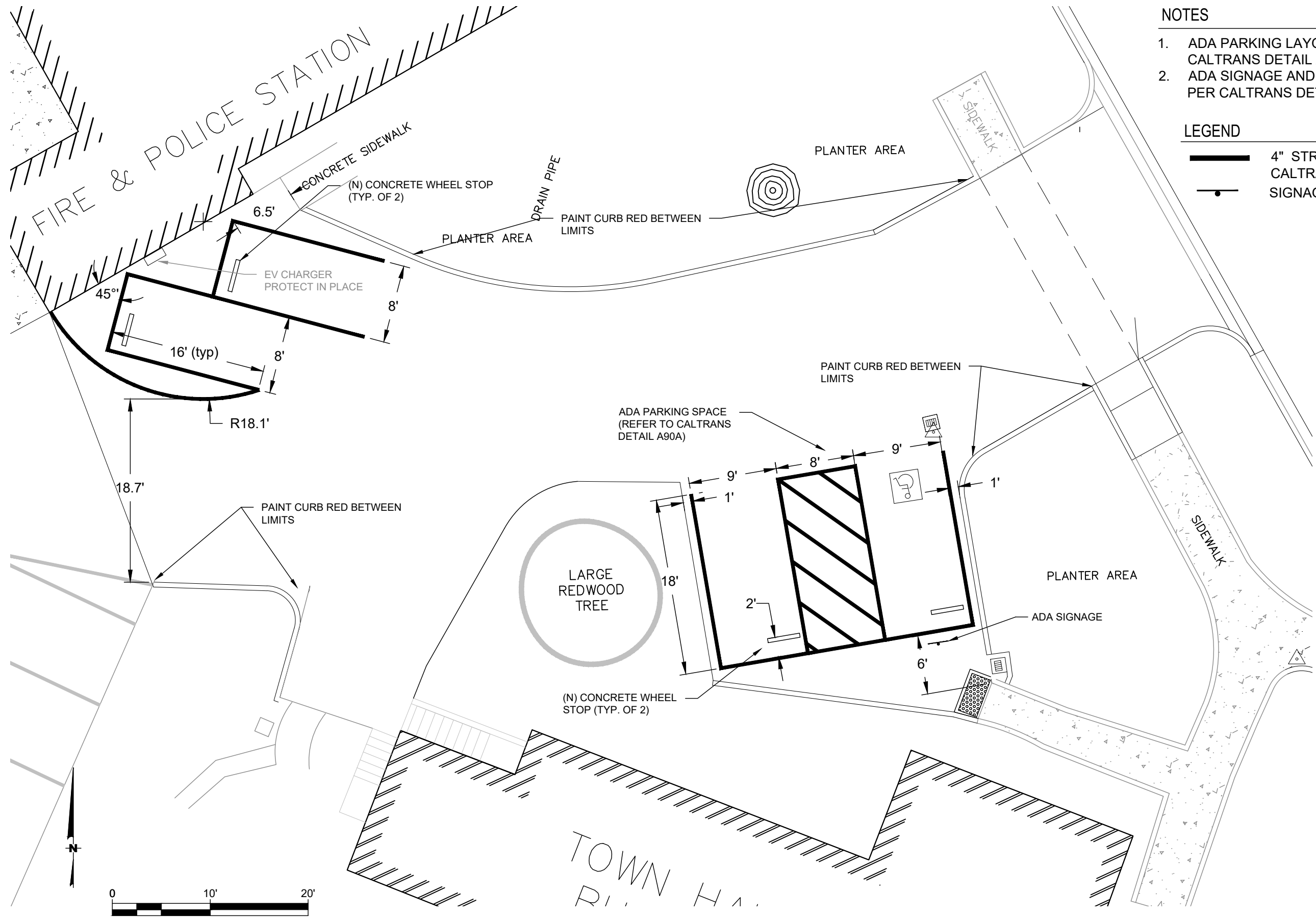
PROJECT NAME	ROSS TOWN HALL PARKING
SCALE	1" = 10'
DRAWN	JJR
JOB	2021-044
DRAWING	PARKING LOT LAYOUT
DATE	1/31/2024
SHEET	3



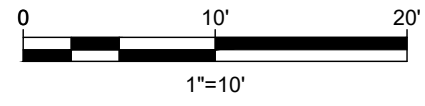
ABBREVIATIONS
 TC = TOP OF CURB
 TFC - TOP FLUSH CURB
 AC = TOP OF ASPHALT
 FG = FINISHED GRADE
 EG = EXISTING GRADE

NOTES
 BENCHMARK IS 28.5'
 AT CB. CONTRACTOR
 TO SET ADEQUATE
 TEMPORARY
 BENCHMARKS (CB IS
 BEING RAISED)





- NOTES**
1. ADA PARKING LAYOUT PER CALTRANS DETAIL A90A
 2. ADA SIGNAGE AND LAYOUT PER CALTRANS DETAIL A90A
- LEGEND**
- 4" STRIPE PER CALTRANS STDS
 - SIGNAGE



MOE ENGINEERING, INC.
2950 MONTECITO AVE.
SANTA ROSA, CA 95404 (707) 544-6274

STRIPING

SHEET TITLE

PROJECT NAME
ROSS TOWN HALL PARKING
31 SIR FRANCIS DRAKE ROSS, CA

SCALE
1" = 10'

DRAWN
JJR

JOB
2021-044

DRAWING
PARKING LOT LAYOUT

DATE
1/31/2024

SHEET
5
OF 5 SHEETS