

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: November 5, 2025

To: Mayor and Town Council
From: Alejandro Perez, Senior Civil Engineer
Subject: Professional Services Agreement Mark Thomas for Guardrail and Crash Cushion Repair Design Services

Recommendation to Council:

Approve a Professional Service Agreement with Mark Thomas for Guardrail and Crash Cushion Repair Design Services in an amount not to exceed \$86,146 and authorize the Town Manager to execute said agreement and any additional amendments up to 20 percent of the original amount, on behalf of the Town.

Strategic Plan Element:

The recommended action supports the goal of Infrastructure. Goal Statement: Through a lens of sustainability and innovation, invest in the Town's infrastructure and public facilities to meet the needs of future generations.

Background:

On May 27, 2025, the Town Council adopted the Five-Year Capital Improvement Program (CIP) for Fiscal Years 2025–2026, which included the Guardrail and Crash Cushion Project (Project). Over the past few years, four guardrails and two crash cushions have been damaged at three locations within the Town. Efforts to recover repair costs through insurance reimbursement were unsuccessful, and this source of funding was deemed infeasible.

In September 2024, Town staff submitted an application to the California Department of Transportation (Caltrans) for Cycle 12 of the Local Highway Safety Improvement Program (HSIP). In February 2025, the Town's Project was awarded HSIP Cycle 12 funding in the amount of \$196,110 for construction. The grant award required an 11% local match.

The Project includes the following locations:

- Arata Lane at Old Redwood Highway (under US 101): Replacement of two damaged guardrails, one eastbound and one westbound.
- Downtown Undercrossing of US 101: Replacement of both eastbound and westbound crash cushions that were struck during winter 2024 and must be replaced in-kind with inline crash cushions.
- Old Redwood Highway at Pool Creek: Replacement of damaged guardrails in both the northbound and southbound directions, which no longer provide adequate protection and must be restored to their previous condition.

Discussion:

The Arata Lane undercrossing and the Downtown Undercrossing of US 101 are within Caltrans right-of-way and require Caltrans approval. Mark Thomas, an engineering firm with extensive experience

working with Caltrans, has submitted a proposal to prepare the design for these two locations. The Pool Creek location is not within the Caltrans right-of-way and will not be included in the design scope but will be restored to its undamaged condition during the construction phase of the Project. Construction is anticipated to begin in Summer 2026.

Mark Thomas has a thorough understanding of the project and their proposed fee for the design phase is \$86,146. Staff has reviewed the scope of work and fee schedule and determined that both are fair and reasonable.

Fiscal Impact:

There are sufficient appropriations for the project in the Fiscal Year 2024-25 council adopted budget. The project is budgeted with the following funds:

- Transportation Grant Fund (HSIP): \$196,110
- General Fund: \$21,790

Environmental Review:

The project is exempt from the California Environmental Quality Act (CEQA) in accordance with section 15301 for repair and maintenance of existing facilities. Therefore, no environmental review is required. A Notice of Exemption will be filed with the County Clerk of Sonoma prior to construction.

Attachment(s):

- [1. Agreement](#)
- [2. Location Map](#)

Prepared by:

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Reviewed by:

Shannon Cotulla
Public Works Director/Town Engineer

Approved by:

Jon Davis
Town Manager