



**Finance Department**  
General Services Division

**Proposal For Services Due:  
07/14/2026 - 5:00 p.m.**

The City of Berkeley Public Works Department seeks competitive written proposals for Street and Utilities Division Asphalt Construction Procedures Update.

The work to be done includes:

The City of Berkeley Streets and Utilities Division is requesting proposals to assist the Asphalt Construction Unit of the Streets and Utilities Division with updating and or creating procedures and best practices for the following activities:

- Pothole repair including strategies to prioritize bike lanes, bus lanes, crosswalks, school zones, hospitals, senior facilities, and other priority areas.
- Sidewalk Make Safes (shaving, use mortar/cut back)
- Base Failure Repairs
- Sink Hole Investigations and Repairs
- Crack Sealing
- Sewer Trench Repairs

Evaluate current written practices, field work, and schedules. Create or update documentation and schedules to best utilize current staffing levels and equipment. Please include recommendations for improvement both short and long term, and metrics to measure the success of the program and of each activity.

The final product document should be able to be utilized and understood by front line staff and senior management. This documentation is to support ongoing routine maintenance and emergency repairs.

Also provide an hourly rate per relevant staff for follow up questions and revisions related to the above topics.

Instructions to vendors:

On company letterhead, submit a signed, firm, lump sum proposal to accomplish the project described in the quote

For questions related to the project contact [ejbrown@berkeleyca.gov](mailto:ejbrown@berkeleyca.gov)

Proposals are due **07/14/2026 – 05:00 p.m.** via email to [ejbrown@berkeleyca.gov](mailto:ejbrown@berkeleyca.gov) cc: [purchasing@berkeleyca.gov](mailto:purchasing@berkeleyca.gov)



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City terms: Net 30

Do you offer an early payment discount? If yes, \_\_\_\_\_

Do you offer a discount for early payment using a credit card? If yes \_\_\_\_\_%

Is your firm based in Berkeley? \_\_\_\_\_

Is your firm an MBE? \_\_\_\_\_

Is your firm a WBE? \_\_\_\_\_

See the City's Purchase Order Terms and Conditions