



Work Session Agenda
BOARD OF ALDERMEN
CITY OF PARKVILLE, MISSOURI
September 6, 2016; 5:30 p.m.
City Hall Boardroom

1. GENERAL AGENDA

- A. New Development Fee Structure Proposal for Public Works-related items

CITY OF PARKVILLE **Policy Report**

Date: Monday, August 22, 2016

Prepared By:
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Public Works Director

Reviewed By:
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City Administrator

ISSUE:

Discuss the proposal for a new development fee structure for Public Works related items.

BACKGROUND:

Developments are reviewed at the rezoning, preliminary development plan, final development plan, preliminary plat, and final plat stages. The Community Development and Public Works staff members review these applications prior to Planning & Zoning Commission and Board of Aldermen approvals. Public Works reviews the public infrastructure associated with residential and commercial development projects. The public infrastructure could include streets, storm sewer, and sanitary sewer. Private infrastructure, such as stormwater detention and stormwater treatment facilities, is also reviewed by Public Works to make sure these improvements are in accordance with engineering standards. Public Works performs construction inspection for the public and private improvements.

The following outlines the City's existing fee structure related to Public Works related items:

- Sewer Fees: The sewer tap (\$1,500) and sewer impact (\$1,400) fees are collected on residential and commercial developments with City-owned sanitary sewer. The purpose of the sewer fees is to cover the property's impact to the sewer based on the additional sewage introduced into the system. The sewer fees are collected with the building permit and the revenue is held in the Sewer Fund, used for plant maintenance.
- Public Improvement Fees: The public improvement fees are based on the square footage of residential properties (\$26.49 per square foot) or commercial properties (\$19.68 per square foot). The purpose of the improvement fees is to cover the plan review and inspections associated with the construction of the public. The fees are collected prior to platting and the revenue is held in the General Fund.
- Grading and Land Disturbance Permit: The grading and land disturbance permit is issued prior to the building permit issuance or approval of public improvement plans. This allows the contractor to perform clearing and grading operations. The fees are based on the amount of land disturbed, with the maximum permit fee set at \$75.00. The purpose of the permit fee is to cover the plan review and inspections associated with the land disturbance. The fees are collected with the permit and the revenue is held in the General Fund.
- Right-of-Way Permit: The right-of-way permit is issued to contractors or utility companies who perform work within the City's right-of-way. The permit fee is \$10.00, regardless of the amount of work performed. The purpose of the permit fee is to cover the plan review and inspections associated with the land disturbance. The fees are collected with the permit application and the revenue is held in the General Fund.

There were three projects over the past year that required engineering plan review and construction inspections associated with construction of public improvements. The first project was the storm sewer improvements in the existing development off of Apple Blossom Lane.

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The second project included improvements to the public storm sewer, detention, and stormwater treatment facilities in the open space areas of Cider Mill 6th Plat. The third project was the public improvements to Klamm Road located within the City's right-of-way that tie into existing Klamm Road. In all three cases, there were no building permits issued or lots platted; and therefore no fees were collected to cover the staff resources needed to perform the engineering plan review and construction inspection.

Staff researched the development fee structure of other municipalities, both in Kansas and Missouri. Attachment 1 includes information collected during the research. There were several small cities with no formalized structure in place to collect public improvement fees. Riverside does not have a separate public improvement fee structure and Platte County bills an hourly rate for staff time (or invoices for third party expenses) for the engineering plan review and construction inspection. There are larger cities in Johnson County (Overland Park, Shawnee, and Leawood) and in Liberty that have a sliding-scale development fee structures that depend on the construction cost of the improvements. Each municipality has slight variations with their process.

- Shawnee has a separate plan review fee, which is a flat fee based on the type of improvement. Their inspection fee is based on 4% of the construction cost of the improvements. Their plan review fee structure is as follows:

Street Plans - \$300	Site Civil - \$200
Storm Plans - \$200	Detention - \$100
Street/Storm Plans - \$500	Stormwater Treatment - \$100
Streetlight - \$100	

- Overland Park, Leawood and Liberty include a combined plan review and inspection fee based on the construction cost of the public improvements. They require that the developer pay 5% of the construction cost for the plan review and inspection.

Staff recommends implementing a similar sliding-scale development fee structure, allowing the City to charge a percentage of the total construction cost of the public improvements. This will cover the cost for staff time associated with engineering plan review and construction inspection.

In June, staff invited developers, contractors, engineers, and other municipalities to a meeting to discuss the proposal for the new development fee structure. Attachment 2 includes staff's original proposal related to public improvements. Based on the feedback from the meeting, staff made modifications to the proposal. The following outlines the concerns expressed during the meeting:

- Concerns with the timing of the proposed fee structure. The developers were concerned that there would be a drastic change in the development fee structure. Staff plans to ease into the transition of the development fee structure over time, instead of making all the changes at once. Staff will send notices to developers and contractors, as well as host a public meeting, to outline the new structure. Staff suggests making the changes effective March 1, 2017, to allow any existing developments to be completed under the existing fee schedule.
- Concerns with sudden increase in fees. The developers feel that they pay fair fees related to subdivision construction. The intent with the change in the development fee structure is to cover staff's time related to engineering plan review and construction inspection. Staff reviewed the construction cost and fee structure for a recent development, the current fee structure covers approximately 1.5% of the construction costs. At the meeting, staff's original proposal included charging a permit fee of 4% of

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the construction costs for engineering plan review and construction inspection. Since the meeting, staff revised the proposal to 3% of the construction costs. Further, staff plans to evaluate the fee structure again in two years to determine if the fees collected cover staff resources expended. The current fee structure, which is based on square footage of residential and commercial properties, would need to be repealed.

- Concerns with timeframe of reviews. The developers were concerned with the turnaround time for plan reviews. Although this was not related to the development fee structure, Public Works will develop a departmental policy that addresses the maximum length of time to perform engineering plan reviews.

There were other best management practices gleaned from the research of the development structures of other municipalities.

- The construction cost is verified by the submittal of either an engineer's estimate or contractor's bid tabulation submitted prior to permit issuance. The quantities shown on the plans correspond with the quantities shown on the bid tabulation. Further, the amount of the maintenance bond is based on the amount in the engineer's estimate or contractor's bid tabulation. Staff has already implemented the practice of requiring additional information to verify the maintenance bond amount.
- Most cities require that the contractor submit an Erosion and Sediment Control Surety prior to the issuance of a Grading and Land Disturbance Permit. The surety is based on the amount of land disturbed; the surety is returned to the contractor at the conclusion of the permit, after the final inspection. This provides protection to the City if the developer were to abandon the project or fail to provide the proper erosion and sediment controls. Staff recommends requiring a surety with Grading and Land Disturbance Permits for land disturbances over 1 acre, with a surety amount based on the amount of land disturbed.
- The City currently provides construction materials testing through an on-call testing contract. The City currently pays for this service out of the Public Works budget in the General Fund. This allows the City to maintain control of the types of test, frequency of testing, and receipt of testing results. Most cities require construction materials testing by a third-party testing company, with the cost paid for by the developer. The construction material testing is performed in accordance with a standard testing frequency chart. Staff recommends that the City develop a testing frequency chart and require that the developer reimburse the city for its costs to hire a third-party testing professional.
- Sidewalk inspections are performed by Public Works. Over the past year, there have been approximately four areas where new sidewalk was installed. These projects did not have a building permit, as the sidewalk was the only improvement made to the lot. Public Works issued a right-of-way permit to the contractor, at a cost of \$10.00. The right-of-way permit fee covers the administrative time to process the application; it does not cover staff time to perform construction inspection. Staff recommends providing a separate Public Improvement Permit for construction of any public improvement within the City's right-of-way, including the installation of sidewalks. At a minimum, it would require two separate site visits by the Construction Inspector to confirm the grade, both prior to and after pouring of the sidewalk. Staff recommends that the Public Improvement Permit fee be set at a minimum of \$50; and recommends that the contractor provide a two-year maintenance bond.

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- The City currently charges \$10.00 for a Right-of-Way permit. Every city in the Kansas City metropolitan area has a different permit fee structure. Staff recommends providing a variable permit fee based on the work within the right-of-way. It is recommended that the minimum fee be \$10.00 for above ground structures, such as dumpsters. If there are street cuts or boring in the right-of-way, staff recommends increasing the permit fee to cover the expense of staff time to review the application and provide construction oversight. The current maintenance bond is \$500, regardless of the work. Staff would also recommend having a variable maintenance bond for any street cuts.

BUDGET IMPACT:

The approval of a new development fee structure for public improvements will have a positive effect on the budget. The charges are comparable to peer communities and will ensure that developers cover the cost for the staff time required to review the engineering plans and perform the necessary construction inspections. It is difficult to predict the exact impact since it will change each year based on the number and type of development applications. Staff used a recent project, the Cider Mill 6th Plat Development, to demonstrate an example of the impact between the current fee structure and the proposed fee structure (see Attachment 1). The actual bill of \$67,085 would be \$76,850 under the new structure for a difference of \$9,765 (or 14.6%). This analysis does not include costs associated with the construction materials testing. The City is currently absorbing the cost of construction materials testing through the General Fund.

ALTERNATIVES:

1. Direct staff to finalize a new development fee structure as outlined in the staff report.
2. Provide direction to the staff associated to the development fee structure.
3. Do not approve the new development fee structure.

STAFF RECOMMENDATION:

Staff recommends that the Board of Aldermen direct staff to finalize an ordinance to implement the new development fee structure as outlined by staff:

- Update the Public Improvement Permit Fee based on 3% of the construction costs for engineering plan review and construction inspection, with a minimum fee of \$50.00. Repealing the existing Public Improvement Fee based on lot area.
- Require an Erosion and Sediment Control Surety for all land disturbances over 1 acre, with a surety amount based on the amount of land disturbed. The surety would be returned to the developer upon successful stabilization of the disturbed area.
- Develop a testing frequency chart for construction materials testing.
- Require the developer to reimburse the city for costs to hire a third-party testing professional for the construction materials testing, in accordance with the construction materials testing frequency chart.
- Develop a Right-of-Way Permit program that has a variable rate based on the work being done in the right-of-way.
- Develop a strategy to disseminate the information to the development community regarding the new Public Works fee structure.

POLICY:

Although there is no specific statutory requirement, fees are typically codified by ordinance to ensure enforcement. Section 105.160 of the Municipal Code gives the Board of Aldermen the authority to levy and collect all taxes and licenses, which is interpreted to extend to all administrative fees.

SUGGESTED MOTION:

As this is a work session, no motion is necessary.

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ATTACHMENTS:

1. Public Improvement Permit Requirements in Other Cities
2. Original Proposal for Public Improvements

CIDER MILL 6TH PLAT DEVELOPMENT		Pop. 5,928 (2013)	5,928	467,007	93,184	3,046	30,096	23,175	19,754	181,260	11,281	4,799	53,294	81,166
Description		Parkville Current	Parkville Proposed	KCMO	Lee's Summit	Riverside	Liberty	Belton	Raymore	Overland Park	Merriam	Platte City	Blue Springs	Averages
Approx 8 Acres/\$3,500 per acre	Grading and Land Disturbance	\$75.00	\$800.00	\$608.00	\$1,000.00	\$250.00	\$350.00	\$0.00	\$500.00	\$3,000	\$150.00	\$560.00	\$0.00	\$607.75
Not size dependent	Right of Way Permit	\$10.00	\$50.00	\$143.00	\$75.00	\$20.00	\$45.00	\$5.00	\$150.00	\$50.00	\$120.00	\$35.00	\$250.00	\$79.42
E.C.C. Approx. \$600,000	Public Improvement	\$9,000.00	\$18,000.00	\$21,900.00	\$18,552.00	\$15,598.00	\$30,000.00	\$18,000	\$30,000.00	\$30,000	\$44,375.00	\$27,500.00	\$13,329.65	\$23,021.22
Based on Number of Units	Sewer Tap and Impact (20 lots)	\$58,000.00	\$58,000.00	\$12,100.00	\$12,000.00	\$78,820.00	\$92,600.00	\$41,840.00	\$26,000.00	\$25,320.00	\$25,320.00	\$52,280.00	\$30,000.00	\$41,298.18
	Total	\$67,085.00	\$76,850.00	\$34,751.00	\$31,627.00	\$94,688	\$122,995	\$59,845.00	\$56,650.00	\$58,370	\$69,965.00	\$80,375.00	\$43,579.65	\$66,398.39
	Total, Negating Sewer	\$9,085.00	\$18,850.00	\$22,651.00	\$19,627.00	\$15,868.00	\$30,395.00	\$18,005.00	\$30,650.00	\$33,050	\$44,645.00	\$28,095.00	\$13,579.65	\$23,708.39
GENERAL FEE STRUCTURE														
	Description	Parkville Current	Parkville Proposed	KCMO	Lee's Summit	Riverside	Liberty	Belton	Raymore	Overland Park	Merriam	Platte City	Blue Springs	
	Grading and Land Disturbance	s.f. max of \$75.00	Acerage, max of \$1400	\$76 per acre	Acerage, max of \$1400	\$250.00	\$350.00	\$0.00	\$500.00	0.5% of E.C.C.	\$150.00	2% cost of grading	\$0.00	
	Right of Way Permit	\$10.00	\$50.00	???	\$75.00	\$20.00	\$45.00	\$5.00 exc. Permit	\$150.00	\$50.00	\$120.00	\$35 (\$10/lf cut)	\$125 /660 lf	
	Public Improvement	1.5% of E.C.C.	3% of E.C.C.	3.65% of E.C.C.	3.092% of E.C.C.	???	5% of E.C.C.	3% of E.C.C.	5% of E.C.C.	5% of E.C.C.	Varies	0.5% of each home	See File	
1.5" Pipe/Tap	Sewer Tap and Impact (20 lots)	\$2900 for each lot	\$2900 for each lot	\$605	\$30 /drain or trap	\$3941 per unit	\$4,630.00	\$2,092 minimum	\$47 per (\$1,300 min.)	\$1,266 min.	\$1,266 min.	\$2,359-2,869	\$1,500.00	

Figure I: Development Fee Totals for Local Municipalities

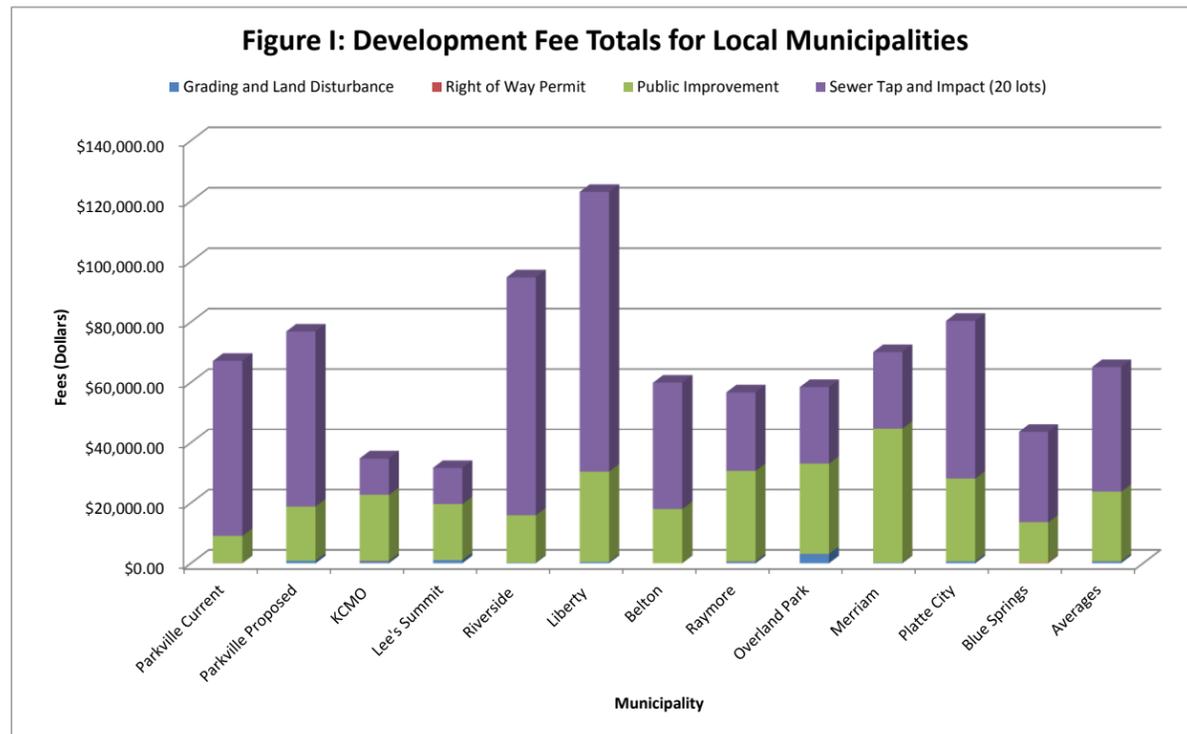
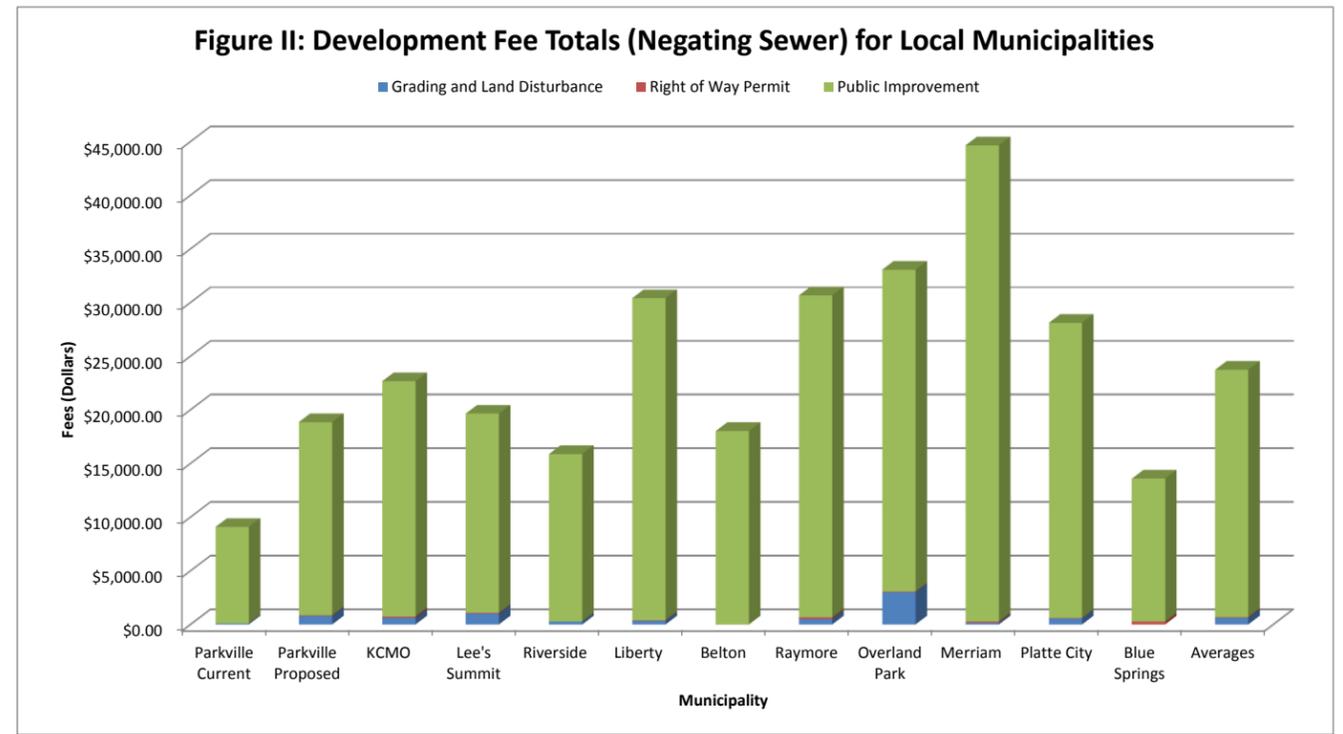


Figure II: Development Fee Totals (Negating Sewer) for Local Municipalities



CITY OF PARKVILLE PUBLIC WORKS

PUBLIC IMPROVEMENT PERMIT:

- Currently there is no separate structure for Public Improvement Permit Applications which includes Plan Review and Inspections.
- There are fees for sanitary sewer, which include sewer tap and sewer impact fees. These fees are collected with each building permit and deposited into the sewer fund.
- There needs to be a fee structure that covers the City's costs associated with engineering plan review and construction inspection for public infrastructure such as street, storm sewer, sidewalk, and sanitary sewer.
- Several cities have a separate Public Improvement Permit. The fees are different for each municipality; some are as low as 3% and some as high as 5%. The fees are typically based on the cost of the improvements.
- There were other best practices that some municipalities had that may be worth incorporating.

Proposal:

- Public Improvement Fee: The fee would be based on the construction cost of the improvements. The fee would include plan review and construction inspection. That percentage could initially be set at 4%, and can be reviewed annually with adjustments made as needed. The intent of this fee is to cover any expenses borne by the City. There should be a minimum permit fee of \$50.00 to cover the administrative time to process the application and issue the permit.
- Reviews: The City will perform 3 plan reviews within the Public Improvement Fee. This will encourage the engineers and developers to produce and submit complete sets of plans. This will penalize those engineers that may not completely understand or successfully execute the City's standards of design. Additional plan reviews will be based on an hourly rate of \$90 per hour.
- Construction Inspections: The City will perform 2 construction inspections on the same improvement area. After 2 failed construction inspections, the contractor will be responsible for paying a re-inspection fee. This will encourage contractors to provide quality construction and penalize those contractors who may perform below a standard level. Additional inspections will be based on an hourly rate of \$50 per hour. The contractor will be required to give at least a 24-hour notice to the construction inspector for any inspections necessary. This will allow the City to coordinate any construction materials testing necessary.

- Performance and Maintenance Bonds: The City currently requires 50% of the construction value in the maintenance bond, collected at the end of the project. The proposal includes receiving the Performance and Maintenance Bonds prior to permit issuance, instead of at the completion of the project. The Performance Bond will allow the City to complete the project if the contractor or developer does not complete the improvements. The Maintenance Bond will cover the 2-year contractor maintenance period, before the City takes over the maintenance of the improvement. The engineering plans will include the Schedule of Quantities. This schedule will be compared to the Engineer's Estimate provided prior to permit issuance to determine the value of the bond. The acceptance of the public improvement for 2-year maintenance period will be granted after successful completion of the inspection punchlist.
- Construction Materials Testing: The City currently pays a third party to perform the necessary construction materials testing on the Public Improvement projects. This work is performed through an on-call construction materials contract. The City currently does not get reimbursed for this work. The proposal includes the City getting reimbursed by the Contractor/Developer the direct costs associated with the construction materials testing. At the completion of the project, the City will issue an invoice that includes the processed invoices paid by the City to the third party construction materials firm. The City will be reimbursed prior to acceptance of the 2-year maintenance period. Several cities require that the contractor/developer hire and pay for a third party testing firm. By the City hiring the third party testing firm, we will have control over the testing quality and frequency.
- Soils Report: In order to check the quality of the subgrade, a soils report completed by a licensed Geotechnical Engineer shall be completed. This report will include their recommendations for the subgrade treatment based on the composition of the soil. In lieu of a soils report, the City would accept 15% flyash, incorporated into the subgrade material.
- Required Submittals: The engineer/developer will submit a Public Improvement Permit application along with 3 full size sets of engineering plans. With the first round of review comments, instructions will be included for the remaining process. Other information will include certificate of insurance for the contractor, business license for the contractor, engineers estimate for the proposed public improvements, owner's authorization for the contractor to obtain a permit, performance bond, and maintenance bond.
- Meetings: Prior to submitting the first set of plans, the developer and their engineer will meet with the City staff to step through the process for Public Improvement plan review, permit issuance, construction, and post construction. Once the permit is ready to be issued, another meeting will be held with the developer, their contractor and subcontractors to discuss the construction schedule, and City requirements.

- Project Acceptance: Currently there is a discrepancy in how the 2-year maintenance bond is accepted. On some projects language is included in the ordinance so that the Public Works Director has the authority to accept the public improvements for the 2-year maintenance period. Either all of the bonds should go through the Board, or none of the bonds should go through the board. In the research, there were no other cities who required the bonds go through the governing body; the Public Works Director had the authority, or their authorized representative, to approve the public improvements after completion of the project. This is documented with a letter of acceptance from the Public Works Director with the end date of the 2-year maintenance term, along with their responsibility during that period.
- As-Built Drawings: After the construction of the public improvement, prior to the acceptance, the engineer shall submit as-built drawings depicting the locations and elevations of all public improvements.
- Miscellaneous Inspections: The sidewalk and driveways are inspected prior to installation. The construction inspector is contacted to perform these inspections. There is no charge currently for this service. The proposal includes a \$50 for each inspection associated with sidewalk and driveways. If there is a failed inspection, the contractor will have to pay an additional inspection fee. The reimbursement to the City will be due prior to the Final Certificate of Occupancy.

CITY OF PARKVILLE PUBLIC WORKS

GRADING & LAND DISTURBANCE PERMIT:

- The City currently has a Grading & Land Disturbance Permit process. The fee is based on the amount of land disturbed.
 - o 1-10,000 sf = \$25.00
 - o 10,001-50,000 sf = \$40.00
 - o 50,001-100,000 sf = \$55.00
 - o 100,001 or more = \$75.00
- The contractor must have a current business license and current certificate of insurance.
- There is no bonding or surety requirements.

Proposal:

- Review / Inspection Fees: The City is responsible for the engineering plan review and construction inspection of the project. With the current fee structure, a small portion of staff time is covered. The proposal would still include a sliding scale, depending on the amount of area that is disturbed.
 - o 0 to 1 acres disturbed = \$200
 - o 1 to 3 acres disturbed = \$400
 - o 3 to 5 acres disturbed = \$600
 - o 5 to 15 acres disturbed = \$800
 - o 15 to 25 acres disturbed = \$1,000
 - o 25 to 50 acres disturbed = \$1,200
 - o More than 50 acres disturbed = \$1,400
- Reviews: The City will perform 3 plan reviews within the Land Disturbance Fee. This will encourage the engineers and developers to produce and submit complete sets of plans. This will penalize those engineers that may not completely understand or successfully execute the City's standards of design. Additional plan reviews will be based on an hourly rate of \$90 per hour.
- Construction Inspections: The City will perform inspections on the erosion and sediment control devices, in addition to the third party inspection requirements. The City will perform 2 consecutive construction inspections. After 2 failed construction inspections, the contractor will be responsible for paying a re-inspection fee. This will encourage contractors to provide quality construction and penalize those contractors who may perform below a standard level. Additional inspections will be based on an hourly rate of \$50 per hour.

- Stormwater Pollution Prevention Plan: For development greater than 1 acre, the developer's engineer must prepare a Stormwater Pollution Prevention Plan (SWPPP) in accordance with Missouri Department of Natural Resources (MDNR) requirements. The final SWPPP shall be submitted, along with the approved Notice of Intent (NOI) from MDNR, prior to permit issuance.
- Third Party ESC Reports: For developments larger than 1 acre, the contractor/developer is required to produce a SWPPP. The SWPPP is a living document that should be updated with any field changes needed with construction. The SWPPP includes inspection reports that should be completed by a certified erosion and sediment control professional, or equivalent. The weekly reports shall be submitted to the Construction Inspector and the Public Works Director.
- Erosion Control Surety: In lieu of a performance bond, the proposal includes submittal of an Erosion Control Surety. The purpose of the surety is to allow the City to make necessary modifications to the project if the contractor/developer abandons the construction site. It is anticipated that there will be a violation period that the City will communicate to the contractor/developer about any changes needed. After a designated period of time, the City will hire another contractor to stabilize the area. The cost for this work will be taken directly from the surety. The surety should be on a sliding scale, based on the amount of area disturbed. The surety would be required for any disturbances over 1 acre.
 - Proposed Erosion Control Surety Calculation
 - \$3,000 + \$1,500 per acre
 - Maximum Surety \$30,000
- Required Submittals: The engineer/developer will submit a Grading and Land Disturbance Permit application along with 3 full size sets of engineering plans, which include Grading Plans, Erosion and Sediment Control Plans, and Erosion and Sediment Control Details. With the first round of review comments, instructions will be included for the remaining process. Other information will include certificate of insurance for the contractor, business license for the contractor, owner's authorization for the contractor to obtain a permit, MDNR NOI and SWPPP, and Erosion Control Surety.
- Meetings: Once the permit is ready to be issued, another meeting will be held with the developer, their contractor and subcontractors to discuss the construction schedule, and City requirements.
- Project Close-Out: Once the disturbed area is stabilized, with final seed, the City will perform a final inspection. Upon successful completion of the final punchlist, the City will close the permit and release the Erosion Control Surety.

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RIGHT OF WAY PERMIT:

- The City currently has a Right of Way Permit process. The fee is \$10.00.
- The contractor must have a current business license and current certificate of insurance.
- The contractor must submit a \$500 maintenance bond per project.

Proposal:

- Review / Inspection Fees: The City is responsible for the review and inspection of the Right of Way Permits. Although these projects are small in nature and have a short timeframe, it still takes time to administer the permit and inspect the construction. Further, the construction takes place within the City's right-of-way. There is greater potential for damage to the City's infrastructure. If the construction includes removal of pavement, the permit fee should take into account the age and condition of the City's streets.
 - Base permit fee = \$50.00
 - For Streets less than 5 years of age or with a Street Rating of between 1 and 3, the contractor will pay a fee of \$10 per square yard of street cut. This will cover future maintenance of the street cut.
 - If the contractor does work without a permit, they will be charged double the permit fee.
- Reviews: The City staff will need time to review and process the application and subsequent documents. The City will respond within 2 business days after an application is submitted.
- Construction Inspections: The frequency of the construction inspections will depend on the nature of the construction within the right-of-way. A final inspection will be performed at the conclusion of the work.
- Performance and Maintenance Bonds: The proposal includes receiving the Performance and Maintenance Bonds prior to permit issuance. The Performance Bond will allow the City to complete the project if the contractor or developer does not complete the improvements. The Maintenance Bond will cover the 2-year contractor maintenance period. The current value of the maintenance bond is \$500. This value does not allow the City to do much when damage occurs. The proposal includes increasing the value of the maintenance bond to \$5,000. The City currently offers a cash deposit in lieu of the maintenance bond. The check would need to be deposited and a refund issued, which is more work administratively. The proposal includes eliminating the option to provide a cash deposit in lieu of the bonds.

- Post-Construction Requirements: There have been issues in the past with borings in the right-of-way that have caused damage to underground utilities. The proposal includes requiring that the contractor perform a post-construction evaluation of the existing sanitary and storm sewer pipes within the project area. This would be required at the end of the project, prior to permit close-out.
- Required Submittals: The contractor must submit a Right of Way Permit application. With the application, the contractor shall provide a certificate of insurance for the contractor, business license for the contractor, Performance and Maintenance Bond.
- Expiration: The proposal includes a 6-month permit period. The permit can be extended as necessary, assuming the contractor is making progress.