



ROCHESTER

— *Minnesota* —



DEPARTMENT OF PUBLIC WORKS
201 4th Street SE, Room 108
Rochester, MN 55904-3740
(507) 328-2400
FAX #(507) 328-2401

REQUEST FORM FOR PREPARATION OF CITY- OWNER CONTRACT (JAN. 2017 VERSION)

The information provided herein and within any associated attachments will be utilized by Rochester Public Works Staff in preparation of a City-Owner Contract for all public work elements related to the Project. **Please print clearly (completed form can be scanned and emailed to mbaker@rochestermn.gov, or original completed form can be submitted to City Public Works, Room #108, City Hall.**

1. Project Reference Name (please match civil construction plan title sheet):

2. Summary of Public Improvements included as work elements:

3. City J# _____

4. Property Owner: _____

Type of Entity: _____ Domestic State of Entity: _____

Property Owner's Mailing Address, Phone Number

Name: _____

Street: _____

City: _____

Phone: _____

Email: _____

Email Address for Owner (used by City to send executed Contract):

5. Owner's representative / Project Manager (name and contact info)

Name: _____

Street: _____

City: _____

Phone: _____

Email: _____

Email Address for Owner (used by City to send executed Contract)

6. If Project is related to a Planning Department development application, please identify the application type and reference #: _____

7. Legal Description of Subject Property (attach separate sheet if necessary):

8. Firm hired by Owner to perform Geotechnical Report: _____

9. Firm hired by Owner to prepare civil plans and record drawings (Design Engineer):

Email address for Design Engineer (used by City to send executed Contract):

10. Firm that will be providing Observation and Oversight: _____

11. Approved cost for Observation & Oversight that will be paid to City by Owner \$ _____

12. City approved Public Improvements Contractor that will be performing construction of the public work elements within the Contract, and providing surety (Perf & Payment Bonds) for the public improvements: Contact Person, Firm Mailing Address, Phone Number:

Name: _____

Street: _____

City: _____

Phone: _____

Email: _____

Email Address for public improvements Contractor (used by City to send executed Contract):

13. Estimated Public Improvements Costs (to be used for determining the amount for Performance & Payment Bonds): _____

14. Desired start date for public improvements (subject to plan approval and contract approval by Council): _____

15. Estimated work days necessary to complete Project public work elements: _____

16. Estimated schedule (#work days) for major elements within the Project (attach separate sheet).

17. Estimated completion date (excludes warranty items and record drawings): _____

18. Is the Grading Plan approved? _____ If no, please provide the Status of Grading & Drainage Plan review and approval: _____

19. Are the Civil Construction Plans approved? _____ If no, please provide the Status of Civil Construction Plan review and approval: _____

20. Have all public easements necessary for construction and maintenance of the public work elements been platted or dedicated by separate easement document(s)? _____ If no, please include legal descriptions and an exhibit drawing for all necessary public easements. Execution of any necessary easements will be required as part of the Contract approval by the City.

21. Please attach a reproducible copy of the Civil Construction Plan cover sheet for the Project, for insertion as an Exhibit in the Contract.

22. For Projects involving new bituminous streets, please complete the First Seal Coat Calculation form below (these calculations will be used by the City for calculation of the applicable First Seal Coat charge for the Project):

Square Yards of NEW Public Road Surface Area _____ sq. yds

Specific Streets / Street Segments Covered in this Request:

23. Developable Area Calculations: Please round all calculations to two decimal places and include a reference drawing that shows the areas identified as non-developable)

TOTAL AREA OF THE PROPERTY _____ gross acres

Existing Public Right-of-Way Easement Area _____ acres

Outlots Dedicated to the Public / City: _____ acres

Wetlands and Floodway Remaining

After Site Grading _____ acres

Natural (Ungraded) Slopes in excess of 18%,

Remaining After Site Grading _____ acres

TOTAL DEVELOPABLE AREA

Calculations Prepared By _____ Phone# _____

Please attach a reference drawing / map, showing the non-developable areas in the calculations above.

24. This form was completed on Owner's behalf by _____, phone # _____, email address _____.

Once drafted by City, the Contracts will be provided to this party.

The City will prepare and provide a Contract to the Owner's representative, **within 7 business days** of the City's receipt of this completed form and applicable attachments. Owner's representative will be responsible to coordinate the execution of the Contract by the Owner, Contractor and Design Engineer, as well as, for furnishing the required project Performance & Payment Bonds from the designated party, a Project specific Certificate of Liability Insurance from the Contractor for the Project, and a completed Authorization of Signature Form for Owner, Contractor, Design Engineer.

The City will, upon receipt of the fully executed City - Owner Contracts and supporting documents (including the required bonds, insurance, and authorization of signature forms), schedule the Contract for review and approval by the City Council at the next available Council meeting subject to scheduling deadline limitations. Owner shall not authorize its Contractor to perform public work elements within the Project prior to the City Council's approval of the Contract, and not prior to the Civil Construction Plans and Grading & Drainage Plan being approved by the City.

Owner's Signature

Date:

When returning the completed request form, please include a check for \$150 payable to the City of Rochester for preparation of this City-Owner Contract.

_____ Date Received
_____ for City Public
Works