

PROVO CITY CORPORATION
ENGINEERING DEPARTMENT
CONTRACTOR PREQUALIFICATION
REQUIREMENTS AND FORMS

- A. The requirements for prequalifications briefly consists of:
1. The attached "Contractor's Proof of Responsibility and Statement of Qualifications" form filled out and notarized.
 2. A copy of your current Contractor's License with the proper classification for work you are doing.
 3. A two year or continuous \$10,000 License and Permit Bond. To remain in effect for two years from date of last project. (A License & Permit Bond form is attached or your insurance company will have their own form.)
 4. Combined single limit per occurrence Liability Insurance for bodily injury, personal injury and property damage with a **minimum of \$1,000,000** in the aggregate per Provo City Code Book (Section 15). Also to include added underground coverage if excavating.

Also, please find attached three specification letters which you need to be aware of before doing any work in Provo City.

NOTE:

- 1) **ALL WORK MUST BE IN COMPLIANCE WITH PROVO CITY STANDARDS AND SPECIFICATIONS.**
- 2) **It is the contractor's responsibility to keep prequalifications updated in order to be included on our Current Contractors List.**
- 3) **No permits will be issued unless prequalifications are up to date.**

**PROVO CITY CORPORATION
CONTRACTOR'S PROOF OF RESPONSIBILITY
AND STATEMENT OF QUALIFICATIONS**

A. GENERAL:

1. Provo City Corporation, under authority of the Utah Statutes, requires prequalification of contractors before doing any street excavation in Provo City. This form shall be submitted to the Provo City Engineering Department, 1377 South 350 East, Provo, Utah 84606. The contents of the questionnaire shall be considered confidential.
2. Contractor shall answer all applicable questions. Answers to questionnaire shall be legible, preferably typed.

B. CONTRACTOR INFORMATION:

Name of Contractor _____

Address _____

Phone Number _____

Date company organized _____

Where incorporated _____

C. Have you ever failed to complete any work awarded to you or defaulted on a contract?

No Yes

If yes, where and why? _____

Attach a statement of explanation, including all pertinent facts.

D. EQUIPMENT: List your major equipment that is available, including description, number of units and condition of equipment.

Description	# of Units	Equipment Condition

E. EXPERIENCE:

1. How many years have you been engaged in the contracting business under the present firm name? _____

2. Contracts on hand:

Description	Gross Amount	% Completed to Date

3. Describe nature of work performed by your firm.

4. How many years of experience have you had in the type of work described in No. 3 above. _____

5. List the five most recent major contracts completed:

Owner	Address	Type of Work	Cost

F. Specify types and classes of work for which you request approval and qualifications:

Dated at _____ this _____ day of _____, 20____.

Name of organization _____

Address _____

By _____ Title _____
(Signature)

State of _____
ss.

County of _____

On this _____ day of _____, 20____ personally appeared before me

_____, and being duly sworn, says that he is the
(Printed Name)

_____ of _____
(Title) (Name of Organization)

and that the answers to the foregoing questions and all statements contained herein are true and correct.

Notary Public

My commission expires: _____

PERMIT BOND

To cover excavations on property and right-of-way belonging to Provo City Corporation.

KNOW ALL MEN BY THESE PRESENTS:

THAT WE, _____ as Principal, and
_____ As Surety, being duly authorized to
transact business in the State of Utah, are held and firmly bound unto Provo City Corporation, as
Obligee, in the full penal sum of _____ (\$_____) for
the payment of which, well and truly to be made, we bind ourselves, our heirs, executors,
administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bounded Principal has or is about to obtain from the Obligee a
permit or permits for making excavations in connection with underground utilities or waterways
according to the agreement executed between the Principal and the Obligee.

WHEREAS, the Principal is required by law to file with Provo City Corporation, a bond
conditioned as herein set forth.

NOW THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, That if the
said Principal shall indemnify said Obligee against all loss, costs, expenses, or damage to it
caused by the said Principal's non-compliance with or breach of any law, statutes, ordinances,
rules, or regulations pertaining to such license or permit, and in particular the Standard
Specifications of Provo City Corporation and the Agreement or permit or permits that are
incorporated herein by reference as required by the execution bond, then this obligation shall
become void and of no effect, otherwise to be and remain in full force and virtue until the
_____ day of _____, 20_____, and

PROVIDED, HOWEVER, that this bond may be continued from year to year by
certificate executed by the Surety hereon.

Signed, sealed and dated this _____ day of _____, 20_____.

Principal

By _____

Title _____

Principal Seal

Surety

By _____

Title _____

Surety Seal

STATE OF UTAH

ss.

COUNTY OF _____

_____ being first duly sworn on oath deposes and says:
That he is Attorney-in-Fact of _____, the Surety of the
foregoing bond, and that he is authorized to execute and deliver the foregoing obligation; that said
Company is authorized to execute the same, and has complied in all respects with the laws of
Utah in reference to being solid surety upon bonds, undertakings, and obligations.

Subscribed and sworn to before me this _____ day of _____, 20_____.

Signed _____

The City of
Provo, Utah



February 22, 2011

Public Works Department

RE: Revised Engineering Permit and Inspection Fees

To Whom It May Concern:

The Provo City Municipal Council has adopted revisions for permit and inspection fees administered by the Public Works Department – Engineering Division. Attached for your reference is a copy of the new fee schedule which will be effective March 7, 2011. These fees may also be found in the Provo City Code, Consolidated Fee Schedule.

The new fee schedule will apply to all development projects and permits initiated on or after the above referenced date. The permit and inspection fees, for most development projects and building permits, are paid by the developer/owner when the project receives final approval. All other permits will require the applicant to pay the permit and inspection fees prior to issuance of the permit.

If there are any specific questions which you have concerning the permit process or the attached fee schedule, please feel free to contact the Engineering Division at (801) 852-6740.

Sincerely,

David J. Graves, P.E.
Deputy Public Works Director/City Engineer

Engineering Division

1377 South 350 East
Provo, Utah 84606

P.O. Box 1849
Provo, Utah 84603

(801) 852-6740
Fax: (801) 852-6730

Provo City Engineering Permit Fees

	Fee
Permit Fee	\$150.00
	Permit Type
Asphalt	plus \$0.25 per Sq. Ft.
Curb & Gutter	plus \$0.50 per Ln. Ft.
Sidewalk	plus \$0.25 per Sq. Ft.
Fire Hydrant	plus \$40.00 each
Grading	plus \$40.00 per inspection
Sewer Lateral	plus \$40.00 per lateral
Sewer Main	plus \$0.50 per Ln. Ft.
Water Service	plus \$40.00 per service
Water Main	plus \$0.50 per Ln. Ft.
Storm Drain	plus \$0.50 per Ln. Ft.
Other Utilities	plus \$0.25 per Ln. Ft.
Directional Boring	plus \$0.25 per Ln. Ft.
Lane Closure (per lane/per block) *	plus \$125.00 per lane per week
Local Street Closure (per lane/per block) *	plus \$150.00 per week
Arterial Street Closure (per lane/per block) *	plus \$250.00 per week
Sidewalk Closure (per block face) *	plus \$50.00 per week
Development Inspection Fee	\$250.00 min or 1% of bond
After Hours Inspection	\$60.00 per hour (1 hour min.)
Permit Extension Fee	\$150.00
Working without Permit (Stop Work)	4 times permit fee
Reinspection Fee	\$95.00 per inspection
Qualified Contractor Fee	\$250.00 per year
Traffic Control Plan Review Fee (For permits requiring multiple traffic control plans.	\$75.00 per plan
Hourly Inspection Fee for permits requiring multiple inspections	\$40.00 per hour (1 hour min.)
* - These permits would be required on projects where closures exceed 48 hours.	
	Effective: March 7, 2011