



## CORPORATION ENGINEERING DEPARTMENT CONTRACTOR PREQUALIFICATIONS 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 prequalifications 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?

- Yes     No

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

(Print Name) \_\_\_\_\_, and being duly sworn, says that he is the

\_\_\_\_\_ 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 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 SEAL:**

Principal \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

**SURETY SEAL:**

Surety \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

STATE OF UTAH  
COUNTY OF \_\_\_\_\_ ss.

\_\_\_\_\_ 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 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 \_\_\_\_\_

# Provo City Engineering Permit Fees

		Fee
<b>Permit Fee</b>		\$200.00
	<b>Permit Type</b>	
	Asphalt Greater Than 1000 Sq. Ft.	plus \$0.10 per Sq. Ft.
	Asphalt Less Than 1000 Sq. Ft.	\$50 plus \$0.10 per Sq. Ft.
	Curb & Gutter	plus \$0.50 per Ln. Ft.
	Sidewalk	plus \$0.25 per Sq. Ft.
	Fire Hydrant	plus \$60.00 each
	Grading	plus \$60.00 per inspection
	Sewer Lateral	plus \$60.00 per lateral
	Sewer Main	plus \$0.50 per Ln. Ft.
	Water Service	plus \$60.00 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/ Street/Closure (per lane/per block) *	plus \$250.00 per Day
	Sidewalk Closure (per block face) *	plus \$50.00 per Day
	Parking/Bicycle Lane Closure	plus \$50.00 per Day
	Storm Drain Service	plus \$60 per service
<b>Development Inspection</b>		\$250.00 Minimum
<b>After Hours Inspection</b>		\$60.00 per hour (1 hour min.)
<b>Permit Extension Fee</b>		\$200.00
<b>Working without Permit (Stop Work)</b>		4 times permit fee
<b>Reinspection Fee</b>		\$95.00 per inspection
<b>Traffic Control Plan Review Fee ( For permits requiring multiple traffic control plans.</b>		\$75.00 per plan
<b>Hourly Inspection Fee for permits requiring multiple inspections</b>		\$40.00 per hour (1 hour min.)
<b>After Hours Inspection</b>		\$90 per 2 hour min
	Effective:	July 1, 2017