

**REQUEST FOR PREPARATION OF CITY- OWNER CONTRACT**

The information provided herein and within any associated attachments will be utilized by Rochester Public Works Team to prepare a City-Owner Contract for all public work elements related to the Project. **Please complete the fillable form, save as a PDF, and email to [mbaker@rochestermn.gov](mailto:mbaker@rochestermn.gov), or alternatively, original completed paper form can be submitted to the attention of Mark Baker at the address above.**

1. City J# \_\_\_\_\_

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

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3. Identify all components of Public Improvements included as work elements in Contract:

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4. Property Owner (Name of individual / entity):

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Type of Entity: \_\_\_\_\_ Domestic State of Entity: \_\_\_\_\_

Property Owner's Mailing Address, Phone Number:

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

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

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6. If Project is related to a Community Development application, please identify the application type and reference # from Accela:

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7. Firm hired by Owner to perform Geotechnical Report:

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

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

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9. Firm that Owner requests City contract with to provide Observation & Oversight (O&O):

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10. Cost for Observation & Oversight agreed to by Owner and O&O firm that will be paid to City by Owner \$ \_\_\_\_\_

11. Contractor approved by City that will be performing construction of the public improvements within the Contract, and providing surety in the form of Performance & Payment Bonds for the public improvements: Contact Person, Mailing Address, Phone Number:

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

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12. Estimated public improvements costs (to be used for determining bond amounts):  
\$ \_\_\_\_\_

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

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14. Estimated working days necessary to complete Project public work elements: \_\_\_\_\_  
Please attach a separate schedule sheet from Contractor for insertion as an Exhibit in the Contract.

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

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16. For projects involving public street paving, will all bituminous paving occur within the same construction season, without any portions carrying over to the following calendar year?

Yes      No



17. Is there any sanitary sewer or watermain in excess of 8-inch diameter that Owner will be requesting a reimbursement for oversizing from City?    Yes    No

18. If yes, please identify detailed quantities of pipe oversizing:

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19. Are the Civil Construction Plans (including Grading Plan) approved?    Yes    No  
If no, please provide the status of Plan review and approval:

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20. Have all public easements necessary for construction and maintenance of public infrastructure elements been platted or dedicated by separate easement document(s)?

Yes    No

If no, please submit a completed Easement Preparation Application including 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:

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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

**Allowable Deductions:**

Existing Public Right-of-Way Easement Area \_\_\_\_\_ acres

Outlots to be 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 REMAINING DEVELOPABLE AREA \_\_\_\_\_ acres**

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 behalf of Owner by:

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

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

The City will prepare and provide a Contract to the party identified above, **within 7 business days** of the City's receipt of this completed form and applicable attachments. Said party 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; a completed Authorization of Signature Form for Owner, Contractor and Design Engineer; and the applicable Observation & Oversight payment check to City from Owner.

The City will, upon receipt of the fully executed City - Owner Contract and all supporting documents, 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 (including Grading Plan) being approved by the City, and not prior to issuance of a Notice to Proceed from City to Contractor.

\_\_\_\_\_  
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.**

<p>_____ Date Received</p> <p>_____ for City Public Works</p>
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