



Sidewalk Repair Program 2018

Pre-Construction Inspection

Next Steps

1. Property owner reviews results of pre-construction inspection which details all **City Approved Work**. **Property owners that do not agree with the results of the pre-construction inspection (with recommended tree or concrete work) must contact Public Works no later than August, XX, 2018 indicating such.** It will be assumed by the City that any property owner that does not notify Public Works by August XX, 2018 agrees with the results and the action required indicated in the inspection.
2. If Type of Work required in the “**Cost estimate**” table is listed as “**not required**”, and therefore your Cost Estimate is \$0, the City has determined that any sidewalk offset at your property was ¼” or less at the time of inspection and therefore does not require repair based on California Building Code 11B-303.2. **No further action by the property owner is needed at this time.**
3. If Type of Work required in the “**Cost estimate**” table is listed as “**shaving only**”, and therefore your Cost Estimate is \$0, the City has determined that any sidewalk offset at your property can be fixed with sidewalk shaving as opposed to full repair and replacement of the sidewalk. Your property will be included in the City’s sidewalk shaving contract this year, at full cost to the City and \$0 to the property owner. **No further action is needed by the property owner at this time.**
4. If Type of Work required in the “**Cost estimate**” table is listed as “**shave and replace**”, the City has determined that there are multiple sidewalk and/or curb and gutter offsets, and at least one can be fixed with sidewalk shaving (does not require full removal and replacement). See inspection results for details. Your property will be included in the City’s sidewalk shaving contract this year to fix the offset(s) that can be fixed with sidewalk shaving as opposed to full repair and replacement. The shaving will be done full cost to the City and \$0 to the property owner. **The offset(s) requiring repair and replacement will proceed according to the next steps 6 through 8 outlined below.**
5. If Type of Work required in the “**Cost estimate**” table is listed as “**replace**”, the City has determined that all sidewalk and/or curb and gutter offsets cannot be fixed with sidewalk shaving and full removal and replacement is required. See inspection results for details. **The offset(s) requiring repair and replacement will proceed according to the next steps 6 though 14 outlined below.**
6. Property owner must contact preferred contractor directly (Van Midde and Son Concrete or Coastside Concrete) no later than August XX, 2018 to arrange for final inspection by contractor and quote:



Van Midde & Son Concrete - (415) 459-2530 or info@vanmiddeconcrete.com
Coastside Concrete - (707) 576-1727

*Property owners must provide contractor with (1) copy of this pre-inspection form with all City approved work and (2) any **optional additional concrete work** not required as indicated in the City pre-inspection form, but requested by property owner (e.g. repaving of driveway, etc.)*

7. Contractor will need to schedule with property owners to perform their own pre-construction inspection and provide a final quote to the property owner for the work. This quote will be presented in a separate document in the form of an agreement between the property owner, the contractor, and the City.

if results of contractor pre-construction inspection do not agree with City pre-construction inspection for required concrete work, the property owner must contact the City immediately for approval of the new estimate.

8. Property owner will enter into a signed agreement with the contractor and the City for work at their property. Property owner must send a copy of the final signed agreement to the City within **10 days of signing the agreement and prior to work beginning**.

Signed agreement and quote must separate City approved work from any additional optional concrete work requested by the property owner. Send a PDF copy of the final signed agreement form to the email from the City which sent the property owner the form -or- mail a copy to:

City of San Rafael Public Works
Attn: Sidewalk Repair Program
111 Morphew Street, San Rafael 94901

9. If **Type of tree work required for sidewalk repair** includes “remove” AND location of tree is “**Right of Way**” then the City shall arrange to have the tree(s) removed prior to the sidewalk repair work occurring. The tree removal in the Right of Way will be done at full cost to the City. Property owners that do not agree with the recommendation for removal of the tree of the pre-construction inspection must contact Public Works no later than August 10, 2018 indicating such.
10. If **Type of tree work required for sidewalk repair** includes “remove” AND location of tree is “**Private**” then the property owner must arrange to have the tree(s) at question on private property removed prior to the sidewalk repair work occurring. The tree removal on private property will be done at full cost to the property owner. If “remove, trim root” is on **Type of tree work required for sidewalk repair**, then multiple trees may be involved and the Property Owner should contact the Department of Public Works if there is a question as to which tree needs to be removed vs. undergo root trimming. A permit from the City is not required for tree removal on private property.



- 11. Contractor will submit one application for all addresses with signed agreements to City for a Master Encroachment Permit.
- 12. Contractors may schedule sidewalk work per region, as approved by Public Works for efficiency of completing the work (e.g. do all Gerstle Park work week of 8/20, West side week of 9/3, etc.). Contractors will notify property owners of the time frame window when their sidewalk work will be done.
- 13. **Payment:** After work is complete, contractor submits one invoice to City for entirety of City approved work. The invoice submitted to City will itemize the City's contribution and the property owner share. **Only in cases where a property owner has requested additional optional concrete work will they receive a separate invoice directly from the Contractor for that optional work.**

The contractor shall submit monthly invoices on the 25th of each month to the City for all City approved work.

- 14. Post-construction inspection conducted by City. Inspection will verify completion of **City approved work** and that total work complies with encroachment permit requirements. Property owner will be notified once post-construction inspection is complete. **The property owner will be billed by the City for their share of the total City approved work.**

Example:

Type of Repair	Area affected	Type of work	Total Cost		City Contribution		Property owner share
Sidewalk	100 sq ft	replace	\$1,800	-	\$900	=	\$900
Curb and Gutter	50 linear ft	replace	\$2,750	-	\$2,750	=	\$0
Driveway Apron	20 square ft	replace	\$360	-	\$0	=	\$360
Total Repair Cost			\$4,910	-	\$3,650	=	\$1,260

Invoice from Contractor to City (Step 13):

Type of Repair	Area affected	Type of work	Total Cost
Sidewalk	100 sq ft	replace	\$1,800
Curb and Gutter	50 linear ft	replace	\$2,750
Driveway Apron	20 square ft	replace	\$360
			\$4,910



Subsequent invoice from City to Property Owner (Step 14):

Type of Repair	Area affected	Type of work	Property owner share
Sidewalk	100 sq ft	replace	\$900
Curb and Gutter	50 linear ft	replace	\$0
Driveway Apron	20 square ft	replace	\$360
			\$1,260

Failure to complete the required steps by the dates listed may result in the work not being included in the 2018 Sidewalk Repair Program. Property owners may then complete the work outside of the program or apply in future years for the program.