



## **Bond Reduction / Release Process**

- Step 1:** Contractor sets appointment with Public Works Inspector (phone number noted on encroachment permit) for final inspection.
- Step 2:** Upon final inspection sign-off, Contractor shall submit redlined as-builts to Department of Public Works (DPW) Engineer for review and Inspector sign-off. Allow City a minimum of 10 business days to confirm contractor's "As-Built" information.
- Step 3:** DPW Engineer informs Record Engineer that redlined as-builts and original approved off-site improvement plan set are available for revisions. Revisions are to be done per standard industry practices (cross outs, revision triangles and clouds – no erasing) to create RECORD DRAWINGS. Replacement sheets may be acceptable if revisions are intensive by providing a statement that reads, “THIS REVISED SHEET 2A IS TO REPLACE THE ORIGINAL SHEET 2 FOR RECORD DRAWING PURPOSE.” Note: Title sheet shall be the original City signed sheet.

Add a note on every sheet to read, "RECORD DRAWINGS: BASED UPON AVAILABLE DATA AT THE COMPLETION OF THE CONSTRUCTION PROVIDED BY \_\_\_\_\_ (General Contractor's name)" with responsible Record Engineer's signature and date.

Also, Record Engineer provides the City electronic copy of streetlight record drawings in AutoCAD format and GIS format, and photometric analysis file in IES format.

- Step 4:** Record Engineer submits RECORD DRAWING & as-builts to the City.
- Step 5:** For projects that involve a Map, Record Surveyor shall provide the City with a dated, stamped and signed original MONUMENT RELEASE

LETTER stating that all monuments have been set per the map and that the surveyor has been paid for his services.

**Step 6:** Developer submits a letter requesting the reduction/release of bonds. For bond reduction, developer is to provide a decrease rider to replace the original bond. Decrease rider amount to be provided by the City.

**Step 7:** Bond will be reduced/released upon completion of Steps 1-6 as follows:

- ✓ Faithful Performance bond will be reduced to 25% of the original amount (Amount may vary dependent upon any remaining outstanding work). The remaining 25% will be typically released after the one-year warranty period.
- ✓ Labor & Material bond will be typically released after 6 months of the final off-site improvement acceptance.
- ✓ Cash Maintenance Deposit will be typically refunded after one-year warranty period.
- ✓ For project with Final/Tract Map only: Maintenance bond will be released after 3 years of project acceptance or 75% of units are sold (with proof).

Revised: August 2022