

**MINUTES**  
**INFRASTRUCTURE REVIEW ADVISORY BOARD**  
**Water Purification Plant**  
**December 5, 2012 8:30 a.m.**

**Members and Alternates Present**

Chad Huwe, Mike Cooper, Jeff Schmitt, Steve VanBuskirk, Scott Hofer, Myron Adam, Phil Gundvaldson, Bill Kemmis, Mark Vellinga

**Members and Alternates Absent**

Mark Cotter, Preston Mettler, Matt Carlson, Tim Galbraith, Mark Anderson

**Others Present**

Phil Gundvaldson, Julie Terrell, Myron Adam, Mike Kuno, Jeff Boldt, Tanya Miller, Jeff DesLauries, Chad Hanisch, Kurt Peppel, Cynthia Monnin, Eric Willadsen

**Approval of Minutes of Last Meeting**

Roll call was taken. Kathy King was introduced to the board members and attendees as Engineering's new Administrative Assistant. Kathy replaces Jan Priest, who retired in October after 41 years of dedicated service to the City. The City Council approved the revisions to Appendix A of the Subdivision Ordinance, which replaces the assurance agreement with the subdivision construction agreement. This will take effect on December 28, 2012. A letter will be sent outlining the new protocol for obtaining a construction permit and platting.

**Business**

**a. Executive Order 08-38: Petitioned Street Improvement Administrative Procedures**

Proposed revisions to Executive Order 08-38 were distributed. The existing executive order states the CIP Committee will meet in March to review the street improvement petitions on file and then make recommendations as to which projects should be designed and constructed. Since the CIP committee no longer exists, the proposed revision is that the *CIP Committee* reference will be replaced with *staff from the Public Works and Planning Departments (staff)*. A motion was made by Chad Huwe to approve the Executive Order revisions; the motion was seconded by Mike Cooper. Roll call: Yeses - Huwe, Cooper, VanBuskirk, Hofer, Adam, Kemmis, Vellinga. Noes – none.

**b. Chapter 14 of Engineering Design Standards: Acceptance Procedures and Requirements for Private Construction of Public Improvements**

A draft copy of proposed revisions to Chapter 14 of the Engineering Design Standards was distributed. The discussion was led by Chad Huwe. Since these requirements and procedures for subdivisions are included in the subdivision construction agreement, they are proposed to be removed from this chapter. The remaining procedures and requirements will apply to all other public improvements, such as the construction of a deceleration lane for a new convenience store. It is also proposed to include a reference to this chapter on the building permit. The proposed revisions generated some questions that need to be answered. Mike Cooper recommended and the board agreed to bring the item back at a future meeting.

**c. Dual Frontage Right-of-Way Policy and Half Streets system**

A draft copy of proposed revisions to the Subdivision Ordinance Section 15 Dual Frontage Lots and Half Streets and a draft copy of a policy addressing this topic were distributed. The discussion was led by Chad Huwe. The policy discusses the financial security requirements when platting dual frontage right-

of-way and the construction of half streets. The discussion generated several questions that need to be answered. The board recommended the item be brought back at a future meeting.

**Discussion**

**Board Action**

**Action Items**

**Adjournment**

The next IRAB meeting is set for January 9, 2013 at 8:30 a.m., at the Water Purification Plant. A motion was made by Chad Huwe for adjournment at 9:25 a.m.; the motion was seconded by Steve VanBuskirk. Roll call: Yeses- Huwe, Cooper, VanBuskirk, Hofer, Adam, Kemmis, Vellinga. Noes, none.



---

Kathy King  
Secretary



---

Chad Huwe  
City Engineer

#### Administration

224 West Ninth Street  
P.O. Box 7402  
Sioux Falls, SD 57117-7402  
T: 605-367-8600 F: 367-8114

#### Engineering/Real Estate

224 West Ninth Street  
P.O. Box 7402  
Sioux Falls, SD 57117-7402  
T: 605-367-8601 F: 367-4310

#### Environmental

1203 North Western Avenue  
Sioux Falls, SD 57104-1201  
T: 605-367-8276 F: 367-4886

#### Fleet Management

1000 East Chambers Street  
P.O. Box 7402  
Sioux Falls, SD 57117-7402  
T: 605-367-8240 F: 367-8239

#### GIS

132 North Dakota Avenue  
P.O. Box 7402  
Sioux Falls, SD 57117-7402  
T: 605-367-8651 F: 367-8113

#### Household Hazardous Waste Facility/Sustainability

1015 East Chambers Street  
Sioux Falls, SD 57104-7200  
T: 605-367-8695 F: 367-4993

#### Landfill

224 West Ninth Street  
P.O. Box 7402  
Sioux Falls, SD 57117-7402  
T: 605-367-8162 F: 367-8167

#### Light

2000 North Minnesota Avenue  
P.O. Box 7402  
Sioux Falls, SD 57117-7402  
T: 605-373-6979 F: 373-6974

#### Street

1000 East Chambers Street  
P.O. Box 7402  
Sioux Falls, SD 57117-7402  
T: 605-367-8255 F: 367-8200

#### Utility Billing

1201 North Western Avenue  
P.O. Box 7401  
Sioux Falls, SD 57117-7401  
T: 605-367-8131 F: 367-7341

#### Utility Maintenance

668 West Algonquin Street  
P.O. Box 7402  
Sioux Falls, SD 57117-7402  
T: 605-367-8810 F: 367-7883

#### Water Purification

2100 North Minnesota Avenue  
P.O. Box 7402  
Sioux Falls, SD 57117-7402  
T: 605-373-6940 F: 373-6941

#### Water Reclamation

4500 North Sycamore Avenue  
Sioux Falls, SD 57104-9612  
T: 605-367-8188 F: 367-8484

December 19, 2012

To: Developers  
Consultant Engineers  
Land Surveyors

Subject: APPENDIX A SUBDIVISION ORDINANCE (CHAPTER 15A)

On Tuesday, December 4, 2012, the Sioux Falls City Council approved changes to the City's Subdivision Ordinance which take effect **Friday, December 28, 2012**. One significant change is the replacement of the Assurance Agreement with a Subdivision Construction Agreement (SCA), which better defines the construction timeframe and requires financial securities.

Please see the attached ***Subdivision Construction and Platting Checklist*** for additional information relative to approval timelines and required documents.

The City Engineering Division looks forward to working with you to implement these changes. Should you have any questions, please contact the Engineering Office at 605-367-8601.

Sincerely,



Kurt Peppel, PE  
Civil Engineer – Subdivision Construction

## **BUILDING PERMIT LANGUAGE**

This permit is approval to proceed with the work authorized and shall not be construed as authority to violate, cancel or set aside any of the provisions of the building codes, zoning ordinances or any other law or ordinance of the City of Sioux Falls except as specifically stipulated by modification or legally granted variation as described in this permit application.

1. **PERMIT LIFE** - This permit becomes null and void if work or construction authorized is not commenced, suspended or abandoned for a period of 180 days.
2. **CHANGE OF APPROVED PLANS** - Any change to the approved plans must be submitted to the planning and building services department for approval before proceeding with any changes.
3. **POSTING PERMIT CARD** - The permit card shall be posted in a conspicuous place on the premises, which is visible from the main street, prior to commencing work and shall be accessible to all inspectors during the entire construction process.
4. **REQUIRED BUILDING INSPECTIONS** - The holder of this permit is required by city ordinance to request one day in advance the following inspections. No work may be done on any part of the building or structure beyond the point indicated in each successive inspection.

Inspections may be obtained by calling **367-8670**.

- a. **Footings:** To be made after trenches are formed and all reinforcing steel is in place prior to pouring of any concrete.
  - b. **Framing Inspections:** To be made after all framing, fire blocking, bracing and stairs are in place. All plumbing pipes, drains, and water lines are roughed in. All electrical lines and boxes are roughed in. All vents, chimneys, and duct work is in place. **FRAMING/ROUGH IN INSPECTIONS ARE REQUIRED BY EACH DIVISION, ELECTRICAL, PLUMBING, MECHANICAL, AND BUILDING BEFORE INSULATION AND SHEETROCK CAN BE INSTALLED.**
  - c. **Final Inspections:** To be made after the construction work is complete and before the building or remodeled area is occupied. **FINAL INSPECTIONS ARE REQUIRED BY EACH DIVISION BEFORE A NEW HOUSE, REMODEL OR ADDITION CAN BE OCCUPIED.**
5. **CERTIFICATE OF OCCUPANCY** – No new house may be occupied without first having a Certificate of Occupancy. The certificate is issued only after final inspections have been completed by all divisions and after all required land development, landscaping, off street parking and paving has been completed and certifications submitted.

For more information visit our website at [www.siouxfalls.org/building](http://www.siouxfalls.org/building)

## **CHANGES**

5. **Certificate of Occupancy** – No new [buildinghouse](#) may be occupied without first having a Certificate of Occupancy. The certificate is issued only after final inspections have been completed by all divisions and after all required land development, landscaping, off street parking and paving have been completed and certifications submitted. [Acceptance and Warranty of the public improvements completed in the dedicated right-of-way and easement areas shall be in accordance with Chapter 14 of the Engineering Design Standards.](#)

## **SUBDIVISION CONSTRUCTION AND PLATTING CHECKLIST**

### **Construction Permit:**

If you choose to proceed with construction of the public improvements prior to platting, the below guidelines will help you through the process of obtaining a Construction Permit from the City Engineer's Office. Prior to issuance of a Construction Permit, you will need to execute the following:

- Submit a Subdivision Construction Agreement (SCA) with the developer's information completed, including a notarized signature. The shaded areas on the included version of the SCA indicate the information required by the developer. This document will then be routed for signature by the Mayor, which may take 2-5 working days. Upon signing by the Mayor, you will be contacted and required to bring in the following, if you have not already done so:
  - ✓ (3) copies of the Approved Construction Plans
  - ✓ (1) copy of the Preliminary Plat

The Construction Permit will be issued once all the above documents are in order. **The date of the Mayor's signature is the date the two (2) year Time Period for Construction begins.**

### **Final Plat:**

If you choose to proceed with platting prior to beginning construction of the public improvements, the below guidelines will help you through the process of plat approval, which includes execution of the SCA and financially securitizing the uncompleted public improvements, if any.

- Submit a SCA with the developer's information completed, including a notarized signature. The shaded areas on the included version of the SCA indicate the information required by the developer. Along with the SCA, you will be required to submit:
  - ✓ (1) copy of either the Approved Development Engineering Plans or the Approved Construction Plans
  - ✓ (1) copy of the Engineer's Estimate detailing all of the required public improvements (to ensure the 10% minimum requirement is met for the financial security); and also detailing all of the uncompleted public improvements (to ensure the 100% requirement is met for the financial security)
  - ✓ (1) copy of the Financial Security for the appropriate amount, executed on a City approved form

The SCA and plat will be routed for the Mayor's signature once the City Engineer approves the provided financial security. This entire process may take 2-5 working days. **The date of the Mayor's signature is the date the two (2) year Time Period for Construction begins.**

### **General:**

- For your reference – the review process for Subdivision Plans and Plats will remain the same.
- City approved forms will be available at the below web address. These forms may be filled out on-line and printed for your convenience.
  - ❖ <http://www.siouxfalls.org/public-works/engineering/construction-mgmt/resources/development-docs.aspx>
- The City's policy for Minimum Testing Requirements for Public Improvements dated November 8, 2012 can be found at the below web address.
  - ❖ <http://www.siouxfalls.org/public-works/engineering/construction-mgmt/resources/specs-policies-manuals.aspx>

Agreement No. \_\_\_\_\_ MOU \_\_\_\_\_ Engineering \_\_\_\_\_  
Attorney \_\_\_\_\_ Finance \_\_\_\_\_ City Engineer \_\_\_\_\_

## SUBDIVISION CONSTRUCTION AGREEMENT

*The requirements contained herein shall apply to Public Improvements for subdivisions or for connection to subdivisions built privately and to be dedicated to the City of Sioux Falls (“City”). The intent of these requirements is to set forth the security to be provided relative to the construction of Public Improvements. Any capitalized terms not defined herein, but defined in City Ordinance, shall have the meaning as defined in said Ordinance.*

THIS AGREEMENT (“Agreement”) is made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, between the City of Sioux Falls, South Dakota (hereinafter referred to as “City”) and \_\_\_\_\_, its heirs, executors, administrators, successors, transferees, and assigns jointly and severally (hereinafter referred to as “Developer”).

### Declarations

WHEREAS, the Developer wishes to develop certain lands within the City of Sioux Falls, South Dakota; and

WHEREAS, the City wishes to prevent the use of public funds to complete private developments; and

WHEREAS, the City requires the execution of this agreement as a prerequisite to approval of the final plat of the subdivision or the issuance of a Construction Permit authorizing the commencement of construction activities; and

(check one)

WHEREAS, the Developer wishes to proceed with construction of the required Public Improvements before platting and has submitted and the City has approved construction plans for the subdivision identified as \_\_\_\_\_ Addition Phase \_\_\_\_\_, which are hereby attached to and made part of this agreement. Also attached and hereby made part of this agreement is a preliminary plat including LEGAL DESCRIPTION OF LOTS; or

WHEREAS, the Developer wishes to proceed with platting of \_\_\_\_\_ (Legal Description) prior to installation of the required Public Improvements of which the associated plat(s) are hereby attached to and made part of this agreement. The Developer has submitted and the City has approved Development Engineering or Construction plans identified as \_\_\_\_\_ Addition Phase \_\_\_\_\_, which are hereby attached to and made part of this agreement. The Developer will have approved construction plans prior to issuance of the construction permit.

NOW, THEREFORE, in consideration of the above, the City and Developer hereby agree as follows:

**1. Definitions—The Definitions Set Forth Herein Shall Apply Solely To This Agreement.**

- a. City Engineer—The City Engineer for the City of Sioux Falls or his or her authorized representative.
- b. City Ordinance—Revised Ordinances of Sioux Falls, SD, as adopted and as amended from time to time.
- c. Construction Permit—The permit required prior to the installation of public improvements; including but not limited to street grading, roadway base, curb and gutter, asphalt or concrete surfacing, drainage and flood control, water and sanitary sewer, sump pump collection, or other such improvements in proposed subdivisions or which connect proposed subdivisions.
- d. Developer—The owner of land proposed to be subdivided or its authorized agent who shall have express written authority to act on behalf of the owner.
- e. Final Acceptance—The written notice from the City Engineer verifying that all required Public Improvements are complete according to the approved plans, specifications, and standards.
- f. Final Plat—The plat approved by the City pursuant to Appendix A Subdivision Ordinance of the Revised Ordinances of the City of Sioux Falls, Section 15A.05.040.
- g. Performance Security—The financial security as provided for herein to ensure that all Public Improvements are completed by the Developer or as provided herein.
- h. Public Improvements—Are those improvements which will be accepted for operation and maintenance by the City of Sioux Falls and shall include, but not be limited to, street grading, roadway base, curb and gutter, asphalt or concrete surfacing, drainage and flood control, water and sanitary sewer, sump pump collection, roadway lighting or other such improvements in proposed subdivisions
- i. Warranty Period(s)—The one- or two-year period(s) from the date of written notice granting final acceptance, utility acceptance, or delayed acceptance from the City Engineer as set forth in Section 6 hereof.
- j. Warranty Security—The financial security as provided for herein to warrant all Public Improvements as more fully provided for herein by the Developer or security provider as set forth herein.

**2. Time Period for Construction.**

The Developer shall complete construction of all Public Improvements in accordance with the approved plans, specifications and standards within two years of the date of this Agreement. At the Developer's request, the City Engineer may extend the time period in which to complete the construction for one additional year if the City Engineer determines that such an extension is justified. The City Engineer may allow for an additional extension in cases of extreme hardship as set forth in Section 6 herein.

**3. Construction Permit.**

Prior to the start of work, the Developer shall obtain a Construction Permit from the City Engineer's Office allowing the Developer to begin construction within the specified subdivision.

The Construction Permit shall be kept valid for the term and any extension of this Agreement. Should the Construction Permit terminate for any reason, before continuing work the Developer will be required to revise the plans to meet the current standards and obtain a new Construction Permit.

#### **4. Performance Security.**

The Developer understands and agrees that the City will not approve any Final Plat within the identified subdivision until all Public Improvements are completed and accepted in accordance with this Agreement, unless prior to any Final Plat, the Developer executes a Performance Security in favor of the City in the amount of 100 percent of the Engineer's Estimate to construct the Public Improvements not yet installed and accepted by the Engineer. In no event shall the Performance Security be less than 10 percent of the Engineer's Estimate to construct all Public Improvements. This minimum of ten percent shall be maintained until all Public Improvements are completed, accepted by the Engineer, and the Developer has furnished to the City the required Warranty Security.

The Developer shall use the Performance Security form and/or criteria approved by the City Attorney. The Performance Security shall be secured in favor of the City by one of the following methods:

- a. Escrow account.
- b. A bond issued by a Corporate surety licensed and authorized to do business in the State of South Dakota as surety and subject to written approval by the City Engineer which approval shall be at its sole discretion.
- c. Irrevocable letter of credit.

Any street lighting that will be or has been furnished and installed by the City and has not been paid for must also be included in the Engineer's Estimate and Performance Security prior to final platting.

The Developer shall utilize the form provided by the City relative to the escrow account, irrevocable letter of credit, or bond methods of security. Said agreement(s) must be elected and signed at the inception of this Agreement.

#### **5. Performance Security Reductions.**

A Performance Security may be reduced prior to Final Acceptance of all required Public Improvements. To qualify for a Performance Security reduction, the completed Public Improvements must be completed in compliance with the approved plans, specifications, and standards as determined by the City Engineer.

Each reduction allowed will be in the amount of the estimated cost, prepared and certified by the Developer's engineer, of the part of the subdivision improvements accepted in writing by the City Engineer. In no event shall the Performance Security be reduced to less than 10 percent of the Engineer's Estimate for all subdivision improvements until all Public Improvements are completed, accepted by the City Engineer, and the Warranty Security is in place.

A request for reduction in the Performance Security may be made no more frequently than every 30 days. Upon receipt of a reduction request, the City Engineer will respond to the Developer within 7 working days approving or denying the request.

## **6. Utility and Final Acceptance and Warranty of Improvements.**

- a. Acceptance of the required Public Improvements will be completed in two stages: Utility Acceptance which includes the water main system, sanitary sewer system, storm sewer system, and sump pump collections systems; and Final Acceptance which shall consist of all other Public Improvements including, but not limited to, grading, crushed base, valley gutters, fillet sections, curb and gutter, and surfacing.

When all required Public Improvements are complete, as defined above, the Developer shall submit a written request for a Utility Acceptance inspection or Final Acceptance inspection. Within 7 working days of the request, the City Engineer will complete an inspection; and if the City Engineer finds that all required Public Improvements for the respective inspection, including punch list items, are complete according to the approved plans, specifications, and standards, the City Engineer shall provide written notice granting acceptance of those Public Improvements.

Warranty of the Public Improvements shall be as follows:

### (1) Utility Acceptance and Warranty

The Developer shall warrant all water main systems, sanitary sewer systems, storm sewer systems, and sump pump collections systems free from defects for a time period of two years from the date of written notice from the City Engineer granting Utility Acceptance.

### (2) Final Acceptance and Warranty

The Developer shall warrant all other Public Improvements free from defects for a time period of one year from the date of written notice from the City Engineer granting Final Acceptance.

- b. Exceptions for Extreme Hardship:

### (1) Extreme Hardship

The Developer may submit a written request to the City Engineer requesting an exception to the installation of the required Public Improvements within the specified timeframe when installation of said improvements will create an extreme hardship for the Developer. The City Engineer will have sole discretion in determining if an extreme hardship exists. If the City Engineer determines an extreme hardship exists, the City Engineer will determine the length of time the installation of the improvements will be allowed to be delayed up to a maximum of five years from the date of such determination. The City Engineer may require a Performance Security be provided for an amount of up to 100 percent of the cost of the improvements not completed plus projected inflationary costs for said Public Improvements.

## (2) Extension of Warranty Periods

Warranty periods will begin upon the completion and Final Approval of the delayed installation of Public Improvements. The Warranty Security in the amount of 10 percent of the original Engineer's Estimate for all the work will be required to remain in place until all warranty periods, including delayed installation improvements, have been completed with the following exception: if the original Warranty Periods have expired and the cost of the delayed installation improvements are less than the warranty security, then the Warranty Security for the delayed installation warranty improvement security may be reduced to 100 percent of the cost of the delayed installation improvements.

## **7. Warranty Security.**

The Developer understands and agrees that the City will not approve any Final Plat within the identified Subdivision until it has been determined all required Public Improvements have been accepted and found free of defects for the required Warranty Period(s), unless prior to any final platting the Developer executes a Warranty Security in favor of the City for 10 percent of the Engineer's Estimate for the duration of the Warranty Period(s). The Developer shall use the Warranty Security form approved by the City Attorney. Each Warranty Security required by this Agreement shall be secured in favor of the City by one of the following methods:

- a. Escrow account.
- b. A bond from a Corporate surety licensed and authorized to do business in the State of South Dakota as surety and subject to written approval by the City Engineer which approval shall be at its sole discretion.
- c. Irrevocable letter of credit.

The Developer is not required to provide a warranty for the street lighting furnished and installed by the City. However, the cost of the same shall be used for purposes of calculating the ten percent Warranty Security as set forth herein.

## **8. Warranty Inspections.**

A minimum of 45 days prior to the end of the Warranty Period, the City Engineer will conduct a warranty inspection. A written list of warranty repairs will be prepared and presented to the Developer. The Developer will be responsible to notify the City Engineer in writing when the warranty repairs have been completed and the Engineer shall inspect the same within 10

business days of such notice. The Warranty Security will remain until all warranty repairs have been completed and accepted by the City Engineer. The City Engineer will verify the warranty repairs have been completed and provide written correspondence acknowledging acceptance of the warranty repairs and release of the Warranty Security.

## **9. Engineer's Estimate.**

The engineer retained by the Developer ("Developer's Engineer") shall prepare and provide an itemized estimate ("Engineer's Estimate") to construct the Public Improvements. The Developer's Engineer shall be a professional engineer, P.E., licensed to work in the state of South Dakota.

Each line item used to create the estimate shall either be a City standard bid item or a similar line item that clearly defines the scope of work. Each line item shall include a description, quantity, unit price, and total price. The total sum of all line items shall be included at the bottom of the Engineer's Estimate. Proof of actual costs may be utilized to develop the Engineer's Estimate. The Engineer's Estimate will be subject to the approval of the City Engineer. In the event there will be oversizing or material reimbursement payments made by the City to the Developer, said payment may be shown as a credit in arriving at the Engineer's Estimate.

#### **10. Street Lighting.**

The Engineer's Estimate shall include, in addition to the cost of all Public Improvements, the cost for street lighting to be furnished and installed by the City. The street lighting design and cost estimate shall be provided by the City to the Developer's Engineer upon request. Requirements shall meet the Engineering Design Standards for Street Lights. The Developer shall incur all costs associated with the installation of the street lights including but not limited to: material, labor, and wire charges from the respective energy company.

#### **11. Authority of the City Engineer.**

As the representative of the City, the City Engineer is in charge of engineering details and administration of the Public Improvements. Work shall be performed to the satisfaction of the City Engineer. The City Engineer will decide questions which may arise as to the quality and acceptability of materials furnished, work performed, all questions which may arise as to the interpretation of documents, and all questions as to the acceptable fulfillment of this Agreement on the part of the Developer. The City Engineer has the authority to reject defective material and work.

The City Engineer will have the authority to suspend the work wholly or in part, by written suspension order, for failure to carry out conditions of this agreement, for failure to carry out orders, for conditions considered unsuitable for the prosecution of the work, or for other conditions or reasons determined by the City to be in the public interest.

The City Engineer's decision shall be final but shall be subject to appeal pursuant to Sioux Falls City Ordinance, Article VI, Section 2.

#### **12. Coordination of Documents.**

The City's current edition of the Supplemental Standard Specifications are hereby made a part of this Agreement in their entirety unless otherwise revised, deleted, or supplemented herein.

Division II—Construction Details and Division III—Materials Details of the current edition of the South Dakota Department of Transportation Standard Specifications for Roads and Bridges and the current version of the South Dakota Department of Transportation Supplemental Specifications and Errata related to Division II and Division III are hereby made a part of this Agreement in their entirety unless otherwise revised, deleted, or supplemented herein.

The coordination of these documents is an essential part of the Agreement. A requirement occurring in one is as binding as though occurring in all. They are intended to be complimentary

and to describe and provide for a complete work. For discrepancies, the items shall prevail, or govern, in the following descending order:

- a. Subdivision Construction Agreement.
- b. Plans.
- c. Standard Specifications (a.k.a. Supplemental Standard Specifications).
- d. South Dakota Department of Transportation Supplemental Specifications and Errata related to Division II and Division III of said document.
- e. Division II (Construction Details) and Division III (Materials Details) of the South Dakota Department of Transportation Standard Specifications for Roads and Bridges.

Nothing contained herein shall relieve the Developer of complying with other requirements imposed by Sioux Falls City Ordinance or as otherwise legally or contractually required.

### **13. Cooperation by Developer.**

The Developer shall give the work the constant attention necessary to facilitate the progress and shall cooperate with the City Engineer and City Inspectors (“Inspector(s)”). The Developer shall not take advantage of apparent errors or omissions in the plans and specifications. If the Developer discovers an error or omission, the City Engineer shall be immediately notified in writing or via email. The City Engineer will make corrections and interpretations as necessary to fulfill the intent of the plans and specifications.

### **14. Duties of the Inspector.**

Inspectors employed by the City are authorized to inspect work and materials furnished by the Developer. Inspection may extend to any part of the work, preparation, fabrication, or manufacture of the materials to be used. The Inspector is not authorized to alter or waive the conditions of this Agreement. The Inspector is not authorized to issue instructions contrary to the plans and specifications or to act in a supervisory capacity for the Developer. The Inspector will have the authority to reject work or materials until any questions at issue can be referred to and decided by the City Engineer.

Neither the City’s authority to inspect all work nor any actual inspections performed by the City during the course of construction shall constitute an acceptance of work performed or operate to relieve the Developer and/or Contractor’s obligation to construct the project in compliance with the plans and specifications.

### **15. Inspection of Work.**

Materials and details of the work shall be subject to inspection by the City Engineer. The City Engineer shall be allowed to enter upon Developer’s property and have access to the work site to inspect during regular business hours and shall be furnished with such information and assistance by the Developer as is required to make a complete and detailed inspection.

## **16. Materials.**

All materials and equipment furnished under this Agreement shall be new unless approved in writing by the City Engineer. Materials used shall conform to requirements of the approved plans, specifications, and standards. The City retains the right to perform any and all record testing which may be deemed necessary or advisable by the City Engineer. To expedite the inspection and testing of materials, the Developer may notify the City Engineer of proposed sources of materials prior to delivery. Work in which unapproved materials are used shall be performed at the Developer's risk and are subject to inspection, testing, or rejection. Copies of tests will be furnished to the Developer's representative when requested.

Samples taken and tests made will be in accordance with the most recent standard or tentative standard methods of City of Sioux Falls Minimum Testing Requirements Policy, AASHTO, ASTM, and the "South Dakota Department of Transportation, Materials Manual-Sampling and Testing Procedures." Samples will be taken and tests made by a representative of the City and at the City's expense except as otherwise stipulated.

If a discrepancy exists, the order of precedence is as follows:

- a. City of Sioux Falls Minimum Testing Requirements Policy
- b. Department's Materials Manual.
- c. AASHTO.
- d. ASTM.

## **17. Conformity with Plans and/or Specifications.**

Work performed and materials furnished shall conform to the lines, grades, cross sections, dimensions, and material requirements, including tolerances, shown on the plans, specifications, or other documents.

If the City Engineer finds the materials furnished, work performed, or the finished product is not in full conformity with the plans and specifications, resulting in an inferior or unsatisfactory product, the work or materials shall be removed and replaced or corrected by and at the expense of the Developer.

If the City Engineer finds the materials furnished, work performed, or the finished product is not in full conformity with the plans and specifications but that reasonably acceptable work has been produced, he shall then determine if the work shall be accepted and remain in place. If acceptable, the City Engineer will document the basis of acceptance and provide an amount of compensation to become due to the City for allowing the work to remain in place and the same shall be signed by the Developer and may be taken from the Performance Security. Should the Developer not agree, the work or materials shall be removed and replaced or corrected by and at the expense of the Developer. Items of work that may have an impact on public use or public safety that are accomplished contrary to specifications shall be corrected immediately.

**18. Remedies for Substandard Work and/or Materials.**

Work which does not conform to the requirements of the plans and specifications will be considered as unacceptable, unless otherwise determined acceptable under the provisions of Section 17. Unacceptable work, whether the result of poor workmanship, use of defective materials, or damage through carelessness or other cause, shall be removed immediately and replaced in an acceptable manner.

**19. Acceptance Limitation.**

The acceptance of a Public Improvement shall in no way constitute an assumption by the City of liability for defects in the improvement. By accepting the improvement, the City does not warrant or guarantee the Public Improvement has been properly designed or constructed, or waive any claims relating thereto. Any errors or omission of the Developer, their Engineer, or the Contractor shall not be the responsibility of the City.

**20. Revisions to the Approved Construction Plans.**

The Developer may revise the approved construction plans as necessary to complete the subdivision improvements, provided the changes are reviewed and approved per the City's standard processes. If the revisions result in increased liability to the City, the City Engineer may withhold performance security reductions or require increases in the Performance Security until such work is completed and accepted by the City. If the revisions result in a liability decrease, the performance security may be reduced in accordance with Section 5 of this agreement.

**21. Developer and/or Contractor Employees, Methods, and Equipment.**

a. Workers:

All workers shall have sufficient skill and experience to perform properly the work assigned to them. Any person employed by the Developer and/or by any Contractor who does not perform assigned work in a proper and skillful manner, or who is intemperate or disorderly, shall be removed from the project forthwith by the Developer upon written order of the City Engineer and shall not be employed again on any portion of the work without the City Engineer's consent. Should the Developer fail to remove such person, or fail to furnish suitable and sufficient personnel for the proper prosecution of the work, the City Engineer may suspend the work until the Developer has complied with the order(s).

b. Methods and Equipment:

- (1) The methods and equipment used by the Developer and/or Contractor shall produce a satisfactory quality of work. Equipment used on any portion of the project shall be such, and its use so regulated, that no serious or irreparable damage to the roadway, adjacent property, or other streets or highways will result from its use. If damage does occur to these areas, suitable repairs shall be made at the Developer's expense.
- (2) When the methods and equipment to be used by the Developer and/or Contractor in accomplishing the construction are not prescribed in the plans, specifications, or standards, the Developer and/or Contractor is free to use any methods or equipment that will

accomplish the work in full conformity with the requirements of the approved plans, specifications, and standards, as demonstrated to the satisfaction of the City Engineer.

## **22. Protection of Valley Gutters and Fillets.**

All fillets and valley gutters shall be protected during paving operations and between placement of lifts to prevent damage. A gravel crossing or other means of ramping shall be placed over all valley gutters during base course placement and shaping operations. All valley gutters shall be protected during asphalt paving operations with gravel, asphalt, wooden plank ramp, or other approved ramping methods.

When the top lift of asphalt is not placed the same construction season as bottom lift or if the top lift is not placed within 2 weeks of bottom lift, all valley gutters and fillets shall be ramped with asphalt to protect them from snow plow and other vehicle damage. Any damage to curb and gutter, valley gutters, and/or fillets caused by the lack of adequate ramping shall be repaired at the expense of the Developer and the same shall be a condition of Final Acceptance.

## **23. Maintenance of Traffic and the Premises.**

Unless otherwise specified, the Developer shall be solely responsible for maintaining the premises being subdivided in a safe condition and for keeping the project secured from public use until the bottom lift of asphalt concrete is placed. Measures to adequately restrict public access must be used and maintained by the Developer. If the requirements call for public access, the Developer shall install and maintain appropriate controls as required. The Developer shall be responsible for installation and maintenance of any barricades or warning signs required until Final Acceptance is granted and permanent signage is in place. The Developer shall notify the City Engineer 10 business days prior to the need for permanent signage.

Until Final Acceptance is granted, the Developer shall be responsible for maintaining traffic throughout the subdivision. This may include, but is not limited to:

- a. Placement of asphalt concrete to create ramps at fillets, valley gutters, and lift transitions.
- b. Placement of traffic control barriers to indicate the termination of roads.

## **24. Roadway Maintenance Responsibilities.**

The City will be responsible for snow removal on any street where asphalt or concrete surfacing has been placed prior to Final Acceptance and during the warranty period. Snow removal will be the responsibility of the Developer on any unpaved streets. Any damage to work including the asphalt or concrete surfacing, curb and gutter, fillets, and valley gutters caused to the work exclusively by snow removal operations will not be subject to repair or replacement. However, the Developer will be responsible for any snow removal damage to valley gutters or fillets caused by inadequate ramping when the top lift of asphalt has not been installed. The City shall not provide snow removal services on streets where manholes, valve boxes, and any other items protrude above the roadway surface.

The Developer will not be responsible for any routine maintenance during the Warranty Period. Routine maintenance includes street sweeping, crack sealing, and seal coating. However, the City is not responsible for street sweeping caused by construction activities in the development.

In the case of an emergency repair where, in the judgment of the City, delay would cause serious loss or damage, repairs may be made without notice being sent to the Developer, and the Developer shall pay the cost thereof.

## **25. Transfer of Responsibility.**

In the event of the sale, conveyance, or transfer of the Subdivision or any portion thereof, the City will not release the Developer from its obligations under this Agreement and will continue to hold the Developer responsible for all Public Improvements until a successor in interest to the Developer has posted a suitable Performance Security and/or Warranty Security, as applicable, and entered into an Agreement to Construct Subdivision Improvements with the City. The Developer may also assign over its Performance Security with the written consent of the City, which consent shall not be unreasonably withheld to cover said Public Improvements.

## **26. Failure to Complete the Required Improvements.**

In the event the Developer shall fail or neglect to fulfill the obligations under this Agreement, the City shall have the right to construct or cause to be constructed the Public Improvements specified herein, as shown on the Final Plat and in the plans and specifications as approved, and the Developer shall be liable to pay to and indemnify the City, the total cost to the City thereof, including but not limited to, engineering, attorney fees (both outside and for staff attorneys), and contingent costs together with any damages, either direct or consequential, which the City may sustain on account of the failure of the Developer to carry out and execute all of the provisions of this Agreement and any agreements referenced herein. The City shall have the unconditional right to call upon the Performance or Warranty Security for the purposes specified and in the amounts enumerated herein.

If the Developer fails to or refuses to complete the Public Improvements under the terms of this Agreement by the dates required, the City may upon written notice to Developer at any time (or times) execute against the Performance or Warranty Security for those funds it deems necessary to complete the work—whether by the City, a private company, or a public agency—upon certifying that the Developer has not completed the Public Improvements. The certification shall be made by a notarized statement signed by the City Engineer or his designated agent.

If the City takes over the completion of the Public Improvements because of the Developer's failure or refusal to complete the same, and if the bond, escrow, or letter of credit posted is insufficient to complete the Public Improvements and cover the Warranty Security, the Developer shall be liable to the City upon demand for the additional funds necessary to complete or repair the Public Improvements according to the plans and specifications.

If the City performs, or has performed on its behalf by a private company or a public agency, the Public Improvements specified in the plans and specifications, and if the final costs of the Public Improvements to the City including, but not limited to, administrative costs, is less than the amount drawn against the bond or letter of credit after withholding a sum sufficient to cover the

Warranty Security, then the City shall refund the excess to the Developer or surety within thirty days from completion and acceptance of the Public Improvements.

**27. Breach of Agreement.**

- a. The following noninclusive list shall constitute a breach of this Agreement:
  - (1) Failure by the Developer to complete the Public Improvements within the contract period or any extension thereof.
  - (2) Failure or refusal by the Developer to comply with an order of the City Engineer within a reasonable time.
  - (3) Developer's disregard of laws, ordinances, or instructions of the City Engineer.
  - (4) Failure or refusal by the Developer to remove rejected materials.
  - (5) Failure or refusal by the Developer to replace, perform anew, or correct any defective or unacceptable work.
  - (6) Bankruptcy or insolvency of the Developer, or the making of an assignment for the benefit of creditors by the Developer.
  - (7) Failure by the Developer to carry on the work in an acceptable manner.
  - (8) Any other breach of a material provision of this Agreement.

Upon Developer's breach, the City shall be entitled to give notice of default to the Developer and security provider, if any. The notice of default shall indicate how the Developer has breached and shall indicate what action the Developer must take to cure such breach. The Developer shall have 15 days to take substantial action to cure such breach or appeal pursuant to Sioux Falls City Ordinance, Article VI, Section 2.

- b. If the Developer does not, within the time for cure provided in the notice of default, take substantial action to cure such breach, the Developer shall, at the written direction of the City Engineer, relinquish possession and control of the work, and the City shall thereupon have full power and authority, to terminate the contract, to take over the completion of the work, to enter into agreements with others for the completion of said contract according to the terms and provisions thereof, or to use such other methods as in the City's opinion may be required for the performance of said contract, or completion of Public Improvements, in an acceptable manner.
- c. The Developer and its security provider shall be liable for all outlay and expense incurred by the City, together with the costs of completing the Public Improvements, and such costs may be deducted from any monies due or which may become due to the Developer. In case such outlay and expense exceeds the sum that would have been payable under the Warranty Security, or to the extent said Warranty Security fails to make payments, the Developer shall be liable for and shall pay to the City the amount of said sums.



|

**Chapter 14**  
**Acceptance Procedures and Requirements**  
**for Private Construction of Public Improvements**

DRAFT

## Chapter 14

### Acceptance Procedures and Requirements for Private Construction of Public Improvements

Section	Topic	Page
14.1	Applications of Standards	14.1
14.2	Acceptance <del>&amp; Warranty</del> Procedure	14.1
14.3	General <del>Policy</del>	14.2

DRAFT

## Chapter 14

### Acceptance Procedures and Requirements for Private Construction of Public Improvements

#### 14.1 Application of Standards

The requirements contained herein shall apply to all new private development construction and site development construction within City dedicated right-of-way and easement areas that is planned for or subject to public use within the jurisdiction of the City of Sioux Falls and is not associated with a Subdivision Construction Agreement. This acceptance shall consist of all public improvements included in the ~~Owner submitted approved~~ construction plans, ~~accepted by the City Engineer~~.

**14.1.1 Acceptance Limitation.** The acceptance of an improvement shall in no way constitute an assumption by the City of liability for defects in the improvement. By accepting the improvement, the City does not warrant or guarantee that the improvement has been properly designed or constructed. Any errors or omission of the Owner/Developer/Engineer shall not be the responsibility of the City.

#### 14.2 Acceptance & Warranty Procedure

~~It is the responsibility of the Owner/Developer/Engineer to notify the City Engineer when the required public improvements are complete. Acceptance of the public improvements will be completed in two stages: Utility Acceptance which includes the water main system, sanitary sewer system, storm sewer system, and sump pump collection systems; and Final Acceptance which shall consist of all other public improvements including, but not limited to, grading, crushed base, valley gutters, fillet sections, curb and gutter, surfacing, and sidewalks. The acceptance process will proceed in two phases. The first phase will consist of Utility Acceptance which includes the water main, sanitary sewer, and storm sewer facilities.~~

~~The second phase or Final Acceptance shall consist of all other public improvements including, but not limited to, grading, crushed base, curb and gutter, and surfacing. All items identified during the final inspection shall be complete before the final acceptance.~~

**14.2.1 Utility Acceptance & Warranty.** The Owner/Developer shall warrant all water main systems, sanitary sewer systems, storm sewer systems, and sump pump collection systems free from defects for a time period of

~~two (2) years. A Utility Warranty Report shall be sent to the developer's representative when the water main, sanitary sewer, storm sewer facilities and street light systems are complete and accepted by the City Engineer. Storm sewer facilities shall include storm sewer pipe, storm sewer inlets, and storm sewer junction boxes. The warranty start date shall be shown on the Utility Warranty Report.~~

~~The warranty start date shall be the date the two-year warranty period commences for the water main, sanitary sewer, storm sewer pipe, storm sewer inlets, storm sewer junction boxes and street light systems.~~

**14.2.2 Final Acceptance & Warranty.** ~~The Owner/Developer shall warrant all other public improvements including, but not limited to, grading, crushed base, valley gutters, fillet sections, curb and gutter, surfacing, and sidewalks free from defects for a time period of one (1) year. The City Engineer shall notify the developer's representative when all public improvements are complete and accepted by the City. The date the improvements are accepted shall be included in the notification. This date shall be the date the one-year warranty period commences for all improvements included in the final acceptance.~~

~~After the City grants final acceptance, the City will assume all maintenance responsibilities for the public improvements.~~

### **14.3 General Policy**

~~The City shall provide snow removal service on streets where the lower lift of asphalt has been placed.~~ The City shall not provide snow removal services on streets where manholes, valve boxes, and any other items protrude above the roadway surface.

~~Prior to the final acceptance, the Owner/Developer shall maintain the improvements and repair or correct any deficiencies that may occur prior to the expiration of the respective warranty before final acceptance is granted.~~

~~The City will accept responsibility for damage to curb and gutter caused by snow plow operations provided notification is given prior to the final lift of asphalt being placed.~~

The Owner/Developer shall be responsible for installation and maintenance of any barricades or warning signs required until the work is complete and accepted by the City Engineer. ~~final acceptance is granted.~~

#### 15A.07.040 Street system

Double frontage lots – Double frontage lots shall only be used where necessary to provide separation of residential development from through traffic or to overcome specific disadvantages of topography and orientation. Where double frontage lots are used for residential development, additional lot depth or width consistent with the zoning ordinance for rear yard setback shall be required to provide for an extra setback to offset the impact of high traffic volume. When double frontage lots are ~~used~~proposed, the developer ~~will~~ shall be required to ~~sign an assurance agreement~~assure completion of all required public improvements in accordance with this code, prior to plat approval.

---

#### 15A.08.040 Streets system

Half Streets – Half street dedications shall only be allowed where such dedication shall complete a prior half street dedication legally platted prior to this article. Whenever an existing half street is adjacent to a tract being subdivided, the other half of the street shall be platted within said subdivision. ~~A preliminary plan of a subdivision may show half a street along adjoining property which has not been subdivided, but no lot abutting on such half street shall have a building permit issued for it until such time as the other half street is dedicated. If, in the discretion of the City Engineer, a dedicated half street is allowed, the developer shall be required to meet one or more of the following prior to plat approval:~~

1. Complete all required public improvements.
2. Financially securitize the uncompleted improvements satisfactory to the City.
3. Other assurance as approved by the City Engineer.

## ENGINEERING DIVISION POLICY LETTER

**Policy Number:** 2013-01

**Title:** Half Street Right-of-Way Dedication

**Purpose:** This policy shall establish uniform procedures and guidelines for complying with the City of Sioux Falls Subdivision Ordinance requirements for Half Streets.

**Effective Date:** January 1, 2013

**Expiration Date:** N.A.

**Policy Division:** Subdivision Construction Administration

**Supersedes Policy Numbers or New Policy:** New

**Recommended:**

**Approved:**

\_\_\_\_\_  
Kurt Peppel, Civil Engineer

\_\_\_\_\_  
Chad Huwe, City Engineer

**On:** \_\_\_\_\_

**On:** \_\_\_\_\_

## **POLICY FOR HALF STREET RIGHT-OF-WAY DEDICATION**

This policy shall establish uniform procedures and guidelines for completion of all public improvements associated with Half Streets. Revisions to this policy are subject to approval by the Infrastructure Review Advisory Board (IRAB), the Homebuilders Association (HBA) or other similar local boards/associations. This policy is new and is not intended to replace other policies, standards or requirements.

The City Engineering Division's policy for Half Street Right-of-Way Dedication shall be as follows:

1. The Half Street Right-of-Way Dedication shall meet the requirements for Half Streets set forth in the City of Sioux Falls Subdivision Ordinance.
2. The developer proposing the half street shall first have exhausted all reasonable attempts to remedy the proposed half street with the adjacent landowner. The City Engineer may request documentation of such unsuccessful attempts.
3. When a half street is allowed, per ordinance, the developer is required to meet certain requirements prior to plat approval. The below shall only be used as a guideline for establishing responsibility for completing the public improvements.
  - a) Complete all required public improvements. – The City Engineer may require completion of all required public improvements within the limits of the half street right-of-way in accordance with the Subdivision Ordinance.
  - b) Financially securitize the uncompleted improvements. – Financial securities shall initially be established for a period not to exceed 5 years and in an amount equal to the value of the uncompleted public improvements. The developer will be required to use a City approved form. Prior to the expiration of the financial security, the developer and the City Engineer will be required to reassess the half street right-of-way dedication and the uncompleted improvements. If it is determined the improvements will be required, the developer shall maintain or renew the financial security. If it is determined the improvements are not needed, the associated right-of-way shall be vacated in accordance with the standard procedures prior to expiration of the financial security or assignment of escrowed funds to the developer. Financial securities are subject to the applicable requirements of the Subdivision Ordinance and the below guidelines.
    - i. Bond – A performance bond may be used when it is imminent that the improvements will be complete within a short period of time, typically less than 2 years.
    - ii. Irrevocable Letter of Credit (ILOC) – The developer may choose to execute an ILOC to establish the financial responsibility for the uncompleted improvements.
    - iii. Escrow Account (EA) – The developer may choose to deposit funds in an EA to establish the financial responsibility for the uncompleted improvements.

- c) Other assurances. – The City Engineer may approve other assurances that adequately protect the City and its' taxpayers from using public funds to complete private development.
- i. No Building Permit Covenant. – This covenant shall be established on a City approved form, signed by the City Engineer and the property owners(s) and recorded with the County Register of Deed by the City Engineer against all adjacent properties. The City Director of Planning and Building Services shall also be notified that building permit(s) will not be allowed on said properties.

END OF POLICY

DRAFT