CITY OF ALEXANDRIA, VIRGINIA

MEMORANDUM TO INDUSTRY NO. 01-09

DATE: MAY 28, 2009

TO: DEVELOPERS, CONTRACTORS, ENGINEERS, ARCHITECTS, SURVEYORS, AND APPLICANTS

FROM: EMILY A. BAKER, P.E., ACTING DIRECTOR
TRANSPORTATION AND ENVIRONMENTAL SERVICES

SUBJECT: PERFORMANCE AND PAYMENT BOND FOR PERMITS TO CROSS THE CURB, GUTTER, AND SIDEWALK, AND FOR PERMITS FOR INGRESS AND EGRESS

Effective July 1, 2009, the City of Alexandria will require a performance and payment bond for all permits to cross the curb, gutter and sidewalk, and for ingress and egress. A separate bond will be required for each location, with the job location to be shown on the bond. The bond must be in an amount to cover the cost of any damage to the curb, gutter and sidewalk. Bond amounts will be the actual cost the City would incur should it have to replace the sidewalk area, with the minimum bond amount being $500.00. The amounts will be computed based on unit costs established by contract between the City and its contractor. The bond form will be provided by the Construction and Inspection Division of the Department of Transportation and Environmental Services, at City Hall, 301 King Street, room 4130.

Upon completion of the work covered by the permit, the applicant will be required to call the Construction and Inspection Permit Office at 703-746-4035 and request an inspection. If the inspector deems that repairs are required, the applicant will be notified. In the event that the applicant fails to make the necessary repairs, the bond, or a portion of it, will be utilized by the City to perform the required work. After the inspector determines that the curb, gutter and sidewalk are in acceptable condition, the process to return the bond will be initiated.

A certified check, or a cashier's check may be used in lieu of a bond. The process to refund the check will be the same as for release of the bond.

If you have any questions regarding this change in procedure, you may call Lucky Stokes, P.E., Chief, Construction and Inspection Division at 703-519-6585, or you may call Mitchell C. Bernstein, P.E., Civil Engineer IV, Construction and Inspection Division at 703-746-4035.