



To perform construction in the City's right-of-way, Contractors must be licensed and bonded. The following documents and fee are required by the City of Fort Worth for licensing and bonding:

- Original \$10,000 Parkway Contractors Bond with Power-of-attorney.**
- Application for License**
- License fee of \$500 (We accept all forms of payment)**
- Signed Standards for New Contractor**
- (*For Commercial Work only*) Certificate of Liability Insurance (see last page)The certificate must name the City of Fort Worth as certificate holder and additional insured.**

**** Please read attached instructions for detailed information****

City of Fort Worth Planning & Development Department
Parkway Services Division
1000 Throckmorton St. Fort Worth, TX. 76102
DevCustomerService@FortWorthTexas.Gov
Office 817.392.6594 Fax 817.392.8941
We are located in the lower level of City Hall



\$10,000 BOND

Instructions for completing the Parkway Contractor's Bond

The bond forms provided must be completed by the bonding company's insurance agency and signed by the bonding company's principal and Attorney-in-Fact.

The Power-of-Attorney for the Attorney-in-Fact must be the same name and have the same date on the bond.

If you are a new contractor, the license application must be completed in full, signed and dated by the applicant (principal).

Names must be written and printed in the space provided. **(Please attach a sheet with insurance and bonding company's name, full address, and phone and fax numbers).**

Annual license fee for all contractors

A check/credit card/cash/money order/cashier's check in the amount of **\$500 (annual license fee)**, payable to the City of Fort Worth, must accompany the application when it is returned to Parkway Services. This fee is for one year from the date of the bond and is renewed annually.

Existing Contractors: If you are continuing your bond from one year to the next, with **no lapse in coverage**, a continuation certificate and the license fee of \$500 is *all that is required*. The continuation certificate must have a coverage term of 12 months. The license renewal with Parkway Services is valid **one year** from the bonds effective date.

CITY OF FORT WORTH, TEXAS
PARKWAY CONTRACTOR'S BOND

THE STATE OF TEXAS)
COUNTY OF TARRANT)

KNOW BY ALL MEN THESE PRESENTS:

That we, _____, as Principal, and _____, as Surety, are held and firmly bound unto the City of Fort Worth, Texas, or to any of its Officers, for the use of any persons, firms, or corporations with whom such Principal shall hereafter contract, in the penal sum of Ten Thousand (\$10,000), good and lawful money of the United States of America, well and truly to be paid, and for payment of which we and each of us hereby bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT

WHEREAS, the above-named Principal desires to engage in the business of pouring, constructing, building, repairing and rebuilding curbs, gutters, sidewalks and driveways in the City of Fort Worth, and has complied with all of the terms and conditions of Section 30-33 of the Code of the City of Fort Worth (1986), as amended, and as same may be amended from time to time, and has applied to the City Engineer of said City for a license to do such work, which license expires if its own force and effect one (1) year from the date thereof, but may be revoked by the City of Fort Worth at any rate.

NOW THEREFORE, if said Principal shall, during its continuance of said license, indemnify and save harmless the City of Fort Worth and any person, firm or corporation with whom the Principal has contracted, from any and all damages of every character arising from, or caused directly or indirectly, from imperfect or inadequate work done by said Principal and maintain said work in good and workmanlike state of repair for and during a period of two (2) years from and after its completion and acceptance by the City of Fort Worth, then this obligation shall be null and void, otherwise to remain in full force and effect; provided, however, this bond is executed by the Surety on the condition that its liability shall be limited by and subject to the conditions and provisions herein contained.

Successive actions may be brought on this bond for successive breaches of its conditions or any of them; provided, however, that the sum total of all liability of the Surety on any one or all of such actions shall not exceed the sum of Ten Thousand Dollars (\$10,000).

The liability of the Surety under this bond, if not canceled as hereinafter provided, shall cease and terminate of its own force and effect only one (1) year from the date hereon, saving and except for the maintenance of the work performed previous to the date of termination, for which work the liability of the Surety from maintenance shall continue for two years from and after the date of the completion and acceptance of said work by the City, but no longer.

The Surety may terminate its liability under this bond at any time by giving the City Council of the City of Fort Worth, Texas, five (5) days written notice of the Surety's intention to do so, and from and after said date the Surety will no longer be liable for any subsequent act, save and except as to maintenance as hereinabove provided.

IN WITNESS WHEREOF, the said Principal; of the said Surety have set their hand and seal this _____ day of _____, 20_____.

PRINCIPAL

SURETY

ATTORNEY-IN-FACT

Parkway Contractor's Bond
Application for License

Type or print the company name of the applicant in the blank below:

_____ Hereby makes application for license as provided for by Section 30-33 of the Code of the City of Fort Worth (1986), as amended, and as same may be amended from time to time, stating that applicant is fully qualified to properly complete any work undertaken and will make available the necessary labor, materials, and equipment; and furnishes the following in support of this application:

1. The applicant or owner has been in business _____ years as a parkway contractor under the present business name.
2. Has the applicant or owner engaged in business under any other name(s) in the past ten years? If yes, what name? _____
3. Other cities where applicant is licensed: _____.
4. Has the applicant or owner ever been licensed as a parkway contractor by the City of Fort Worth? _____ If yes, when? _____
5. Has the applicant or owner had concrete work he/she started, completed or reconstructed by a bonding company? _____ If yes, summarize on an attached sheet.
6. Has the applicant or owner failed to complete any contract he entered? _____ If yes, summarize on an attached sheet.
7. Types of construction company usually performs: _____
8. Type of organization: Individual, Partnership, Corporation, etc.: _____
9. Applicant/owner *full home* address:

_____	_____	_____	_____
Address	City	State	Zip

10. Applicant/owner *full business* address:

_____	_____	_____	_____
Address	City	State	Zip

_____	_____	_____
Main office phone #	Main fax #	Email

Applicant is familiar with Section 30-33 of the Code of the City of Fort Worth (1986), as amended; will furnish the required bond satisfactory to the City of Fort Worth, Texas; and agrees to complete all work in compliance with the requirements established by the City of Fort Worth through its City Engineer.
City Engineer Approval: _____

AUTHORIZATION TO SIGN/REQUEST PERMITS:

Name of authorized
individuals to receive permits:

Phone number or email for
Emergencies:

Name

Licensee/Applicant Signature: _____ Date: _____

Standards for New Contractor

Permits:

1. NO work shall be performed in the parkway without a permit. This includes excavation.
2. Look over the site plan review before taking out a permit. If there is a problem doing something shown on the review, work out the problem before pulling the permit. The contractor taking out the permit is agreeing to perform all work required on the review.
3. Residential permits are issued for 30 calendar days and commercial permit are issued for 90 calendar days. All work within the parkway must be completed and pass final inspection within this time period.
4. All permits require a pre-pour inspection and a final inspection.
5. Do not call the front desk to check inspection status. A passing or failing tag will be left at your job site.

Approaches:

1. All standard approaches are to be concrete and have a sidewalk section.
2. Approaches requiring a street cut or removal of the curb and gutter must maintain the flow line when pouring approach.
3. All Commercial approaches require a street cut.
4. Failure to maintain the flow line or lack of a sidewalk section will require the approach to be removed, re-inspected, and re-poured at the contractor's expense.

Traffic Control:

1. All street cuts require barricades. An automatic fee if street is cut and no traffic control is used.
2. A barrel or vertical panel is required at each radius return in residential areas.
3. Traffic cones are not acceptable.
4. Arterial streets require a traffic control plan.
5. TRAFFIC CONTROL IS REQUIRED AND MUST BE MAINTAINED FROM THE TIME WORK IS STARTED UNTIL WORK IS COMPLETED.

Weather:

1. It is the contractor's responsibility to cancel inspections in the event of inclement weather. If you call for an inspection an inspector will do the inspection rain, sleet, snow or sunshine.

I have received a copy of the Parkway Standards. I will inform members of my company of these responsibilities as they have been given to me.

Printed name

Signature

Company name

Date



Planning & Development Parkway Services Division

BASIC INSURANCE REQUIREMENTS

The following are basic insurance requirements required to obtain a permit. Exceptions to the insurance requirements may be permitted, depending on the risk exposure in regards to respective services, products procured, or contractual terms, to name a few. These exceptions will be reviewed and approved by our Risk Management Department. However, item number 3, Statutory Limits of Workers' Compensation, is required for all public projects.

1) **Commercial General Liability (CGL) Insurance Policy**

\$1,000,000 Each occurrence
\$2,000,000 Aggregate limit

2) **Automobile Liability Insurance Policy**

\$1,000,000 Each accident on a combined single limit basis. A commercial business policy shall provide coverage on "Any Auto", defined as owned, hired and non-owned.

3) **Worker's Compensation Insurance Policy**

☆ Statutory Limits
☆ Employer's liability
\$100,000 Each accident/occurrence
\$100,000 Disease-per each employee
\$500,000 Disease-policy limit

4) Policy Endorsements should be stated as follows:

☆ **The City of Fort Worth, its Officers and Employees named as an Additional Insured as Required by City Ordinance.**

☆ Thirty (30) days notice of cancellation or non-renewal. It would be advantageous to the City to require the following clause:

☆ "This insurance shall not be cancelled, limited in scope or coverage, cancelled or non-renewed, until after thirty (30) days prior written notice has been given to the City of Fort Worth".

☆ Waiver of rights of recovery (subrogation) in favor of the City of Fort Worth.

5) The insurers for all policies must be licensed/approved to do business in the State of Texas and have minimum rating of A:VII in the current A. M. Best Key Rating Guide or have reasonably equivalent financial strength and solvency to the satisfaction of the Risk Manager.

6) The deductible or self-insured retention (SIR) affecting required insurance coverage shall be acceptable to the Risk Manager of the City of Fort Worth in regards to asset value and stockholders' equity. In lieu of traditional insurance, alternative coverage maintained through insurance pools or risk retention groups must also be approved.