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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  
1017 East Chambers Street  
Sioux Falls, SD 57104-7200  
T: 605-367-8276 F: 367-4886

Fleet Management  
1000 East Chambers Street  
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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

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

Water 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

**Date:** [#1—Click here and type date]

**To:** Home/Business Owners

**Subject:** Sprinkler System Care during Construction

This letter is to serve as a guide for the care of your underground sprinkler system during the street construction in front of your property.

The following steps must be followed to expedite the construction process while minimizing the disturbance to your lawn and sprinkler system.

### ***Prior to Construction***

The homeowner should notify their sprinkler company about the upcoming construction project. The City requests your sprinkler company remove the heads from disturbed construction areas such as grass boulevards or front yard easement areas prior to the start of construction. It is also recommended the sprinkler contractor cap the water supply lines at the construction limits in each watering zone. The property owner or the sprinkler contractor should contact the project inspector whose contact information is listed below, to determine the exact location of the construction limits. It is also suggested the sprinkler contractor record the location of the capped lines to reduce the amount of work needed to reinstall the sprinkler line. The sprinkler contractor shall invoice the City as outlined later in this letter.

### **Project Inspector Contact Information**

**[#2—Click here and type name]**

**[#3—Click here and type business]**

**[#4—Click here and type phone #]**

**[#5—Click here and type email]**

### ***During Construction***

During construction, the homeowner should take steps to assure the sprinkler system is turned off in the watering zones affected by construction. If watering zones are left on in disturbed areas such as behind the curb and gutter, the construction site could become saturated with water, which will lengthen the amount of construction time. If you are unable to reset your sprinkler controls yourself, please have your sprinkler contractor make the necessary adjustments prior to the start of construction.

### ***Sprinkler Restoration***

After construction is significantly completed in front of your property, the City contractor will be placing sod or seed in the disturbed areas of your property. It is your responsibility to notify your sprinkler contractor to make the necessary repairs to your system after the installation of the sod or seed. In some cases, it may be desirable to repair your system prior to installation of the sod or seed. Contact the project inspector to answer your questions regarding the timing of sprinkler repair.

### ***Invoicing and Billing***

It is the City's responsibility to pay for the restoration of the sprinkler system located on private property. As a courtesy, the City also pays for the restoration of the sprinkler system within the public right-of-way. Due to the specialized nature of sprinkler systems, it is our preference that your sprinkler contractor perform the work. However, to assure a fair price is charged, the following procedures must be followed or the City will not compensate you or your sprinkler contractor for the work performed:

1. On work estimated to be under \$500, the sprinkler contractor can submit an invoice directly to City Engineering at 224 West Ninth Street, P.O. Box 7402, Sioux Falls, SD 57117-7402, for payment on the condition the invoice contains the following information and the listed procedures are followed:
  - a. Name and address of the property owner where the work was performed.
  - b. Location and description of the work performed. For example: Repaired five heads in front boulevard
  - c. Detailed list of materials, man-hours, and billing rates. Lump sum invoices submitted without itemizing will not be accepted.
  - d. The City is a tax-exempt entity. Sales tax cannot be included on the invoice. Contractor's excise tax may be invoiced.
  - e. Do not pay the sprinkler contractor directly. The City cannot make payment directly to a homeowner.
  
2. On work estimated to be over \$500, the sprinkler contractor must submit a detailed estimate to the City for approval by the Project Manager prior to doing the work. The Project Manager reserves the right to have another contractor submit an estimate and perform the work. If approved, the Contractor may perform the work and submit an invoice as detailed above. **Failure to get approval prior to making repairs over \$500 could result in the City of Sioux Falls not compensating you or your Contractor for the work.**

It is recommended a copy of this letter be forwarded to your sprinkler contractor to ensure the proper procedures are followed prior to, during, and after construction. If you or your sprinkler contractor have any questions, please do not hesitate to contact the project inspector or me.

Thank you for your cooperation on this matter.

[#6—Click here and type name]

[#7—Click here and type phone #]

[#8—Click here and type email]