



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701

Public Works Department Engineering Services Division

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Policy on Reimbursement of Irrigation Systems located in Public Right of Way affected by City of Rapid City Construction Projects

When the City of Rapid City constructs or reconstructs streets within the City, irrigation systems located within Public Right of Way that are owned and operated by the adjoining property owner are often removed to facilitate construction. This policy defines the responsibilities of the City and adjoining property owners in regards to repair and replacement and reimbursement of the irrigation systems affected by the construction.

City of Rapid City Responsibilities:

The City shall notify the adjoining property owner of the upcoming project via mailings and open houses. Upon award of the project, the City shall send a letter to all adjoining property owners that details the steps necessary for the removal, protection, repair and reimbursement of the irrigation system. The City shall reimburse the irrigation contractor chosen by the Property Owner the actual costs to repair the irrigation system. For work anticipated to be less than \$500, the irrigation contractor shall submit an invoice directly to the City. The invoice shall include:

1. Name and address of the property owner where the work was performed
2. Location and description of the work performed. For example: Repaired five heads in front boulevard.
3. Detailed list of materials, hours, and billing rates. Lump sum invoices submitted without itemizing will not be accepted.
4. The City is a tax-exempt entity. Sales tax cannot be included on the invoice. Contractor's excise tax may be invoiced.

For work estimated to be over \$500, the irrigation contractor must submit a detailed estimate to the City for approval by City Staff prior to doing the work. City Staff reserves the right to have another irrigation contractor submit an estimate and perform the work. If approved, the irrigation contractor may perform the work and submit an invoice as detailed above.

Property Owners Responsibilities:

The Property Owner shall notify their irrigation contractor of choice of the upcoming construction. The Property Owner shall coordinate with the irrigation contractor and City staff as to what portion of the irrigation system will be affected by the construction and to have the water supply lines capped. The Property Owner shall insure the irrigation system zones that are affected by the construction are turned off to prevent the construction area being saturated with water. The Property Owner shall notify the irrigation contractor when it is time to repair the irrigation system after the City work is done.

Date of City Council approval _____