



Three-Way Contract Customer Assist Form

This form is being provided in an effort to assist you in completing the Three-Way Contracts. Place an (x), or (✓) in each box when you have completed the task. **Please return a copy of the checklist to Cynthia Duncan**, along with **(3) sets** of the Three-Way Contracts, Bid Tab, Bond or Bonds, Certificate Of Liability Insurance form for the Community Development and Planning Department, Certificate Of Liability Insurance form for the Risk Manager, Traffic Control Plan and Trench Safety Plan.

Please note that until the construction plans have been approved by the City of Arlington, the Three-Way Contracts cannot be approved.

- Provide payment for the Inspection Fee. This fee is **4%** of the Scope of Work in the Utility Right-of-Way, or Easement. **The minimum Inspection Fee is \$330.00.**
- Provide (3) sets of original Three-Way Contracts, with all blank spaces completed.
- Provide (3) copies of the completed Bid Tab, listing the Linear Footage of pipe by size and price to be used in the Right-of-Way, or Easement, and the Linear Footage of Trench Safety that has been paid for. Separate the breakdown between water and sewer.
- Provide (3) original Maintenance Bonds if the water and sewer contract amount does not exceed \$25,000.00. Complete all blank spaces. **IMPORTANT:** The date of the bond listed on the first page **cannot be prior to the Contract date.**
- Provide (3) original Maintenance Bonds, Payment Bonds and Performance Bonds if the water and sewer contract amount is in excess of \$25,000.00. Complete all blank spaces. **IMPORTANT:** The date of the bonds listed on the first page **cannot be prior to the Contract date.**
- Provide one (1) original and two (2) copies of Certificate Of Liability Insurance on an ACORD® form, correctly completed. You should provide your Insurance Provider with the Legal Description and Project Name. Instructions for the insurance can be found on pages (4) and (5) of the Three-Way Contract. You should also provide your Insurance Provider with a copy of these two pages.
- Provide (3) sets of a Trench Safety Plan, stamped, signed and dated by the Texas Professional Engineer responsible for the construction plans.
- Submit two (2) copies of a Traffic Control Plan and the completed Traffic control Plan checklist prior to the closing of any street or causing any obstruction to pedestrian or vehicular traffic. The plan should be signed and dated by the



responsible entity. A copy will be forwarded to the Traffic Operations Division for review and acceptance. State on the document that the plan is in accordance with the City of Arlington Work Area Traffic Control Manual (a copy may be obtained from the Traffic Operations Division) and/or the latest edition of the Texas Manual on Uniform Traffic control Devices.

- Attach a copy of this completed Customer Assist Form to the Three-Way Contracts.
- For information regarding the qualification of a contractor contact Gael Eddings at (817) 459-6637.
- Please submit contracts to the Community Development and Planning Department. I will either call or email you to confirm receipt of contracts.**

Contact Name _____

Phone Number _____

Email Address _____

If you have questions, please call Cynthia Duncan at (817) 459-6362 or email cynthia.duncan@arlingtontx.gov