

**DEVELOPER REIMBURSEMENT
PROCEDURES**

July 1, 1996

DEVELOPER REIMBURSEMENT PROCEDURES

PURPOSE: To promote equitable, accurate and timely development reimbursements in accordance with the City of Clovis Municipal Code.

BACKGROUND: In accordance with the City's development ordinances, developers are entitled to be reimbursed for expenses incurred to complete the construction of specific improvements required for the efficient development of their project. These reimbursements are funded from Development Trust Funds generated by development fees and administered by the City. The primary intent of the Trust Funds is to equitably spread the cost of the necessary infrastructure to all developments that benefit from its construction.

To determine if a reimbursement is warranted, and if so how much the appropriate reimbursement should be, the developer must provide the City with an accurate accounting of the actual costs incurred for the acquisition of required right-of-way and construction of the specific improvements.

Also, to promote fiscal responsibility and equity to all developers, when requesting a reimbursement, the developer must submit a breakdown of the awarded construction bid for the project and a copy of the title transfer documents indicating the cost of the right-of-way in the format stated herein. The developer/engineer shall segregate the bid information into the various phases of the project (i.e. OTL, CTL, underground, street, and landscaping). The bid information will be reviewed by staff for conformity with customary unit costs for the type of work specified. If the awarded bid is higher than the customary unit cost for that type of improvement, the developer shall submit a narrative discussion justifying why the City should reimburse at a rate higher than the customary unit cost for that type of improvement. Additionally, the developer/engineer shall submit a detailed quantity take-off, by individual street, demonstrating how the unit quantities were calculated.

POLICY IMPLEMENTATION: The revised policy becomes effective July 1, 1996 and applies, in its entirety, to all developments.

DESCRIPTION OF POLICY:

1. The City notices the developer of the reimbursement policy in the conditions of approval for new developments, as follows:

All reimbursement requests shall be prepared and submitted in accordance with the requirements of the City's reimbursement program. Upon completion of the improvements eligible for reimbursement, the developer shall submit a reimbursement request that contains the following:

- A. One complete copy of the awarded bid together with a copy of any other unsuccessful bids the developer may have received. (The developer is not required to obtain more than one bid) and documentation sufficient to demonstrate that the unit costs for both reimbursable and non-reimbursable work items of similar scope are identical;
- B. Completed Reimbursement Schedule Form "A";

- C. Completed, reproducible as-built drawings; and
 - D. Certification, signed by the developer, engineer, and contractor attesting that the work is complete and that no future reimbursement claims will be forthcoming.
2. The City will provide a copy of the Reimbursement Policy (including the sample formats for the financial statement, bid and certification) to the developer with the return of the first improvement plan and map submittal following the City's initial review.
 3. Upon completion of the project construction, the developer shall submit a request for reimbursement. Said request must contain the items specified in section 1 to be considered complete and ready for processing.
 4. Within five working days of receipt of the reimbursement request, the City will evaluate the request to determine if the awarded unit bid costs are within customary industry norms and determine if the request is complete. If a unit bid cost is found to be above industry norms, the City will request the developer submit a narrative summary which explains why the higher costs are appropriate and why the City should reimburse at the higher rate. The narrative shall be submitted within five working days of receipt of a written request from the City. Failure to submit the narrative within the stated time will result in the request being determined to be incomplete and the request will be returned to the developer for further processing.

If a narrative is requested, it must be submitted and approved by the City prior to the reimbursement request being considered complete. If the reimbursement request is determined to be incomplete, or if the narrative is not submitted within five days of request, the reimbursement request will be immediately returned to the developer together with a detailed notice of deficiencies without further processing. When the reimbursement request is complete and determined to be accurate, it will be processed and entered on the reimbursement priority list within 30 days of receipt of the completed request. All requests will be reimbursed on a priority basis that is established following a first in, first paid priority, as funds become available. The reimbursement priority date, for requests determined to be complete and approved by the City, shall be the date the completed request was submitted to the City for review.

When approved by the City, an Initial Notice of Account Form will be mailed to the developer and engineer indicating that the reimbursement request was approved, entered on the reimbursement priority list and the request's current priority ranking (Exhibit "A"). The Initial Notice of Account Form will include a complete accounting identifying the requested amounts, the disapproved amounts, and the approved reimbursement amounts. If the reimbursement request includes all of the required information but is not approved because it is not in conformance with the City ordinance, it shall be returned within 30 days of submittal with a written statement of the deficiencies found and actions required to resubmit.

5. Each reimbursement payment will be accompanied with an updated accounting of the development's remaining reimbursements in a form similar to Exhibit "B".

Instructions for the completion of Form "A":

1. Provide the requested biographical information (DATE OF REQUEST, PROJECT, DEVELOPER, ENGINEER, & CONTRACTOR)
2. When preparing the financial statement for Center Travel Lane or Outside Travel Lane, please provide separate individual calculations for every typical section.

For example, if the Center Travel Lane section is 3"AC/6"AB/6"CNS between stations 1+00 and 10+00 but is 5"AC/8"AB/6"CNS elsewhere, then two separate sets of calculations will be required, one for each section area. A separate set of calculations will be required for each area where the typical section changes (i.e. changes in width, structural section, type of improvements constructed, etc.).

3. The allowable engineering fees for design and construction shall be determined as the reimbursable item's proportional share of the total project design and construction engineering costs, not to exceed the following percentages.

COST OF IMPROVEMENTS	DESIGN	CONSTRUCTION
\$0 TO \$500,000	8.5%	1.5%
\$500,001 TO \$1,000,000	6.5%	1.5%
\$1,000,001 AND UP	5%	1%

4. Provide a simple sketch showing the stationing, width, depth, and type of improvements for each individual set of calculations.

REQUIRED REIMBURSEMENT CERTIFICATION FORM

CERTIFICATION
of
REIMBURSEMENT REQUEST

The undersigned do hereby declare that they have personally reviewed and approved the attached reimbursement request (pages ___ to ___) and that said request accurately indicates the complete expense incurred for the construction of the herein listed items. Further, the undersigned attest that the project is complete and that no additional reimbursement request for the herein listed items is warranted now or at any time in the future.

DEVELOPER

Signature

Typed or Printed Name

ENGINEER

Signature

Typed or Printed Name

CONTRACTOR(s)

Signature

Typed or Printed Name

REIMBURSEMENT SCHEDULE FORM "A"

DEVELOPMENT FEE CALCULATION SHEET

DATE: _____ ACCOUNT NUMBER _____
 PROJECT: _____
 PROJECT LOCATION: _____
 DEVELOPER: _____
 ENGINEER: _____
 TOTAL DESIGN FEE FOR PROJECT: _____
 CONTRACTOR: _____
 TOTAL CONSTRUCTION COST FOR ENTIRE PROJECT: _____
 (including both reimbursable and non-reimbursable items of work)

For _____ Avenue

Oversize Sewer

Sta _____ to Sta _____ " _____ LF @ \$ _____ /LF = \$ _____
 Sta _____ to Sta _____ " _____ LF @ \$ _____ /LF = \$ _____
 Sta _____ to Sta _____ " _____ LF @ \$ _____ /LF = \$ _____
 Sta _____ to Sta _____ " _____ LF @ \$ _____ /LF = \$ _____

TOTAL OVERSIZE SEWER: \$ _____

Overdepth Sewer 8 - 12 feet

Sta _____ to Sta _____ " _____ LF @ \$ _____ /LF = \$ _____
 Sta _____ to Sta _____ " _____ LF @ \$ _____ /LF = \$ _____
 Sta _____ to Sta _____ " _____ LF @ \$ _____ /LF = \$ _____
 Sta _____ to Sta _____ " _____ LF @ \$ _____ /LF = \$ _____

Overdepth Sewer 12 - 16 feet

Sta _____ to Sta _____ " _____ LF @ \$ _____ /LF = \$ _____
 Sta _____ to Sta _____ " _____ LF @ \$ _____ /LF = \$ _____
 Sta _____ to Sta _____ " _____ LF @ \$ _____ /LF = \$ _____
 Sta _____ to Sta _____ " _____ LF @ \$ _____ /LF = \$ _____

Overdepth Sewer 16 feet and over

Sta _____ to Sta _____ " _____ LF @ \$ _____ /LF = \$ _____
 Sta _____ to Sta _____ " _____ LF @ \$ _____ /LF = \$ _____
 Sta _____ to Sta _____ " _____ LF @ \$ _____ /LF = \$ _____
 Sta _____ to Sta _____ " _____ LF @ \$ _____ /LF = \$ _____

Manholes: Sta _____ Diam _____ @ \$ _____ LF = \$ _____
 Manholes: Sta _____ Diam _____ @ \$ _____ LF = \$ _____

TOTAL OVERDEPTH SEWER: \$ _____

For _____ Avenue

Center Travel Lane Station _____ to Station _____ Street Section _____ "AC over _____" AB

Asphalt Paving:* _____ = _____ tons @ \$ _____/ton
= \$ _____

Asphalt Paving = \$ _____/SF

Aggregate Base:* _____ = _____ tons @ \$ _____/ton = \$ _____

Aggregate Base = \$ _____/SF

Excavation:** _____ = _____ CY @ \$ _____/CY = \$ _____

Subgrade Preparation = \$ _____/SF

Concrete Curb _____ LF @ \$ _____/LF = \$ _____

Curb & Gutter _____ LF @ \$ _____/LF = \$ _____

Med. Isl. Cap _____ SF @ \$ _____/SF = \$ _____

Land. & Irrig. _____ SF @ \$ _____/SF = \$ _____

Striping _____ LF @ \$ _____/LF = \$ _____

Fog Seal _____ ton @ \$ _____/ton = \$ _____

Fog Seal = \$ _____/SF

Clear & Grub _____ SF @ \$ _____/SF = \$ _____

Engineering Design (%) \$ _____

Inspection (%) \$ _____

Other: _____ \$ _____

TOTAL CTL: \$ _____

* (Length x Width x Depth x pcf/2000)tons

** (Length x Width x Depth / 27cf / cy) cy

For _____ Avenue _____ Side

Outside Travel Lane Station _____ to Station _____ Street Section _____ "AC over _____" AB

Asphalt Paving:* _____ = _____ tons @ \$ _____/ton
= \$ _____

Asphalt Paving = \$ _____/SF

Aggregate Base:* _____ = _____ tons @ \$ _____/ton = \$ _____

Aggregate Base = \$ _____/SF

Excavation:** _____ = _____ CY @ \$ _____/CY = \$ _____

Subgrade Preparation = \$ _____/SF

Curb & Gutter _____ LF @ \$ _____/LF = \$ _____

Land. & Irrig. _____ SF @ \$ _____/SF = \$ _____

Striping _____ LF @ \$ _____/LF = \$ _____

Fog Seal _____ ton @ \$ _____/ton = \$ _____

Fog Seal = \$ _____/SF

Clear & Grub _____ SF @ \$ _____/SF = \$ _____

Street Lights _____ EA @ \$ _____/EA = \$ _____

Sidewalk _____ SF @ \$ _____/SF = \$ _____

Engineering Design (%) \$ _____

Inspection (%) \$ _____

Other: _____ \$ _____

TOTAL OTL: \$ _____

* (Length x Width x Depth x pcf/2000)tons

** (Length x Width x Depth / 27cf / cy) cy

Oversize Water

Sta _____	to Sta _____	”	LF @ \$ _____	/LF = \$ _____
Sta _____	to Sta _____	”	LF @ \$ _____	/LF = \$ _____
Sta _____	to Sta _____	”	LF @ \$ _____	/LF = \$ _____
Sta _____	to Sta _____	”	LF @ \$ _____	/LF = \$ _____
Sta _____	to Sta _____	”	Water Valves @ \$ _____	/EA = \$ _____
Sta _____	to Sta _____	”	Water Valves @ \$ _____	/EA = \$ _____
TOTAL OVERSIZE WATER:				\$ _____

Bridges:

Location _____

Box Culvert: Size: _____	EA @ \$ _____	/EA = \$ _____
Head Wall _____	EA @ \$ _____	/EA = \$ _____
Other _____	EA @ \$ _____	/EA = \$ _____
Engineering Design (%)		\$ _____
Inspection (%)		\$ _____
Other: _____		\$ _____
TOTAL BRIDGES:		\$ _____

Traffic Signal Installation:

Location _____

Installation Lump Sum	@ \$ _____	/LS = \$ _____
Engineering Design (%)		\$ _____
Inspection (%)		\$ _____
Other: _____		\$ _____
TOTAL TRAFFIC SIGNAL:		\$ _____

Parks

Site Land Value _____ SF	@ \$ _____	/SF = \$ _____
Play Equipment (Lump Sum) \$ _____	@ \$ _____	/LS = _____
Paving _____ ton	@ \$ _____	/ton = \$ _____
Curb & Gutter _____ LF	@ \$ _____	/LF = \$ _____
Water Meter _____ EA	@ \$ _____	/EA = \$ _____
Street Lights _____ EA	@ \$ _____	/EA = \$ _____
Rule 16 PG&E costs (lump sum)	@ \$ _____	/LS = \$ _____
Onsite Hardscape _____ SF	@ \$ _____	/SF = \$ _____
Fencing/Wall _____ LF	@ \$ _____	/LF = \$ _____
Restrooms (Lump Sum)	@ \$ _____	/LS = \$ _____
Landscaping (Lump Sum)	@ \$ _____	/LS = \$ _____

Irrigation (Lump Sum)	@ \$ _____/LS = \$ _____
Design (Lump Sum)	@ \$ _____/LS = \$ _____
Misc. - Water Fountains, Benches, Trash Bins, Barbecues, etc. (Lump Sum)	@ \$ _____/LS = \$ _____
Park Lights _____ EA	@ \$ _____/EA = \$ _____
TOTAL PARKS:	
	\$ _____

Undergrounding of Overhead Utilities

Rule 21 PG&E costs (lump sum)	@ \$ _____/LS = \$ _____
Trenching _____ "wide _____	LF @ \$ _____/LF = \$ _____
Conduit _____ "wide _____	LF @ \$ _____/LF = \$ _____
TOTAL UG/OH:	
	\$ _____

Miscellaneous Facilities

- 1.
- 2.
- 3.