



3-Way Contract Instructions

City of Richardson, Texas

To All Contractors and Developers

A contractor working in the City of Richardson Rights-of-Way, or Public Easements is required to execute a Three-Way Contract. The Three-Way Contract is an agreement between the City of Richardson, the Developer, and the General Contractor and covers the permitting of all work approved or inspected by the City of Richardson Engineering Department. The process for obtaining the contracts is as follows:

1. The Contractor will submit a title sheet and bid sheet, as shown in the attached example, to the City of Richardson.
2. The City of Richardson will review the information and prepare the contracts.
3. The Contractor will be notified when the contracts are complete and will be responsible for their execution. A performance bond, payment bond, maintenance bond, and all required signatures will be the Contractor's responsibility to obtain. (These forms are included with the contract.)
4. The Contractor will return the executed contracts with a check for the Inspection Fee. **This inspection fee is 3.5% of the contract total.**
5. The City of Richardson then schedules a Preconstruction Conference. At this conference the general contractor, utility contractor, and paving contractor meet with the Construction Inspection Department.
6. At the Preconstruction Conference, the contractors will receive a set of plans with the City of Richardson "Released for Construction" Stamp. After this conference the contractor may begin site work. No site work is to be done without a City released set of plans.

Attached is an example of the required submittal information to start the Three-Way Contract process. **Please note:** For non-residential construction, the general contractor may bond the paving and utilities entirely or separately. If bonding the project entirely, the general contractor will be responsible for bonding the paving and utilities. If bonding separately, the sub-contractors will be listed on the three-way cover sheet and each will bond their work separately. The process of preparing the forms and securing signatures can take up to two weeks, so please do not wait until the last minute to start working on the contracts.

If you need any additional information or have any questions, please contact me at 972-744-4250.

Sincerely,

Daniel L. Tracy, P. E.
Development Engineer

Enclosures

(Company Letterhead)

January 1, 2017

Mr. Daniel L. Tracy
Development Engineer
PO Box 830309
Richardson, Texas 75083-0309

Via Email: dan.tracy@cor.gov

Dear Mr. Tracy:

Attached is the information for the Development Contract (three-way) for the paving and utility work for the Monument Project.

Owner/Developer: ABC Enterprises
2700 Meridian Parkway
Richardson, Texas 75082
Phone - (972) 479-7500
Fax - (972) 479-7501

**(Please ensure all
company names or
legal entity names
are noted correctly)**

Utility Contractor: Good Contractors, Inc.
1400 Nice Street
Happy, Texas 71101
Phone – (817) 446-0007

Paving Contractor: Paving Works, Inc.
200 Paver Street
Dallas, Texas 75205
Phone – (214) 800-1234

Project Location: Lot 1, Block 1, Monument Addition
2900 Arapaho Drive

Contact: Mr. Donald Drake
(214) 555-7766

PROJECT NAME & LOCATION HERE

PAVING

DESCRIPTION	QTY. UNIT	UNIT PRICE	TOTAL
Sidewalk	150 SF	\$3.00	\$450.00
Street X Approach	750 SF	\$3.25	\$2,437.50
Street Y Approach	600 SF	\$3.25	\$1,950.00
XYZ Street (27' B-B)	5000 SF	\$4.00	\$20,000.00
PAVING TOTAL =			\$24,837.50

WATER

DESCRIPTION	QTY. UNIT	UNIT PRICE	TOTAL
8" Waterline	500 LF	\$21.00	\$10,500.00
6" Waterline	200 LF	\$16.00	\$3,200.00
Fire Hydrants	4 EA	\$1,100.00	\$4,400.00
Tap Ex. WL	1 EA	\$1,000.00	\$1,000.00
6" Valves	4 EA	\$500.00	\$2,000.00
8" Valves	8 EA	\$1,000.00	\$8,000.00
Remove/Replace Pvmnt	100 SF	\$5.00	\$500.00
WATER TOTAL =			\$29,600.00

SANITARY SEWER

DESCRIPTION	QTY. UNIT	UNIT PRICE	TOTAL
8" Sewer Line	200 LF	\$20.00	\$4,000.00
6" Sewer Line	50 LF	\$16.00	\$800.00
Manhole	3 EA	\$1,500.00	\$4,500.00
Remove/Replace Pvmnt	100 SF	\$5.00	\$500.00
SAN. SEWER TOTAL =			\$9,800.00

STORM SEWER

DESCRIPTION	QTY. UNIT	UNIT PRICE	TOTAL
18" RCP	100 LF	\$30.00	\$3,000.00
36" RCP	400 LF	\$60.00	\$24,000.00
10' Curb Inlet	2 LF	\$1,500.00	\$3,000.00
Connect to Existing	1 EA	\$2,000.00	\$2,000.00
Type A Manhole	1 EA	\$1,500.00	\$1,500.00
STORM SEWER TOTAL =			\$33,500.00

PROJECT TOTAL = \$97,737.50

Please let me know if you need any additional information. You can reach me at 972-555-1234.

Sincerely,

Donald Drake
Project Manager

NOTE:

**THIS SHEET IS FOR EXAMPLE ONLY
THE BREAKDOWN WILL INCLUDE ALL WORK BEING DONE IN RIGHTS-OF-WAY AND EASEMENTS**