# 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. If you don’t have a sprinkler system, please disregard this letter.

The following steps must be taken 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 of Sioux Falls 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 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**

***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 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 seed. In some cases, it may be desirable to repair your system prior to installation of the seed. Contact the project inspector to answer your questions regarding the timing of sprinkler repair.

***Invoicing and Billing***

The City will pay for the restoration of the sprinkler system located on private property that is disturbed by the project, as well as the restoration of the sprinkler system within the public right-of-way that is disturbed by the project.

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 reserves the right to not compensate you or your sprinkler contractor for the work performed:

1. The sprinkler contractor must be a registered vendor with the City of Sioux Falls to receive payment.
2. The sprinkler contractor is required to be licensed by the City of Sioux Falls. A current list can be obtained from the City’s website by going to [www.siouxfalls.gov/business-permits/permits-licenses-inspections/licensing/contractor-licensing](https://www.siouxfalls.gov/business-permits/permits-licenses-inspections/licensing/contractor-licensing) (or use the QR code below) and click on “Currently Licensed Contractors.” Click on “See the Current Contractor List” to download the list. Once opened, go to the Landscape Irrigation tab.

**NOTE: If a sprinkler contractor does the repair, DO NOT pay them directly. The City cannot make a reimbursement payment directly to a homeowner.**

1. Homeowners may perform their own repairs and pursue reimbursement for parts and materials used through the City’s Risk Management office. Please contact the City’s Project Manager for additional information.
2. On work estimated to be under $750, the sprinkler contractor can submit an invoice directly to:

|  |  |  |
| --- | --- | --- |
| City Engineering | or |  |
| Attn: | email: |
| 231 North Dakota Avenue | (with invoice attached) |
| Sioux Falls, SD 57104 |  |

The invoice must contain the following information:

* 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, man-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.

1. On work estimated to be over $750, the sprinkler contractor must submit a detailed estimate to the City for approval by the City’s 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 $750 may result in the City of Sioux Falls not compensating you or your contractor for the work.**
2. On work estimate to be over $2,000, the City will require two estimates from separate irrigation contractors. The City’s Project Manager will review the estimates and determine the fair value of the repair prior to work being completed. If approved, the contractor may perform the work and submit an invoice as detailed above. **Failure to get approval prior to making repairs over $2,000 may 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.

Contractor Licensing

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