

## Performance Bond | Bonding Process

### Utility Permits for 761 IAC 115

## Flowchart Narrative – BONDING PROCESS

This narrative explains each of the steps displayed on the Bonding Process Flowchart. The paragraphs are numbered to correspond to the numbers shown in each process or decision step in the chart.

| Number | Title  | Narrative   | CC List |
|--------|--|---|---------|
|        | Start  | DOT staff has determined a bond will be required. Proceed to box 1.   |         |
| 1      | EOT informs utility company of bond requirements   | EOT informs utility company of the performance bond requirements including amount of bond and that the bond must be provided prior to commencing work (permit must also be issued). Proceed to box 2.   | ABCD    |
| 2      | Utility company obtains and submits performance bond OR Utility company Submits Current Statewide Bond | Utility company obtains their performance bond in the amount required and submits it to the EOT prior to commencing work (permit must also be issued). Proceed to box 3.  |         |
| 3      | Utility company completes work per issued permit   | Utility company completes work per issued permit. Proceed to box 4.   |         |
| 4      | EOT files bond in ERMS   | EOT files performance bond in ERMS with approved permit application.  |         |
| 5      | Utility company provides EOT with Certificate of Completion (and as-built plan)                        | Utility company provides EOT with Certificate of Completion (and as-built plan) after their work is done. Proceed to box 6.   |         |
| 6      | District reviews work performed by utility company   | The EOT consults with DUC (and Project Manager) to determine if the work performed by the utility company is acceptable and in compliance with the issued permit (and project). An inspection may be performed by the department. Proceed to box 7. |         |
| 7      | Is work performed by utility company acceptable?   | Is the work acceptable? District staff reviews and determines compliance with the permit and project (if applicable). If yes, proceed to box 8. If no, proceed to box 10.   |         |
| 8      | Is Construction Complete?  | If utility permit and bond are not related to a construction project, skip this step and proceed to box 9. If the utility permit and bond are related to a project, wait until construction is complete to proceed to box 9.                        |         |
| 9      | EOT releases bond and files in ERMS  | EOT notifies utility company that bond is being released and files release in ERMS.   | ABC     |
| 10     | Should a Claim Be Filed Against the Bond?  | The district determines if a claim should be filed against the bond. If yes, proceed to box 13. If no, go to box 11.  |         |
| 11     | District Construction Staff Request Correction from Utility Company                                    | District Construction staff requests corrections from utility company. Proceed to box 12.   |         |

|    |   |  |      |
|----|---|--|------|
| 12 | Were corrections completed?             | If yes, return to box 6. If no, return to box 10.  |      |
| 13 | District files a claim against the bond | The district files a claim against the bond. Proceed to box 12 (Note: A claim can also be filed up to 2 years after the bond is released). | ABCD |
|    | End Bonding Process                     | Process Complete   |      |