



Committed To Service

BONDING & INSURANCE REQUIREMENTS FOR CONTRACTORS WHO WORK IN ACHD ROW

The following information must be on file with the ACHD Construction Department to obtain Right-Of-Way Permits for all work that you do within the Ada County Highway District Right-Of-Way. After this information is on file, a permit must be signed and paid for before any work may be started. Said Permit must be kept on the job site. Any work done in ACHD Right-Of-Way without a permit is subject to the assessment of enhanced fees. The only exception to this is an **Emergency Repair** which must be reported and the Permit acquired within 48 business hours of the Start Date.

1. **CONTRACTORS INFORMATION SHEET** needs to be filled out completely, with special attention being paid to personnel authorized to sign for permits.
2. **CERTIFICATE OF INSURANCE** in the amount of **FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) or more** combined single limit for general liability and property damage, with Ada County Highway District shown as the Certificate Holder. ***The Contractor is responsible for keeping said certificate up to date.***
3. **RIGHT-OF-WAY BOND** – A minimum **TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00)** Permit Bond issued on the attached Bond form to be executed by your Insurance or Bonding agent.
4. **CERTIFIED RESPONSIBLE PERSON** – In order to apply and receive an approved Temporary Highway Use Permit, the contractor must have a Certified Responsible Person on staff and their certificate number must be on file in the ACHD Construction Office. The Responsible Person Certification information can be obtained at the City of Boise Permits & Inspections Department, 150 N. Capitol Blvd, 2nd Floor, Boise, Idaho, Phone 384-3830.
5. **SECTION 6000 AND 8300 OF THE ACHD POLICY MANUAL**
This will be needed by your insurance &/or surety agent to know the insurance requirement and what the bond governs. You will need to familiarize yourself with these documents, as it sets guidelines for construction.
6. **IDAHO STANDARDS FOR PUBLIC WORKS CONSTRUCTION (ISPWC) MANUAL & CURRENT ACHD SUPPLEMENTAL SPECIFICATIONS** – Purchase of an ISPWC is required and can be obtained through The Local Highway Technical Assistance Council (LHTAC) office at 3330 Grace St., Boise, Id. The cost is \$250.00 plus tax, all forms of payment accepted. Please direct questions to 208-344-0565.

SPECIAL NOTE: If at any time you have questions regarding these requirements, or if any of your information changes, please contact this office at (208) 387-6280 as soon as possible. Thank you!

ADA COUNTY HIGHWAY DISTRICT CONSTRUCTION

3775 ADAMS STREET

GARDEN CITY, IDAHO 83714

PHONE: (208) 387-6280

EMAIL: permits@achdidaho.org



ADA COUNTY HIGHWAY DISTRICT CONTRACTOR'S INFORMATION SHEET

Today's Date: _____

Company/Contractor Name: _____

Mailing Address: _____

City/State/Zip: _____

Office Phone: _____ Fax: _____

Email: _____ Website: _____

Person(s) authorized to Sign for Permits: **(Please write legibly, if more room is needed use the back of the sheet)**

Name _____ Cell: _____ Email Address: _____

Name _____ Cell: _____ Email Address: _____

Name _____ Cell: _____ Email Address: _____

Name _____ Cell: _____ Email Address: _____

Name _____ Cell: _____ Email Address: _____

Name _____ Cell: _____ Email Address: _____

Responsible Person: _____ Certificate#: CON _____ Expires: _____

Cell: _____ Email Address: _____

Insurance Company Name: _____

Agents Name: _____ Phone#: _____ Fax# _____

Mailing Address: _____

City/State/Zip: _____

Bonding _____ Company _____ Name: _____

Agents Name: _____ Phone#: _____ Fax# _____

Mailing Address: _____

City/State/Zip: _____

TO BE ON THE HAZARDOUS SIDEWALK REFERRAL LIST, PLEASE CHECK HERE

ADA COUNTY HIGHWAY DISTRICT TEMPORARY HIGHWAY USE PERMIT BOND

BOND NO. _____

KNOW ALL MEN BY THESE PRESENTS:

That _____
(Insert name and address or legal title of Contractor/Principal)

as Principal, (hereinafter called Principal), and

_____, as Surety, (hereinafter called Surety), are held and firmly bound unto Ada County Highway District, 3775 Adams Street, Garden City, Idaho 83714, as Obligee, in the amount of:

TWENTY-FIVE THOUSAND DOLLARS (\$ 25,000.00)

for the payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

Firm Representing Surety	
Address	
City, State and Zip Code	
Telephone No.	

WHEREAS, Principal has procured Temporary Highway Use Permit[s] for construction activities on Ada County Highway District's highway or public right-of-way located in Ada County, Idaho.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION are such that, if Principal shall promptly and faithfully perform the terms and conditions of the Temporary Highway Use Permit[s] and this Bond, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

1. Principal shall promptly and faithfully perform the conditions of the Temporary Use Permit[s], and shall comply with applicable laws, SECTION 6000 and SECTION 8300 of the Ada County Highway District Policy Manual and other applicable provision of the policy manual, and good engineering practices in performance of the construction work.
2. Principal shall timely and diligently perform work on the project and shall promptly make payment to all contractors and subcontractors performing labor or supplying materials for the project[s].
3. Principal shall indemnify and hold Ada County Highway District and its respective officers, board, commission, employees, and agents harmless from all claims, demands, mechanics and other liens arising from Principal's nonpayment to any individual or person performing labor or professional services, furnishing materials and equipment for use on the project[s].
4. Principal guarantees the satisfactory completion of any and all work contemplated to be authorized under the Temporary Highway Use Permit, including compliance with all conditions accompanying the Permit and this Bond shall remain in full force and effect for a period of two years after the date of completion and acceptance of the work and acceptance of the condition of the Highway by Ada County Highway District.

Signed and sealed this _____ day of _____, 20____ in the presence of:

Surety:	Principal:
By:	By:
(Attorney –in –Fact)	Title:

(SEAL)



HOW TO GET A CERTIFIED RESPONSIBLE PERSON CARD

In order to apply and receive an approved permit to work in the Ada County Highway District Right-Of-Way, a Contractor must have a Certified Responsible Person on staff and their certificate number must be on file with the Ada County Highway District Construction Office.

The **City of Boise Building Department, 150 N. Capitol Blvd., 2nd Floor, Boise, Idaho**, will issue, an Interim Responsible Person Certificate good for 6 months; however, you are **required** to attend one-evening four-hour course within 6 months. There is a cost for Certification that is paid to the course provider plus \$55.00 paid to the City of Boise for the three-year certification.

After you get the Interim Responsible Person Certificate, you will have the information that is needed to fill out the “Application for Annual Plans and Annual Dewater Permits”.

City of Boise Building Department
Phone: 208-384-3802
Andy Long 208-794-8996

<https://www.cityofboise.org/departments/planning-and-development-services/building/erosion-and-sediment-control/esc-certification-and-training/>

SPECIFIC CONSTRUCTION SITE DISCHARGE CONTROL PLAN REQUIREMENTS

A Construction Site Discharge Control (CSDC) Plan is required for all sites affecting the ACHD right-of-way. Annual CSDC Plans are available for jobs that are smaller than 50 ft of lineal trench or disturb less than 600 SF. Please contact the Construction Desk at 387-6280 to apply for an Annual Plan. For sites that are greater than 50 ft of lineal trench or disturb an area of 600 SF or more, a Specific CSDC Plan will be required prior to issuance of the Temporary Highway Use Permit. In most cases, if a Plan Designer prepares a plan which meets the requirements of the EPA Storm Water Pollution Prevention Plan (SWPPP), the plan will also meet ACHD Specific CSDC Plan requirements.

Refer to ACHD Policy for a complete list of requirements:

- GENERAL LOCATION MAP**
- SITE SPECIFIC PLAN VIEW MAP SHOWING:**
 - ◆ **North Arrow, Scale, and Date**
 - ◆ **Excavation, Grade, Paved Areas, Pond Elevations, Structures, and Utilities**
 - ◆ **Property Boundaries and Lot Lines**
 - ◆ **All Drainage Features**
 - ◆ **Location and Type of Best Management Practices**
 - ◆ **Key of Symbols**
- TYPED NARRATIVE DISCUSSING ALL ITEMS BELOW:**
 - ◆ **General Information:**
 - Location of project and total area
 - Type of work and description of activities
 - Duration of work
 - Receiving waters
 - ◆ **Sensitive Areas; a geotechnical report may be required**
 - ◆ **Construction Activities:**
 - Description
 - Sequence
 - Potential pollutants
 - ◆ **Best Management Practices (BMPs):**
 - Location
 - Inspection schedule
 - Maintenance schedule
 - ◆ **Dewatering Plan**
 - ◆ **Materials and Waste Management/ Spill Prevention & Control:**
 - Type and location of materials stored on site
 - How the material will be stored (fuels, solvent, paints, and masonry products):
 - Secondary containment
 - Reportable quantities
 - Spill response including type of spill products on site
 - Reporting procedures
 - How the material will be disposed:
 - Solid (good housekeeping)
 - Hazardous waste (including concrete wash water)
 - Sanitary (porta-pots)
 - ◆ **End of Project:**
 - Final site stabilization
 - BMP removal schedule
 - ◆ **List Responsible Person and Certification Number**
 - ◆ **Printed Name, Signature, and Certification Number of Plan Designer**

Please contact the Drainage Division at 387-6250 for questions about the CSDC Program.



HOW TO GET FORMS FOR PERMITS

Go to the ACHD home website www.achdidaho.org

Follow the path Projects/Development Resources/Popular Forms

The screenshot shows the ACHD website navigation menu. At the top right, there are links for "Employment", "Sign Up", and "Tell Us". The main navigation bar includes "MY COMMUTE", "PROJECTS", "ABOUT ACHD", and "COMMUNITY RESOURCES". A "Projects" dropdown menu is open under "PROJECTS", showing "Bids & Procurement" and "Propose a Project". The "Development Resources" dropdown menu is open under "ABOUT ACHD", with "Popular Forms" highlighted in yellow. The "Permits & Approvals" dropdown menu is open under "COMMUNITY RESOURCES", listing "eTRAKIT", "Permitting", "Traffic Impact Study Queue", "Plan Review Queue", and "Design Review".

MY COMMUTE	PROJECTS	ABOUT ACHD	COMMUNITY RESOURCES
<ul style="list-style-type: none">ACHD ProjectsACHD Plans<ul style="list-style-type: none">Neighborhood PlansIntegrated Five-Year Work PlanProject PrioritizationMaster Street Man	<ul style="list-style-type: none">Bids & Procurement<ul style="list-style-type: none">Bid PortalNew Vendor FAQsPropose a Project<ul style="list-style-type: none">Community Program Selection ProcessTraffic Calming	<ul style="list-style-type: none">Development Resources<ul style="list-style-type: none">Popular FormsEnvironmental MapsAmericans with Disabilities Act Resources and	<ul style="list-style-type: none">Permits & Approvals<ul style="list-style-type: none">eTRAKITPermittingTraffic Impact Study QueuePlan Review QueueDesign Review