



Timothy J. McGivern, PE
Commissioner

City of Medford

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

City Hall – Room 300
85 George P. Hassett Drive
Medford, Massachusetts 02155

Owen Wartella, PE
City Engineer

Telephone
(781) 393-2417
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LICENSED CONTRACTOR APPLICATION INSTRUCTIONS

(Pursuant to the Regulations Governing the Use of the Water Distribution and Sanitary Sewer Facilities)

Application Fees: \$250.00 for New; \$150.00 Yearly Renewal

***** Contractors must be Licensed Contractors in the City of Medford to obtain permits for work on the City water, sewer, stormwater systems, roadways, curbing, and sidewalks. *****

Instructions

1. Read and complete the application form in its entirety using legible block lettering or type and deliver to the Engineering Division with required documents, fee, and sample A-tag medallion. Do not return the Instructions
2. Submit a complete application. This means the application form is complete, signed, and includes the required documents; the fee; and a sample A-tag medallion. Incomplete applications will not be accepted for consideration.
3. Allow a minimum of fifteen (15) business days for review. Upon completion of review, the Engineering Division will notify the Applicant with the status of the application. If the application is approved, the Applicant will be placed on the approved Licensed Contractor list.
4. Renew annually on December 31. The Engineering Division will require an updated application upon renewal. If the Licensed Contractor does not renew their license, the license is no longer valid and they are removed from the Licensed Contractor list. Contractors that have previously been Licensed Contractor and no longer hold a valid license are not eligible for renewal and must submit a new application.
5. Submit two (2) sets of drawings stamped by a Massachusetts Licensed Professional Civil Engineer showing proposed work. One (1) set is to be submitted to the Engineering Division and one (1) set to the Water and Sewer Division.

Other Required Documents

- A. Letters of recommendation from three (3) different municipal officials in Massachusetts that oversee utility infrastructure. The letters must be on municipal letterhead and include the name, contact number, and signature of the individual making the recommendation.
- B. Insurance certificate naming the City of Medford as an Additional Insured. The certificate must indicate the Applicant holds a policy that includes \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate for general liability. The insurance certificate must also indicate the Applicants policy includes riders for: underground explosion and collapse (UEC) coverage; proof of workers compensation insurance up to the statutory limits; automobile and other vehicle insurance of not less than \$250,000.00. The Applicant must be insured for water utility, sewer utility, drainage, excavation and site work.
- C. Copy of Registration for vehicles and equipment that will be used on City of Medford property.
- D. Copy of hoisting operator's license for hoisting operators that will be working in Medford for the Applicant. Please list the license(s) in Part II of the application form.
- E. Copy of other applicable licenses listed in Part II of the application form.
- F. Surety Bond from a licensed Insurance Company in Massachusetts in the amount of \$10,000.00. This surety bond must include a one (1) year guarantee of workmanship and indicate the City of Medford as the Obligee.

Responsibilities of an Approved City of Medford Licensed Contractor

- Licenses are not transferable. For example, a sub-contractor is not covered by your license. The City has the right to revoke a license if this occurs.
- A license is not a permit. Prior to opening the ground, the Licensed Contractor must apply for a permit at The Engineering Division.
- All inspections must be scheduled by calling the Water and Sewer Superintendents' office at 781-393-2403. Inspections must be scheduled at least 24 hours in advance.
- An on-site pre-construction meeting between the contractors, Licensed Contractor, engineer, and the construction inspector prior to commencement of the work may be required at the discretion of the Water and Sewer Superintendent or his designee.
- Joints, taps, valves and tees must be exposed for inspection. The Licensed Contractor must provide additional excavation at the request of the inspector.
- A representative of the Licensed Contractor must be present on the job when the work is being performed.

- A Licensed Contractor that fails to demonstrate the expertise to install or repair mains, services and appurtenances will have a restriction placed upon his/her licenses commensurate with the level of demonstrated ability, or their license maybe revoked at the discretion of the Water and Sewer Superintendent or his designee.
- No work shall be performed without applicable permits from the City of Medford. A contractor performing work without a permit will be fined up to \$300.00 per day per violation and their license may be suspended or revoked.
- A curb to curb mill and overlay may be required for street openings at the discretion of the City Engineer.
- Medallions (aka A-Tags) identifying the Licensed Contractor must be placed in all asphalt trench patches. A sample of the contractors' medallion must be given to the Engineering Division with the completed application.
- No work after hours, weekends or holidays unless authorized by the DPW Commissioner and Chief of Police.
- Licensed Contractors must contact the Medford Police to arrange police details for work that takes place within the travel way with at least 24 hour advanced notice.
- City of Medford does not allow fittings that contain lead. The minimum size of water services is 1-inch. See the Water and Sewer Regulations for additional requirements.
- The City of Medford does not issue new street opening permits between November 15th and April 1st unless a signed Moratorium Special Exception (MSE) is in place. The reason for the MSE is to demonstrate that the work must take place during the moratorium and cannot wait until after April 1st. MSE's must be approved by both the DPW Commissioner and the City Engineer. MSE's from the previous moratorium must be closed out at the Engineering Division prior to release of a new permit.
- Licensed Contractors performing non-emergency work under the claim of "Emergency Repair Work" will have their licenses revoked or suspended. A minimum of 4.5 inches of pavement (minimum) or match existing pavement thickness (whichever is greater). Emergency Repair Work means street opening work which must be commenced immediately to correct a hazardous condition whose continuation would unreasonably risk injury, loss of life or property damage.
- Final surface restoration will not be provided by the Medford Department of Public Works. It is the responsibility of the contractor to coordinate all work with the Water Division/DPW and/or Engineering Division during the permit application process.
- When a lead water service line is discovered on the public side by the licensed contractor, the contractor shall communicate the information and location to the Medford Deputy Commissioner of Public Works for scheduling [Scott Brinch – (781) 510-2726]. The licensed contractor is responsible for temporarily securing the trench until this work can be scheduled.

If the Water Division can schedule the public side work within two weeks, the contractor shall provide temporary backfill with dense grade material to surface until the public portion is completed. The contractor is responsible for final restoration of the sidewalk once the public side work is completed. If the Water Division cannot schedule the public side work within two weeks the contractor shall restore the way to existing conditions immediately.



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LICENSED CONTRACTOR APPLICATION FORM

(Pursuant to the Regulations Governing the Use of the Water Distribution and Sanitary Sewer Facilities)

***** Read the Instructions prior to completing this form. *****

Part I: Basic Information

New: _____ Renewal: _____

License fee: _____

Date: _____

PLEASE PRINT:

Name: _____

Address: _____

Company name: _____

Company address: _____

Telephone # 24 hr. contact: _____

Email: _____

Fax #: _____

Select from the following options the type of work your company performs. Select all that apply.

WATER	SEWER	DRAIN	CCTV INSPECTION	PIPE LINING	DRIVEWAY	CURB/SIDEWALK

Part II: Qualifications and Experience

Please indicate the year, location, type of work, and type of materials used for similar projects that qualify you as an individual to be a Licensed Contractor for the City of Medford. Please provide three (3) municipal recommendation letters as described in the instructions. The applicant must demonstrate at least three (3) continuous years of relevant experience to be considered:

Applicable Licenses Held by the Applicant (Please provide copies):

Contractor must be registered with Dig Safe – Please provide City of Medford with Dig Safe Identification number:

The undersigned agrees that the Medford Department of Public Works is hereby authorized to investigate and verify the information provide herein. Under the penalties of perjury, I declare that the above statements are true and correct.

In accordance with the provisions of the City of Medford *Regulations Governing the Use of the Water Distribution and Sanitary Sewer Facilities*, the undersigned respectively applies for a license to install and connect building utilities (water, sewer and drain) in the city of Medford, MA. I am familiar with and will comply with all applicable provisions of the city of Medford bylaws and the water and sewer usage regulations governing this license. I will supervise and be responsible for all the work performed under this license.

Termination: If the contractor is determined to be in default of any term or condition of the license agreement, the City of Medford may terminate this license by providing thirty (30) days' notice to the contractor, which shall be in writing and shall be deemed delivered and received when given in person to the contractor, or when received by Fax, Express mail, certified mail-return receipt requested, Regular mail postage, Prepaid or delivered by any other appropriate method evidencing actual receipt by the contractor. If the City of Medford is determined by the contractor to be in default of any term or condition of this license, the contractor may terminate this contract license on thirty (30) days' notice received when given in person to the City of Medford, or when received by Fax, Express mail, certified mail-return receipt requested, Regular mail postage, Prepaid or delivered by any other appropriate method evidencing actual receipt by the City of Medford.

Applicant Signature

Date

APPROVED BY:

Timothy M^cGivern, PE, Commissioner of Public Works

Owen Wartella, PE, City of Medford Engineer

Noel Ayala, Superintendent of Water and Sewer