

## **REIMBURSEMENT AGREEMENTS - PUBLIC WORKS CONTRACTS REVIEW**

The Public Works Contracts Division of the City of San Diego is responsible for overseeing the procurement of reimbursable construction and associated professional consulting services as well as contract management functions to ensure the advertisement and award of construction and professional services are in conformance with the City's Charter and Municipal Code. This includes verification of the required insurance documents. Once a reimbursement agreement is approved at City Council, it is then routed to the Contracts Division for review. The reimbursement agreement can only proceed toward full execution once Contracts Division has completed its review.

To facilitate the Contracts Division review process, please review this checklist prior to finalizing the reimbursement agreement. Ensuring all required documents are in place will help expedite the review process and reduce delays in the issuance of reimbursement agreement payments.

Please call the assigned Project Manager for your agreement if you have any questions.

### **GENERAL AGREEMENT REQUIREMENTS**

- Date and sign all copies of agreement with **original** signatures.
- Verify the Certification for **Title 24/ADA Compliance Exhibit** is completed (including project title), signed and dated.
- Verify the **Certification for a Drug-Free Workplace Exhibit** is completed (including project title), signed and dated.
- Review agreement language and exhibits for any other forms or documents that must be completed/signed prior to finalization of agreement.

### **INSURANCE REQUIREMENTS**

- Carefully review all insurance requirements and exhibits spelled out in the agreement. Developer will be held responsible for all insurance requirements included in the approved agreement.
- Ensure all required insurance certificates and endorsements are available and can be provided to Contracts once the agreement is approved for award by City Council, the Mayor or the Mayor's designee.
- Verify that the insurance documents reference your specific project and that the City of San Diego is the certificate holder. The Contracts Division cannot accept insurance if the City of San Diego is not a certificate holder.
- Whenever possible, have insurance broker review the entire insurance submittal for accuracy and completeness, using the insurance requirements in the agreement as the guide.