



# REQUEST To Make Alteration, Improvement or Addition

## REQUESTOR'S INFORMATION

Name:
Type of Facility User: <input type="checkbox"/> Requestor <input type="checkbox"/> Trainer <input type="checkbox"/> Vendor
Email Address:
Phone Number:

## PROJECT DESCRIPTION (add additional pages if needed)

Location of work requested to be completed. (stall #, dry lot #, concession, etc.)										
Property Ownership: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> City-owned</td> <td style="width: 50%;"><input type="checkbox"/> Los Angeles County Easement</td> </tr> <tr> <td><input type="checkbox"/> Southern California Edison <i>(need SCE approval as well)</i></td> <td><input type="checkbox"/> Unsure</td> </tr> </table>	<input type="checkbox"/> City-owned	<input type="checkbox"/> Los Angeles County Easement	<input type="checkbox"/> Southern California Edison <i>(need SCE approval as well)</i>	<input type="checkbox"/> Unsure						
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Installation Type: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Stall Mat</td> <td style="width: 50%;"><input type="checkbox"/> Solar Lighting</td> </tr> <tr> <td><input type="checkbox"/> Video Camera for Horse Surveillance Only</td> <td><input type="checkbox"/> Rain Gutter</td> </tr> <tr> <td><input type="checkbox"/> Wood boards</td> <td><input type="checkbox"/> Roof structure</td> </tr> <tr> <td><input type="checkbox"/> Fencing</td> <td><input type="checkbox"/> Windscreen</td> </tr> <tr> <td><input type="checkbox"/> Stall Panel</td> <td><input type="checkbox"/> Other: _____</td> </tr> </table>	<input type="checkbox"/> Stall Mat	<input type="checkbox"/> Solar Lighting	<input type="checkbox"/> Video Camera for Horse Surveillance Only	<input type="checkbox"/> Rain Gutter	<input type="checkbox"/> Wood boards	<input type="checkbox"/> Roof structure	<input type="checkbox"/> Fencing	<input type="checkbox"/> Windscreen	<input type="checkbox"/> Stall Panel	<input type="checkbox"/> Other: _____
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Describe the work requested to be completed. Also, describe the type of work that will be completed, such as grading, welding, fabrication, etc. Attach diagrams, plans and quotes if available.										
Work is to be completed by: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Self</td> <td style="width: 50%;"><input type="checkbox"/> Hired Contractor</td> </tr> <tr> <td colspan="2"><i>If Contractor,</i></td> </tr> <tr> <td colspan="2">Contractor's License #: _____</td> </tr> <tr> <td colspan="2">Contractor's Business Address: _____</td> </tr> <tr> <td colspan="2">Contractor's Business Phone: _____</td> </tr> </table>	<input type="checkbox"/> Self	<input type="checkbox"/> Hired Contractor	<i>If Contractor,</i>		Contractor's License #: _____		Contractor's Business Address: _____		Contractor's Business Phone: _____	
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<i>If Contractor,</i>										
Contractor's License #: _____										
Contractor's Business Address: _____										
Contractor's Business Phone: _____										
List all mechanical equipment needed to complete project:										

## ESTIMATED PROJECT COSTS (add additional pages if needed)

List of materials and estimated cost:
List of rental equipment and estimated cost:
List of contractual labor and estimated cost:





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## PROPOSED PROJECT TIMELINE (add additional pages if needed)

Provide a calendar of tasks to be performed in order to complete the proposed project.

### FOR CITY STAFF ONLY

Date request received:	Received by:
<b>PROJECT REVIEWED BY:</b>	
<input type="checkbox"/> Parks Superintendent on _____ <input type="checkbox"/> Contracted Equestrian Specialist on _____	
<b>PROJECT APPROVED or DENIED BY:</b>	
<input type="checkbox"/> Director of Recreation and Community Services on _____	

### REQUESTOR'S DECLARATION:

*Written consent from the City is necessary to make any alteration, improvement or addition at the Lakewood Equestrian Center. As a condition of permitting the alteration, improvement or addition, City may require that such work be removed at the end of any contractual agreement with City and that the facility be restored to its prior condition by giving 30 days' written notice to remove any alteration, improvement, or addition. Requestor shall restore the facility to its original condition at Requestor's sole expense. If, at the end of any contractual agreement with City, Requestor fails to remove alteration, improvement or addition made to the facility, said alternation, improvement, or addition shall become the property of City and remain upon premises and be surrendered at the end of any contractual agreement with City.*

*Before commencing any work, City will post and record the appropriate notices of non-responsibility to protect City from any mechanics liens, supplier liens, or any such other liens. Requestor shall pay when due, all claims for materials and labor furnished to Requestor, and agrees to indemnify City for any and all liens that arise due to claimed services, labor or materials performed on the facility. Requestor agrees to indemnify, hold harmless and defend Southern California Edison, Hacienda Sosegado LLC, and City and any and all of its officials, employees, agents, and/or volunteers from and against any and all losses, liabilities, damages, costs, and expenses, including attorneys' fees and costs, caused in whole or in part by the negligent or wrongful act, error or omission of Requestor, Requestor's officers, agents, employees or subcontractors used to alter, improve or add to the facility.*

*Notice: All contracted workers employed on projects on public facilities must be paid the prevailing wage determined by the Director of the Department of Industrial Relations, according to the type of work and location of the project. Prevailing wages are due, in most instances, if the project costs more than \$1,000, and involves the following construction work: new construction, alteration, demolition, installation, repair and maintenance. The City of Lakewood is subject to the State of California prevailing wage laws as set forth in California Labor Code Section 1770 et seq. The city notifies all proposers of the adoption of **SB 854** and subsequently, **SB 96**, and encourages understanding and compliance with the requirements as set forth on the Department of Industrial Relations (DIR) website at <http://www.dir.ca.gov/Public-Works/PublicWorks.html>.*

*Additionally, work that exceeds \$5,000 is subject to the California Public Contract Code and the Requestor must adhere to the requirements of this code.*

Declaration Agreed to by Requestor: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

