

## CHECKLIST FOR PERFORMANCE BOND REDUCTION

**Project Name:** \_\_\_\_\_

**Application#:** \_\_\_\_\_ **Bond#:** \_\_\_\_\_

**Contact Info:** \_\_\_\_\_ **Tel:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
Developer/Release Agent

1. A written request for the reduction of the bond amount, signed and acknowledged by the owner/developer who executed the performance agreement or representative and \$1,215 fee.
2. The original approved Bond Estimate or Unit Cost List reflecting the quantities of all the improvements in place that are complete and meet the “good condition” standard. The reduction unit cost list must match approved unit cost list and be on same year estimate, i.e., 2019, 2014, 2010.
3. Inspection reports for completed work, compaction, & lab tests. Geo-tech reports for the compaction of embankments, trench and structure backfill, sub-grade, sub-base and base for roads, walks and curb. Roller patterns and control strips and theoretical and actual densities for asphalt pavement layers. Concrete slump tests, break tests, and tests for concrete structures and facilities. Independent structural inspections for precast and cast-in-place structures, overpasses and bridges.  
(Digital/PDF submission preferred for inspection reports)
4. For State Maintained Road Agreements, if not previously submitted, provide all documents relevant to the Preliminary Street Acceptance Package requirements (PSAP) as appropriate for the current/existing state of construction.

**From Section 8.305.D of the Loudoun County Facilities Standards Manual.**

- No corporate surety bond shall be reduced until 30% of the improvements are in place.
- The “good condition” requirement shall not be deemed satisfied for any section of roadway where there exists any failing pavement.
- In no event shall any bond be reduced to an amount insufficient to achieve total completion of the project, plus the entire amount of the original 10% contingency and 4% inflation factors.
- No bond shall be reduced for a Performance Agreement that is in default.