

## Procedures to Construct Water and Sewer Facilities

The Procedures to Construct Water and Sewer Facilities are to be used as a guideline to assist Developers, Engineers, and Contractors through the process of obtaining water, recycled water, and sewer service provided by Elsinore Valley Municipal Water District.

### **I. Will Serve and Connection Fee Request:**

- A.** The Developer shall mail or deliver the Will Serve & Connection Fee Application Form with the appropriate fee to the attention of the Development and Records Coordinator.
- B.** If service can be provided, the District will send a Service Commitment Letter including the applicable water and/or sewer connection fees to the applicant. If service cannot be provided, the District will indicate the necessary requirements to obtain service. Please note that a Preliminary Service Commitment Letter will be issued if service can be provided, but the connection fees cannot be established due to unknown meter and sewer lateral sizes. Upon receipt and confirmation of meter sizes and sewer lateral sizes, a Service Commitment Letter will be issued with the applicable fees.
- C.** After receiving the Service Commitment Letter from the District, the Developer shall bring the connection fee payment along with a completed service application to the Customer Service Counter in the District's lobby. Developers shall use the applicable Domestic, Commercial, or Developer application.
- D.** Service Commitment Letter does not contain an estimate for any engineering deposits or fees related to plan checking or inspection related deposits other than lateral inspection. Please reference Plan Check and Pre-Construction for applicable fees.
- E.** Current water and/or sewer connection fees are subject to change without notice by the Board of Directors and fees will be based on the current fee in effect at the time of fee payment. The District considers the Service Commitment Letter to have expired automatically at the end of the current fiscal year.
- F.** If a reimbursement agreement is applicable, submit the completed Reimbursement Application Form. A reimbursement agreement must be approved by the Board of Directors and signed by the General Manager at the Mylar stage. Reimbursements will not be considered after the start of construction.

## **II. Water Meters:**

- A.** Master water meters are not permitted for commercial projects unless approved by the Director of Engineering. Each building shall have a dedicated water meter located in the public right-of-way or within an easement granted to the District. The Service Commitment fee will be based on the equivalent water master meter size to service the project.
- B.** Meters are to be sized by the Developer based on proposed water consumption rates in accordance with District Standards and AWWA (M11) requirements. Water demand and meter sizing calculations shall be submitted to the District for approval.
- C.** Meters must be installed and connection to sewer facilities must occur within six months of purchase date or any subsequent fees are applicable.
- D.** Meters will not be installed until the Water and Sewer Capacity fees quoted on the Service Commitment letter are paid. Allow 30 days for installation of meters from date of payment. (Commercial and/or Tract Development meter will not be installed until "Record Drawings" are received and approved by the District).
- E.** Meter Release Form must be completed and submitted to Engineering Admin. prior to Meter inspections.

## **III. Initial Meeting With the District:**

- A.** Developer and Developer's Engineer meets with the District's Engineering Staff to discuss the preliminary requirements for water and sewer design, and construction. Please contact the Engineering Admin. at (951) 674-3146 extension 8265 to schedule an initial meeting with the District. A Due Diligence Form and Meeting Agenda will be required prior to scheduling the meeting with the District's Engineering Staff.
- B.** At the Initial Meeting, it will be determined if the Developer will be required to conduct a Plan of Study to service the proposed project.
- C.** The Developer or Developer's Engineer may purchase the latest version of the District's Water and Sewer Design and Construction Standards, Volume I and Volume II (\$5 for electronic version) or a viewable version is available on the District web site.

## **IV. Plan of Study:**

- A.** Depending upon the size of the project, the Developer may be required to prepare and submit a Water and/or Sewer Plan of Service Study for the proposed project. The purpose of the Plan of Study is to quantify the proposed water and wastewater flows, determine the proposed facilities and sizes, and assess the impacts to the District's existing facilities. The Plan of Study shall include a hydraulic network analysis and a review deposit (\$2,500 minimum). The Plan of Study shall be performed by a licensed civil engineer in the state of California.

- B. The submittal shall include three (3) hard copies of the study and one complete electronic copy (PDF formats on CD or DVD).
- C. For small projects consisting of one or two lots requiring only water and sewer laterals or small pipeline extensions, a planning study will most likely not be required.

**V. Plan Check and/or Improvement Plans:**

- A. Plan Check Application Form shall be submitted to the Engineering Department along with the following:
  - 1. Signed Plan Check Application Form: The application form includes the Minimum Requirements for Improvement Plan Preparation and must be submitted with the appropriate items on the checklist.
  - 2. Three (3) full size sets (24" x 36" plan and profile) of professionally engineered water, sewer, and recycled water improvement plans and profiles.
  - 3. 11 x 17 PDF Index map.
  - 4. Application for Recycled Water Service (Appendix A) if applicable.
  - 5. Engineering Cost Estimate: The Engineering Cost Estimate must be prepared and submitted using the District's approved unit costs from the District's current Construction Cost Estimate for Onsite Improvements.
  - 6. Plan Check Fee: The plan check fee equals 3% of the Engineer's Cost Estimate or \$1,000 minimum for the first 3 plan checks to cover District staff and consultant costs and is non-refundable. The fourth and subsequent plan checks will require an additional fee of 50% of the initial fee.
  - 7. Recycled Water Fee: If Recycled Water is included on the Plans, a State Fee Deposit of \$2,500.00 per meter is required.
  - 8. One copy of all reference plans.
  - 9. Current Fire Flow Test Results.
  - 10. Copy of the Current Service Commitment Letter.
  - 11. If Improvement Plan submittal is incomplete, the District will not accept submittal and return to the Developer without review. If submittal is complete, the plans will be routed for review.
  - 12. The goal of the District staff is to complete the first plan check within three weeks of receipt of submittal. Plan review time varies depending on the number of plans in the review process, size of project, complexity of plans, and completeness of drawings.

13. If Recycled Water Service is requested, it will be determined by the District if Plans will require CDPH review. If CDPH review is required, Plans will be routed thru the District to CDPH.
14. Once confirmed all corrections have been made the Developer will be contact with the Statement of Final Plan Review and will be required at that time to acquire other Agencies signatures on the Mylars and then return them to the district.
15. Once all corrections have been made during the Plan Check process and Fire Department approval has been received, a final Engineer's Cost Estimate shall be submitted. Additional Plan Check fees are due and payable if the revised final Cost Estimate exceeds the original estimate from which fees were calculated After the Plan Check fee balance has been reconciled and paid, the original Mylars may be submitted for review and signature by the General Manager.
16. Once Mylars are returned with other Agencies signatures, they will need to be signed by Operations, Engineering and the General Manager
17. When drawings have been fully approved by all agencies and all signatures are completed by District staff, the developer will need to pick up the fully executed Mylars and have the following prints run:
  - Three (3) sets of bond copies ( 2- for the Inspectors, 1 for Development Services Manager/File)
  - One (1) reduced (11 x 17) copy
  - One (1) full size PDF and CAD Files on CD for District's use
  - The Developer will also need to return the original Mylars for District files
18. The Engineering design and subsequent approval of the project's improvement plans are considered valid for a period of two years from the date of the District General Manager's signature. The District will recognize the project designated as under construction when the developer/representative has paid the District's required inspection fees.
19. Projects with no activity for a period exceeding two years from the date of the last plan check will be terminated and the process of Plan Check will begin from Application Package stage.

## VI. Pre-Construction:

### A. Inspection Application Package:

After the District has approved the project plans, the Developer will submit the Inspection Application Package to the District's Engineering Department. The Inspection Application Package must include the following:

1. A signed copy of the itemized Contractor's Bid or Contract
2. An Inspection Fee Deposit based on 8% of the contractor's bid, or \$400.00 per EDU when the tract's infrastructure has been previously constructed and inspected. The 8% inspection fee is comprised of the following:
  - 1.5% Maps and Records Fee (Non-Refundable)
  - 6.5% Inspection Deposit (Refundable)
3. A Recycled Water Pre and Post Meter Inspection Fee Deposit based on 8% of the Recycled Water Cost Estimate. The 8% RW inspection fee is comprised of the following:
  - 1.5% Maps and Records Fee (Non-Refundable) Pre-Meter
  - 6.5% Recycled Water Pre-Meter Inspection Deposit (Refundable)
  - 8% Post Meter Inspection Deposit (Cross Connection)
4. The original Water and Sewer Improvement Plan mylars.
5. Three (3) sets of the approved Improvement Plans (3 full size and (1) 11 x 17).
6. Easements (official copy received).
7. A Copy of the Contractor's Class "A" License, or approved C-34, or C-42.
8. A completed Contractor's Qualification Data Form. References must be for similar work with similar agencies. A minimum of three (3) references from water or sewer agencies.
9. A copy of City, County, State, or any other governing agency/municipality's encroachment permits.
10. Permit for Recycled Water Service (Appendix D) *if applicable*.
11. Worker's Compensation Insurance – The contractor shall provide a Certificate(s) of Insurance certifying that they have obtained full Worker's Compensation Insurance coverage for all persons employed, or who may be employed in completing the contract work during the contract time period. The insurance must be valid, up-to-date, and in strict accordance with the requirements of the most current laws.

**12.** Liability Insurance – The contractor shall provide a Certificate(s) of Insurance showing Liability Insurance Coverage in limits not less than the amounts set forth below. The Liability Insurance Coverage shall include each of the following types of insurance:

a. General Liability:

1. Comprehensive Form
2. Premises – Operations
3. Explosion and Collapse Hazard
4. Underground Hazard
5. Products/Completed Operations Hazard
6. Contractual Insurance
7. Broad Form Property damage Including Completed Operations
8. Independent Contractors
9. Personal Injury

b. Automobile Liability:

1. Comprehensive Form Including Loading & Unloading
2. Owned
3. Hired
4. Non-Owned

c. The District shall be named as Additional Insured in the following amounts:

Bodily Injury

- \$1,000,000 per person, one accident
- \$2,000,000 more than one person, one accident (Developer Projects)
- \$3,000,000 more than one person, one accident (District Projects)

Property Damage

- \$1,000,000 each occurrence
- \$1,000,000 aggregate

Date of all certifications shall cover duration of project. If expiration occurs during project, Developer/Contractor is required to provide updated certifications 30 days in advance to avoid any interruption in inspection or service.

**13.** Material submittals and shop drawings shall be in accordance with Section 1-4 of the Standards (Volume I) and include:

- One (1) copy of the submittals.
- The contractor shall use the enclosed Shop Drawing Form for all submittals. A separate form shall be submitted for each submittal number.

14. General Contractor/Subcontractors – If Subcontractor is doing 25% or more of work, information for both will be required.

- B. The District Engineering Department will review the Inspection Application Package to confirm all required information is included, verify that insurance certificates and coverage's are valid, confirm correct inspection deposit has been received and is based on 8% of the construction cost collected, and review the Contractor's Qualification Data. If submittal package is inadequate, it may be returned to applicant without review. If the submittal package is complete and approved, the District will send a Pre-Construction Approval Letter to the Applicant. A Pre-Construction Meeting will not be scheduled until the Inspection Application Package and Material Submittals are completed, reviewed, approved and all fees paid.
- D. Pre-Construction Meeting: After the Pre-Construction submittal package has been approved by the District, the Contractor or Developer must schedule a Pre-Construction meeting between the Developer, the Developer's Engineer, the Contractor, and the District's Construction Services Manager and Inspector. The meeting must be scheduled at least two weeks in advance. The Contractor must coordinate with the agency (City, County, State, etc.) that issued the encroachment permit and have a representative of that agency attend the Pre-Construction Meeting. An agenda shall be remitted by Contractor prior to the meeting and emailed or faxed to the Engineering Administrator. A proposed Construction Schedule shall be provided by the Contractor and discussed at the Pre-Construction meeting.
- D. The Contractor must notify Underground Service Alert (USA Dig Alert) at 1-800-227-2600 for all utility marking at least three days prior to starting any construction activities, including potholing.

**VII. Construction:**

- A. The District will provide inspection for all work which is to be dedicated to the District upon completion. All materials and work must be done in the presence of the District's authorized Inspector. The Contractor shall notify the District two working days in advance of any work to be done in order for inspection services to be provided. **Any work performed without the presence of a District Inspector is subject to rejection and rework as deemed necessary by District personnel.** Cancellation of inspections must be received within 24 hours of your scheduled inspection time. If less than a 24 hour notice is given, a minimum of one hour at the current inspection rate will be billed to your account.

- B. The District may require an additional inspection deposit in the amount of 25% of the initial deposit once 75% has been exceeded.
- C. During the course of construction, the contractor and engineer are responsible for logging and annotation of As-Built notes and drawings to be added to the original Mylars.
- D. When all construction work has been completed, the Contractor shall notify the District that the work is ready for Final Inspection. A District Inspector will inspect the finished work and either approve or reject the work pending fulfillment of unsatisfied requirements.
- E. When work has been completed and prior to the issuance of occupancies, the Engineer shall coordinate with the District to check out the original Mylars from the District and add all As-Built information to the Mylars. The words "Record Drawings" shall be stamped on each sheet in ½ inch high in bold block letters. Please make corrections as marked on originals. Remove any revision clouds, deltas, and/or sheet # revisions (1A, 2B, etc.). Any facilities NOT built per plan must be removed or clearly identified as future improvements and not a part on plans.

#### **VIII. Project Close-Out Procedures:**

- A. The Reimbursement Agreement (if applicable) as approved by the District's General Manager, will be reconciled in order to reflect the final reimbursement amount based on actual cost. The Contractor must submit all items listed in Section III of the Reimbursement Agreement Application Checklist prior to the Inspector's Final Inspection Approval. Developer to prepare an organized binder with all information including paid invoices, receipts, and all other project related costs. The final Agreement must be completed and approved by the Board of Directors prior to the project occupancy.
- B. Upon satisfactory review by the District Engineering and Inspection staff, the District will accept the facilities and assume operation and maintenance. The Finance Department will be authorized to refund the unused balance of the Inspection Fee. If actual inspection costs exceed the deposit, the District will invoice the Developer for the outstanding balance.
- C. When the project is complete, the developer may request a refund of the Inspection Fee deposit. The following items shall be submitted by the Developer to the Engineering Department prior to project completion:
  - 1. Original Mylars stamped "Record Drawings".
  - 2. A recorded Notice of Completion of work between the contractor and the developer.
  - 3. Easement deeds, fully executed (if applicable).



4. The Developer Request for Close out Form must be completed from the Developer or Contractor and submitted to the Engineering Department for any remaining inspection deposits to be refunded.
5. The Engineering Department will complete the necessary paperwork required for project close out and submit to the District's Finance Department.
6. The District's Finance Department will process the Close Out request and determine if a refund or balance due is required. Please allow 60 Days for this process.

**IX. Forms:**

This Procedures Package contains the following forms.

1. Will Serve & Connection Fee Application
2. Plan Check Application Package
3. Minimum Requirements for Improvement Plan Preparation
4. Work Order Request Form
5. The District's Construction Cost Estimate for Onsite Improvements (Water)
6. The District's Construction Cost Estimate for Onsite Improvements (Recycled Water)
7. The District's Construction Cost Estimate for Onsite Improvements (Sewer)
8. Accepted Material Guidelines
9. Inspection Application Package
10. Application for Recycled Water Service (Appendix A)
11. Permit for Recycled Water Service (Appendix D)
12. Meter Release Form
13. Reimbursement Agreement Applicant Checklist
14. Reimbursement Application
15. Contractor's Qualification Data
16. Contractors and/or Sub-Contractors Information Sheet
17. Shop Drawing Transmittal Form
18. Notice of Completion
19. Grant of Easement, Quitclaim Deed
20. Application Form for Commercial Water/Sewer Service
21. Application Form for Residential Water/Sewer Service
22. Application Form for Developer Water/Sewer Service
23. Developer's Request for Project Close out