



FACILITIES AGREEMENT PROCESS

Prior to Beginning

The Agency's map files are available for the Applicant/Applicant's Engineers research at the Agency's Business Office at 144 Ferguson Road in Auburn during normal business hours. PCWA's Standard Specifications are available on line at www.pcwa.net. Design Criteria, symbols, standard drawings and specifications are provided there.

Facilities Application and Design Phase

Applicant/Applicant's Engineer shall submit to the Agency's Engineering Division the following for review and preparation of the Facilities Agreement:

- Completed Application for PCWA Project Review signed by local Fire District and Applicant.
- Completed Meter Application for each unique meter size and demand signed by local Fire District and Applicant
- Three sets of improvements plans for the proposed work.
- Approved tentative map or preliminary final map.
- Current application fee and minimum project deposit. Please contact the Agency's Engineering Division by phone at (530) 823-4886 or email at engineering@pcwa.net for current fee schedule.

Engineering will assign a Facilities Agreement number. The Facilities Agreement number will be the letters "FA" followed by the next sequential number from the previous Facilities Agreement.

The first plan submittal is reviewed by multiple Agency departments and the applicants should allow up to eight weeks for the review. NOTE: In fairness to all project proponents submittals are reviewed on a first-in-first-reviewed basis. Schedule accordingly.

Applicant's Engineer is notified their reviewed plans are ready for pick up at the Engineering counter in the Agency's Business Center located at 144 Ferguson Road, Auburn.

Applicant/Applicant's Engineer submits successive plan submittals (2 plan sets per submittal) until notified by the Agency that all comments have been addressed to the satisfaction of the Agency's Engineer.

After the Applicant/Applicant's Engineer have been notified that all comments have been addressed to the satisfaction of the Agency's Engineer, the Agency's Engineer will sign the reproducible cover sheet in order for the Applicant/Applicant's Engineer to continue processing the plans through other entities. Applicant/Applicant's Engineer shall provide Agency with 3 sets of final approved plans.

Facilities Agreement

The Applicant/Applicant's Engineer notifies the Agency that they wish the Facilities Agreement to be prepared and placed on an agenda for approval by the Board of Directors of the Placer County Water Agency. Regular Board meetings are typically held the first and third Thursday of each month. Allow four weeks minimum advance notice for your project to be placed on an agenda. It is recommended that the construction plans be complete and approved prior to drafting the Facilities Agreement, but it is not mandatory. Upon notification to prepare the Facilities Agreement and place it on the Board's agenda, the agreement will be prepared by the Agency. Two copies of the Facilities Agreement will be provided to the Applicant for signature and return to the Agency. Upon receipt of the signed Facilities Agreement, it will be placed on the agenda for the next available Board Meeting.

After approval and execution of the Facilities Agreement by the Board, one executed copy of the Facilities Agreement will be sent back to the Applicant. The applicant has 90 days to pay the additional Inspection/Engineering deposit listed in Section 1 of the days of the date of the Boards execution of the Facilities Agreement or it will become void. Should the approval become void and the Applicant wishes to resubmit, the Applicant notifies the Agency of the reason for not executing the Agreement and states when the Applicant wishes the Agreement to go back to the Board for another 90 day approval and execution. The FA will be sent to the Board with the original FA number with a revision designation appended to the number FA or the FA will expire. Payment of meter set fees and the Water Connection Charges can be made any time after the agreement has been executed and but must be paid prior to acceptance of the facilities and requesting meters.

Prior To Start Of Construction

Improvements plans shall be approved and signed by the Agency.

The Facilities Agreement shall be executed and returned to the Agency with the payment of the Inspection fees.

The Applicant or the Applicant's contractor shall furnish the Agency with a certificate(s) of insurance and additional insured endorsement (ISO CG 2010) as satisfactory proof that the Applicant or the Applicant's contractor carries the insurance required by the Agreement and shall be approved by the Agency's Risk Manager.

Any pre-construction easements or property transfers required under the Agreement have been provided to and accepted for recording by the Agency prior to any construction of water facilities within the easement or transfer area.

The performance bond and payment bond, if required under the Agreement, shall be submitted in the amount of 100% of the cost of the water facilities to be installed and shall be approved by the Agency's Finance Department.

If the installation of the Facilities is not commenced within one (1) year after the date of execution of the Facilities Agreement and completed and accepted by the Agency within twelve (12) months after that commencement date, the Agency shall have the right to terminate the Agreement at any time thereafter. Upon such termination by the Agency, the Agency shall refund the meter installation deposit, water connection charge (WCC), and any portion of the deposit made for engineering review and inspection costs that has not been used by the Agency prior to the date of such termination.

Construction Phase

All construction of facilities shall conform to Agency approved standards. For Projects that involve construction of typical Agency facilities the following milestones must be met:

Prior to any water facilities construction, a preconstruction meeting shall be scheduled and held with PCWA Inspection staff. This meeting will be used to review the project, any recent plan revisions, Contractor's insurance requirements, preconstruction easements, construction staking and general project construction parameters.

The Contractor shall provide the Agency with a 48 hour notification prior to start of construction of the Facilities. Contractor shall notify the Inspection Section prior to 8:00 a.m. each day on which work will be performed on Facilities or facilities that affect the water system. The Inspection Section may be reached at (530) 823-4885.

The Contractor shall construct the Facilities in accordance with the PCWA approved plans and the PCWA Standards.

After the Facilities have been installed and inspected, the system shall be pressure tested, tested for continuity, chlorinated, flushed, tested and passed for bacteriological contaminants.

If the new system requires a connection to an existing PCWA system, a request for an outage notification must be processed. The outage notification requires a minimum of eleven (11) working days. However, outages, which require connection to crucial Agency facilities, may require much more notification time and advanced scheduling as determined by the Agency.

After a tie in has been completed, a final bacteriological test shall be performed.

Final paving, adjusting valve boxes to grade and presetting meters may take place after passing the bacteriological retest.

A final walk through and as-built mapping of the Facilities will be conducted with PCWA inspectors, contractor and other interested parties.

A punch list will be prepared.

Contractor shall repair or replace items on the punch list.

A final inspection will be made to assure the punch list items have been completed.

Project Closeout

Prior to the Agency's formal acceptance of the Facilities and providing water service to the project the Applicant is required to provide the following:

- Easements or property transfers not provided prior to construction, for all water facilities.
- The addresses for each lot, marked on a record map, or on a list indicating the address for each lot or parcel in the project.
- Provide a maintenance guarantee bond in the amount of 50% of the cost of the Facilities that were installed.
- Completion of all "Punch List Items" to the satisfaction of the Agency.
- Payment to the Agency for any monies owed plus a minimum deposit of five hundred dollars, as stated in the Facilities Agreement, for the one year maintenance warranty inspection costs.
- Completion of any special condition in the Facilities Agreement.

To ensure compliance with the above requirements the following will be done:

- Agency staff will map actual construction.
- Agency inspectors will review the map and verify its accuracy.
- Agency inspectors will create a punch list.
- Agency inspectors will confirm completion of the punch list.
- Agency inspectors will confirm the number of services and types installed.
- Agency property specialist will review and determine the adequacy of the maps or easements provided by the Applicant.
- Agency engineer will receive a list or map indicating the street address for each parcel served by the project.

- Agency engineer will confirm the maintenance bond has been received in the correct amount and approved by Risk Manager.
- Agency engineer will confirm that deposit balance is equal to or greater than the amount stated in the specific Facilities Agreement.
- Agency engineer will confirm the paid number of services agrees with the number installed.
- Agency engineer will prepare a letter accepting the Facilities.
- Agency inspector will review and validate letter.
- Agency inspector will prepare letters notifying other jurisdictions of the acceptance of the Facilities.

Setting of Meters

When the Facilities to be accepted by the Agency as identified in the Facilities Agreement are formally accepted, service orders for only those water meters that have been requested by the Applicant are released to the Agency's Field Services Department for installation. Timing of meter installations is predicated upon existing work load conditions and could take up to six weeks.

A limited number of meters may be set prior to the acceptance of facilities. These meters are referred to as preset meters. Preset meters may only be set for establishment of common area landscaping or for model homes. Presets are not allowed for any other use. Occupancy of properties using preset meters is specifically prohibited by Agency rules and regulations. To have a meter preset, the Applicant must complete a Preset Meter Request and submit the request to customer service with full payment of the water connection charge and meter set fee associated with each meter being requested.

After notification from Customer Service the Agency's Field Services Department will set the meter.