

RWD NO. 4, DOUGLAS COUNTY, KANSAS

9A WATER MAIN EXTENSION PROCEDURES

1. GENERAL

- a. The District will administer the preparation of documents and construction of water main extensions.

2. PROCEDURES

- a. Unless other allowances are made, the District will:
 - 1) Provide Applicant (developer or property owner) with:
 - a) Water Main Extension Policies
 - b) Water Main Extension Petition
 - c) Water Main Extension Agreement
 - 2) Provide Applicant upon request with:
 - a) Policies for Preparing Water Main Extension Design and Bidding Documents
 - b) Water Main Extension Easement Policies
 - c) Water Main Extension Drawings and Standards
 - d) Water Main Size, Routing, Connection and Material Policy
 - 3) Advise Applicant of District planning that may affect extension sizing.
 - 4) Accept Water Main Extension Petition, with the appropriate fee attached, and provide a Probable Project Cost.
 - 5) Prepare and provide the Petitioner a copy of the preliminary engineering study, including an opinion of probable cost of the water main extension.
 - 6) Prepare Water Main Extension Agreement for Applicant's signature and accept Probable Project Cost deposits.
 - 7) Prepare design documents.
 - 8) Accept balance of project deposit, prepare Bid Invitation and contact potential bidders, unless the District elects to construct the improvements with its own forces.

- 9) Prepare and issue documents to bidders.
- 10) Receive bids, review and make award with approval of Applicant.
- 11) Conform contract documents.
- 12) Inspect construction and measure quantities.
- 13) Make payment to Contractor from Applicant's deposited funds.
- 14) Conform or modify drawings, based on construction records.
- 15) Make accounting of final project cost, compare final project cost to deposits made by the Petitioner and make appropriate adjustments in accordance with Water Main Extension Policy.

Approved: January 13, 2004

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