

## RWD NO. 4, DOUGLAS COUNTY, KANSAS

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### 9F POLICIES FOR PREPARING WATER MAIN EXTENSION DESIGN AND BIDDING DOCUMENTS

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#### 1. GENERAL

- a. When a property owner wishes to have a water main extension constructed within the boundaries of the District's service area, the following policies will aid in the orderly preparation of design documents and construction of facilities.

#### 2. PRELIMINARY

- a. Applicant will submit, to the District office, three (3) copies of a preliminary (or final) plat approved by appropriate governing agency(ies). Also furnished will be information on required fire flows or water demands known for commercial and industrial uses. This will be accompanied by the appropriate fee and a completed Water Main Extension Petition to initiate preparation of a preliminary report.
- b. District will provide to Applicant one copy of the preliminary report and probable costs and Water Main Extension Agreement form for later submission to the District.
- c. Applicant may purchase one or more copies of District's Construction Standards. These documents will be incorporated as a part of the construction documents.
- d. District may provide policies on easement and legal description requirements and other data required for preparation of water main extension drawings and specifications.
- e. District will provide information on water main extension sizing that is affected by planning. The District may provide other known requirements or recommendations specific to the proposed extension.

#### 3. PRE-DESIGN SUBMITTALS

- a. If Applicant wishes to proceed with the project, Applicant must sign a Water Main Extension Agreement and deposit with the District twenty-five percent (25%) of the Probable Project Cost.
- b. The Applicant shall submit with Agreement three (3) copies of the following:
  - 1) Design drawings for the proposed development showing streets and storm drains, sanitary sewers, grading, lighting and any other utilities. Drawings should be submitted in hard copy and electronic format, if available.
  - 2) A preliminary plat, legal survey or legal description of easements and permanent rights-of-way on property crossed by proposed water main outside of

development site or otherwise not shown on development site or otherwise not shown on development site plat. Both permanent and temporary construction easements will be shown or described.

- 3) Any special conditions to supplement the District's Construction Standards.

#### 4. SUPPLEMENTARY PRE-DESIGN SUBMITTAL INFORMATION

- a. The Applicant's design drawings shall be accompanied by information on the type of residential development (single or multi-family) or type of proposed industrial or commercial use. This information must be sufficiently detailed to reveal:
  - 1) Number and arrangement of dwelling units.
  - 2) Character of commercial or industrial water use, such as maximum demand rate, average and maximum day usage rates or any other pertinent features.
  - 3) Commercial or industrial building size, location and use details and fire protection requirements.

The District will use this information to verify the size and type of residential, commercial or industrial use water meter and the character of its installation. The sizing of water mains in excess of the minimum size may also be affected by this information.

- b. Grading plans for a property or development will be submitted with development drawings. Where grading plans are not required by political jurisdictions or otherwise required of the Applicant, development design drawings should show planned grade changes within 30 feet of the pipe alignment. Future grade changes would require the water main extension installation at a depth that will ensure a correct future cover depth.
- c. Where pipeline is proposed on existing District or other utility easement, the Applicant shall furnish a copy of such existing easements with the design submittals.

#### 5. DESIGN DOCUMENT PREPARATION AND REVIEW

- a. The District shall, upon receipt of satisfactory information from Applicant, proceed with design of water main extension documents. Upon completion of design, the District will submit two (2) copies of the documents to Applicant for review. The District will submit design documents to the Kansas Department of Health and Environment (KDHE) for their review and approval.

#### 6. EXCEPTIONS TO STANDARDS OR POLICIES

- a. The District will review and comment on any reasonable change the Applicant may wish to make at variance with the District's Standards or Policies.

7. APPLICANT'S PROJECT AUTHORIZATION

- a. When the Applicant wishes to proceed with construction of the water main extension, the Applicant shall, after review and approval of design documents, make a deposit equal to the amount of Probable Project Cost, less previous deposit. Agreement shall be accompanied by certified legal plat of development, showing dedicated utility easements, and recorded easements for any construction outside of the development.

8. BIDDING PROCEDURE

- a. The District will make design documents available to prospective bidders and other interested parties, unless it decides to construct the improvements with its own forces.
- b. Bids will be taken on a date acceptable to both the Applicant and the District. The District will issue a Bid Invitation to known bidders in the area and any others that the Applicant wishes to be informed of the project, as long as they are acceptable to the District and can meet bidder requirements.
- c. Bids and bidder qualifications will be reviewed by the District and the Applicant, if desired, for award to an acceptable bidder, who may or may not be the low bidder. Upon acceptance of bids and prior to award of a contract, the Applicant will be required to deposit with the District any additional cost. After any necessary additional deposit is made, the District will award the contract.
- d. The District will proceed with preparation for and execution of a construction contract, provide observation during project construction, and make progress payments to the Contractor. "Conformed to Construction Records" drawings will be prepared from information obtained during construction by the District.

9. PROJECT ABANDONMENT

- a. The Applicant may abandon the project by written notification received at the District Office by Certified Letter not later than 72 hours after the bid opening and before contract award. Upon project abandonment, the District will return Applicant's deposit less the amounts expended for engineering, surveying, testing, legal, administrative and all other project costs.

Approved: January 13, 2004