

GUIDELINES FOR NEW DEVELOPMENT

July 1, 2011



PLANNING PHASE

1. It is anticipated that following the initial contact by the Applicant, a workshop kick-off meeting will be held to discuss the project.
2. Following the initial meeting, the Applicant shall furnish the following:
 - Submit general project description(s).
 - Submit 2 hard copy sets of tentative improvement plans and mapping indicating layout of the proposed project, including proposed building(s).
 - Submit AutoCAD files of the plans for SCWD's use.
 - Submit the approved fire hydrant plans from the Fire Department along with the required fire flow requirements.
 - Submit estimates of water demand (flow in GPM, etc.).
 - Submit any related project reports including soils and environmental reports.

A SCWD Project Number will be set up for the project to facilitate project tracking. SCWD will evaluate the project and issue a request for a deposit to cover the initial Planning Phase work. The deposit will be a final judgment decision by SCWD Management. The minimum deposit will be \$5,000.00 and depending upon the size of the development, can be as large as \$20,000.00.

3. Once the deposit is received, SCWD Engineering will review and analyze the project to assess how the project will impact the existing water system. The Applicant should allow a minimum of 2 weeks for this effort and as much as 6 weeks depending upon the complexity of the required analyses. SCWD will accomplish the following tasks:
 - A hydraulic analysis will be performed utilizing the SCWD water system computer model.
 - A technical memorandum will be issued summarizing the results of the analyses. The memorandum will address any on-site and off-site impacts to the existing SCWD water system, required pipe sizing within the new development, need for easements, pressure zone impact(s) (if any), and the need for other water improvements such as pump stations, reservoirs or additional water facilities (if required).
 - A Preliminary Cost Estimate form will be completed and issued by SCWD Engineering.
4. Depending upon the size of the development, a water supply assessment (WSA) may be required in accordance with the requirements of SB 610 and SB 221. Water Code Section 10912(a) (2) defines project thresholds that trigger the WSA. Additional procedures and fees will be required before beginning the WSA process. This effort may require as much as 8 weeks or more to accomplish.

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5. It is the desire of SCWD that all water system infrastructure be located within public right-of-way. If this is not possible, easements for the new infrastructure will be dedicated to SCWD that will include sufficient width to provide for access and maintenance. Requirements for easements will be addressed in the final design phase.
6. At the end of the Planning Phase, SCWD Management will issue a letter to the Applicant summarizing the results of the Planning Phase of work along with the technical memorandum, preliminary estimate of design and construction phase costs, status of the deposit, and any residual or deficient funding including a list of issues to be resolved. The Applicant will be required to issue a check, payable to SCWD, for any outstanding planning fees that exclude the initial planning deposit. SCWD will return any unspent deposit monies upon written request by the Applicant or the Applicant has the option to request credit for any unspent planning deposit into the Design Phase.
7. Upon written request, a water availability/feasibility to serve letter will be prepared and issued. This letter will not commit absolute water supply to the project. This commitment will come in a later phase.
8. Upon request, SCWD will meet with the Applicant to review the Planning Phase work and discuss the procedures for the upcoming Design Phase portion of work.

DESIGN PHASE

1. The Applicant will be required to deposit the estimate for the Engineer's probable opinion of costs following the Planning Phase work. This opinion of costs may vary between 10% and 30% of the estimated construction costs. SCWD will commence the Design Phase work upon receipt of this deposit.
2. The following documents and AutoCAD files are required prior to commencement of the Design Phase work (SCWD typically uses the most current version of AutoCAD):
 - Tentative or final tract or parcel maps.
 - Grading plans. *
 - Site improvement plans. *
 - Street improvement plans. *
 - Storm drain and sewer plans. *
 - Approved fire hydrant location map and fire flow requirements.
 - Street lighting plans. *
 - Landscaping plans showing locations of proposed meters *

*** It is the developers' responsibility and their engineers on file to provide SCWD's Engineering Department with the most up to date AutoCAD files related to said project. SCWD will not be held responsible and/or liable for any incorrect designs to any portion of the waterline and/or alignment due to incorrect or out dated AutoCAD files obtained from the developer or engineers on file or third parties.**

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3. SCWD Engineering will prepare the design drawings and specifications for the new proposed water system improvements. The plans shall be prepared on 24" x 36" sheet(s) with the standard SCWD border and title block. The schedule for planning and design phase work is outlined below:
 - 50% Drawings – 3 weeks from the time SCWD Management issues a notice to proceed to Engineering. Engineering will create base maps and alignments with profiles (if needed). Annotation on plans will be limited.
 - 1st Plan Check – 3 weeks from the time SCWD Engineering issues 50% drawings. SCWD Management will review and comment on drawings.
 - 90% Drawings – 2 weeks from the time SCWD Management issues the 1st Plan Check comments. SCWD Engineering to update plans with details and incorporate SCWD Management comments.
 - 2nd Plan Check – 2 weeks from the time Engineering issues 90% drawings.
 - 100% Drawings – 1 week from the time SCWD Management issues 2nd Plan Check comments. SCWD Engineering to update drawings per comments.
 - 3rd Plan Check - 1 week from the time SCWD Engineering issues 100% drawings.
 - SCWD will issue 100% drawings to the Applicant for review and comments. Applicant comments will be reviewed by SCWD Management and Management will instruct Engineering to make drawing modifications if any as necessary.
 - Final Drawings – 1 week from the time SCWD Management issues the 3rd Plan Check comments. Engineering to update drawings per SCWD Management comments, sign plans, and issue for the Retail Manager to sign.
 - Final SCWD Cost Estimate – Engineering will complete out and issue the Final Probable Opinion of Cost based upon the approved plans. This Estimate will include the budget for construction of the proposed water system improvements, impact fees.
 - Final Documents – Engineering to complete bond calculation and plan submittal check list for submission to the City of Santa Clarita or County of Los Angeles. SCWD will submit the final package to City of Santa Clarita or County of Los Angeles.
 - City of Santa Clarita or County 1st Plan Check – approximately 3 weeks.
 - Update 1st Plan Check – 1 week. Engineering to update and issue to SCWD Management.
 - City of Santa Clarita or County 2nd Plan Check – approximately 1 week.
 - Update 2nd Plan Check – 1 week (if needed). Engineering to update as appropriate and issue final drawings.
 - Typical total time for the SCWD process is approximately 15 weeks depending on the project complexity. Total time including City of Santa Clarita or County review is approximately 21 weeks.

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4. As of January 1, 2011 all new construction and/or major remodeling of an existing dwelling must comply with Section R313 of the 2010 CRC or per NFPA 13D (2010 Edition). These new codes require all one- and two-family dwellings and townhouses permitted after January 1, 2011 to be equipped with a fire suppression system. In order to comply with these new codes, SCWD will require all new meters and services be a minimum of 1-inch in size. The Applicant will be required to pay the impact fees for a ¾" meter and service based on the actual demand for potable use. The additional ¼" is considered fire standby water and the cost for a 1-inch meter and service will be reflected on the monthly water bill and paid by the Applicant or home owner once the service is activated.
5. All service laterals and meters must be designed and installed juxtapose. The SCWD AMR (Automatic Meter Reading) radios are configured to operate one unit per two meters. Meters will be located at the lot lines. SCWD reserves the right to determine all locations of its service laterals, meter boxes and meters.
6. Any required easements shall be prepared by the Applicant, signed and ready for recordation, and provided to SCWD Engineering prior to final plan approvals. At the written request of the Applicant, the easement documents will not be recorded until the Applicant's final map is recorded. No meter service will activated on the new water system until the easement document is recorded.
7. At the written request of the Applicant, SCWD will evaluate the project status and issue a Will Serve letter for the project.
8. Based upon the Design Phase documents, an agreement will be prepared for execution by SCWD and the Applicant. The Applicant will be required to deposit the construction cost estimate amount and pay applicable SCWD fees. Once the agreement is executed, deposits are made and fees are paid, SCWD will expedite the project into the bidding, award and construction phases.

BIDDING AND AWARD PHASE

1. SCWD will prepare the contract bidding documents for the project that will include all documentation necessary to solicit competitive bids including a bidding schedule and the approved final drawings. A bid date will be established and the project will be placed out to bid.
2. SCWD will receive bids, evaluate and tabulate the bids and issue a summary of bid results to the Applicant for review and comment along with a recommendation to proceed with the selected contractor. The Applicant will need to issue a letter authorizing SCWD to proceed with the selected contractor before the final award process begins. If the construction deposit is inadequate to cover the contractor's bid price, the Applicant shall issue funds to

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SCWD to increase the deposit to an adequate level, including contingencies for any change orders.

3. SCWD will notify the contractor of the contract award and issue a contract for execution. The contractor will execute the contract, return it to SCWD and SCWD will implement final execution of the contract. The contractor will also be required to issue insurance certificates and any bonding required per the contract documents.

CONSTRUCTION PHASE

1. Once the contract is in place, SCWD will coordinate a pre-construction meeting with the contractor and Applicant. The contractor will be given a notice to proceed prior to the pre-construction meeting.
2. Construction will commence per the schedule as agreed upon by all parties. SCWD will provide inspection of the installation to ensure compliance with the drawings and specifications. Upon completion of the construction, the contractor shall issue as-built "red line" field notes and drawings to SCWD.
3. SCWD will not issue jumpers for new developments. Developer can contact SCWD to arrange to have a temporary domestic meter assigned to the development during and for construction purposes. Please contact SCWD personnel to obtain an application form. The **Application For Temporary Meter For Domestic Water Service** must be filled out and the appropriate fees must be paid prior to a temporary meter being issued.
4. Before meters can be set the Developers' contractor must contact SCWD for meter boxes. The contractor is responsible for picking up, installing and setting to grade all meter boxes. Before water system activation can take place, the Applicant must provide addresses for all meters to SCWD. Once water meters are installed and set. It is the responsibility of the Developer and/or contractor to make sure that all SCWD meter and boxes are protected from any obstruction and damage from construction traffic. Any damages that arise from construction traffic, equipment, personal, and/or any related activities within the job site, are the sole responsibility of the developer. SCWD will replace any and all damaged equipment, but only and when the developer pays for replacing the meter and/or meter boxes and personal time to do the repairs.
5. At activation of the water system, SCWD will assess and report to the Applicant the status of the construction contract versus the deposits made. Any funds required by SCWD to close the project over the deposit amount will be requested and posted by the Applicant prior to system activation. Any funds remaining in deposit with SCWD at the close of the project will be returned to the Applicant. (see item 2 in Post Construction)

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POST CONSTRUCTION

1. SCWD will prepare as-built drawings per the contractor's "red lines".
2. SCWD will draft a Notice of Competition and must be signed by the SCWD Staff Engineer and/or Project Manager, Contractor, and SCWD Retail Manager. Once the N.O.C. has been signed by all parties, it will be recorded with the Los Angeles County Recorder's Office. All monies owe to the contractor (i.e. retentions) will be paid 35 days after the date of recording.
3. SCWD will issue a letter to the Applicant that the project has been accepted, all easements are recorded and the water system is activated. The Applicant may use this letter to assist in the release of any bonds posted with jurisdictional agencies associated with the project.
4. SCWD will close the project files.