

# APPLYING FOR APPLICANT INSTALLED WATER MAIN EXTENSIONS (Water Mains 1,000 Feet and Over)

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Effective July 1, 2014

## **Disclaimer Notice**

The information in this brochure is intended to provide a general understanding of the water main extension process, according to the terms specified in EBMUD's Regulations and Schedule of Rates and Charges. In case of any inconsistencies between this brochure and EBMUD's Regulations and Schedule of Rates and Charges, the latter shall govern. All charges and policies stated herein are subject to change, as EBMUD's Schedule of Rates and Charges is amended from time to time by EBMUD's Board of Directors.

## **Introduction**

This booklet is intended as a guide to Applicants who are developing large housing tracts or commercial complexes or combinations of both which require the installation of new water mains exceeding 1,000 feet in total length.

You will find helpful information including:

- Checklist of information required from Applicant
- Description of the main extension process
- Instructions for requesting a water main extension cost estimate
- Requirements of fire protection districts

## **When is a Water Main Extension Required?**

To be eligible for a standard water service, a property must have principal frontage on a public water main. If a property does not have principal frontage on a water main, a water main must be extended at least 10 feet beyond the property line before a standard water service can be installed. When the total length of water main extension(s) to be installed exceeds 1,000 feet, the Applicant for water service is permitted to install the required mains.

## Types of Water Main Extensions

There are two categories of water main extensions. The type of water main extension is dependent on the length of pipeline to be installed.

Length of Pipeline	Who Installs	Type
Up to 1000 feet	District Forces	Fixed rate per EBMUD's Schedule of Rates & Charges
1,000 feet and more	Applicant's Contractor	Fixed rate per EBMUD's Schedule of Rates & Charges

*Important: See District Installed Water Main Extensions brochure for water main extensions of less than 1,000 feet.*

## Water Services

The costs to install water services on a new water main extension are in addition to the amount specified in the Water Main Extension Agreement. Please see our brochure entitled *Applying for Water Service with a New Main Extension* for more information.

## Preliminary Work Agreement(s)

Projects and studies which are large enough to warrant significant technical analysis, of which require the construction of major facilities for service by the District, (i.e. storage tanks, pumping plants, etc.) will require a Preliminary Work Agreement (PWA). Preliminary Work Agreements are used to study the impacts and technical needs of projects and to prepare environmental reports which may be required under the California Environmental Quality Act (CEQA). Applicants will be advised if a PWA is necessary in order to serve them. Applicants are responsible for all engineering costs associated with studies on how to serve new developments or the impact of new development proposals on existing District facilities. The PWA will specify estimated costs and is also governed by the District Regulations and Engineering Standard Practices.

## Water Main Extension Process Overview – 1,000 Feet or More

Step		Responsible Party	Action	Time Line Estimates
1	Submitting an Application	Applicant	Submits Water Service Application, along with Water Service Estimate fee and tentative map and hydrant/fire service requirements form.	
2	Planning How to Serve	EBMUD	Determines how to serve property and prepares cost estimate	6 - 8 weeks

			and estimate sketch	
<b>3</b>	Offer Prepared	EBMUD	Prepares Water Main Extension Agreement and forwards proposal to Applicant.	1 – 2 weeks
<b>4</b>	Accepting an Offer	Applicant	Accepts offer by returning signed agreement with deposit, final improvement plans, and final record map.	1 – 2 weeks
<b>5A</b>	Detailed Pipeline Design	EBMUD	Prepares detailed construction drawings and work orders for construction.	14 - 16 weeks
<b>5B</b>	Easement Preparation	EBMUD	Prepares necessary easement documents and forwards to Applicant for signature, if applicable.	Concurrent with Step 5A and 6
<b>6</b>	Final Payment	Applicant	Remits final payment for balance of Water Main Extension charge, bonds and insurance.	1 – 2 weeks
<b>7</b>	Installation	Applicant	Schedules and installs water main within one year from date of agreement.	

*IMPORTANT: The Applicant Installed Water Main Extension process is approximately 6 – 8 months and may vary depending on the District’s workload.*

### Appointments

Scheduling appointments in advance will assure a New Business Representative will be available to see you and help avoid unnecessary delays. Appointments may be obtained calling (510) 287-1008.

### Submitting an Application

The following items are needed to begin a Water Service Estimate involving a water main extension:

- One (1) copy of tentative map, parcel map, or site map (approved and signed by local fire marshal indicating preferred hydrant locations)
- Hydrant/Fire Service Requirements form (approved and signed by local fire marshal) available from the EBMUD New Business Office

- Improvement Plans (latest set as available)
- Water Service Application
- Water Service Estimate Fee
- Existing Site Environmental Data (if available)
- CADD file of project
- A PDF version of the project improvement plans

*Note: Application materials should be submitted to:*

East Bay Municipal Utility District  
 New Business Office, Mail Slot 104  
 375 – 11<sup>th</sup> Street  
 Oakland, CA 94607-4240

## Water Service Estimate Fee

The Water Service Estimate fee is due at the time an application is submitted. The fee is not refundable, not transferable, and not applicable to the cost of the water main extension.

Type	Water Service Estimate Fee
<b>Residential Developments</b>	The Water Service Estimate fee will be based upon the number of lots or dwelling units to be served: <ul style="list-style-type: none"> <li>• \$2,484 for developments of up to 10 lots</li> <li>• \$663 for each additional increment of 10 units (or portion thereof) up to 200 units</li> <li>• Maximum charge of \$14,612 over 200 units</li> </ul>
<b>Commercial Developments</b>	The Water Service Estimate fee will be based upon the size of the commercial development: <ul style="list-style-type: none"> <li>• \$3,946 up to 10,000 square feet</li> <li>• \$664 for each additional increment of 10,000 square feet (or portion thereof) up to 100,000 square feet</li> <li>• Maximum charge of \$9,863 over 100,000 square feet</li> </ul>
<b>Relocation/Replacement/Abandonment</b>	The Water Service Estimate fee is a fixed charge of \$1,463

*Note: When costs are expected to exceed those specified in Schedule M of the EBMUD Rates and Charges, the Applicant may be required to enter into a Preliminary Work Agreement. See “Preliminary Work Agreement(s).”*

*Important: If the Applicant’s development plans change, and a revised Water Service Estimate must be prepared, the original Water Service Estimate Fee will be forfeited and payment of a new Water Service Estimate Fee will be required. Water service estimates*

which remain inactive for over one year may be canceled. Applicants may reapply with the payment of new Water Service Estimate Fee and application.

## Hydrant/Fire Service Requirements

The Hydrant/Fire Service Requirements form (available from the New Business Office) must be completed and signed by both the Applicant and the local fire marshal. The fire marshal will specify fire flow requirements, including:

- Fire sprinkler requirements (if any)
- Number of fire hydrants required
- Flow each fire hydrant is required to provide

## Tentative Map

A tentative map specifies the location of a subdivision and the number of lots to be served. A parcel map or site plan is used for smaller developments. The hard copy of the map submitted with the Water Service Application should be accompanied by a CADD file in MicroStation or AutoCAD format that indicates:

- Location of fire hydrants required by the local fire marshal, if any
- Approval by local fire marshal (signature on the map)
- Topographical information (lot elevations)
- Total developable acreage for calculating annexation fees, if applicable
- A PDF version of the project plans

*Note: When possible, please submit your tentative map in a 1" = 100' scale.*

## Type of Maps

There are different maps which an Applicant for a water main extension will be required to supply. These may include any combination of the following:

Type	Description
<b>Tentative map</b>	Indicates the location and number of lots for a proposed subdivision. A tract or subdivision number is assigned by the County after the proposed tentative map is submitted for approval.
<b>Parcel map</b>	Indicates property lines for proposed or recently completed lot splits. Similar to a tentative map, but applies to smaller developments.
<b>Improvement plans</b>	Construction and grading plans which indicate the location of new underground utilities to be installed.
<b>Topographic map</b>	Indicates property elevation and shows lot contour map lines.

## Planning How to Serve

Our Water Service Planning department will determine the most practical method of extending water service that is in compliance with EBMUD's regulations. This determination will establish water main specifications necessary to meet water flow required for both domestic use and fire protection, such as:

- Pipeline material required (plastic or steel)
- Size (diameter) of pipe required
- Length of pipeline required
- Approximate cost of main extension

*Time Required: The New Business Office will advise Applicants of the time required on a case-by-case basis. Planning could take 8 weeks or more, depending on the size of the project and the District workload at that time.*

## Survey and Basemapping Information

The following information is required on the improvement plans and CADD disk:

- A description, location, and elevation of benchmark used
- A statement of the horizontal and vertical control datums used
- Existing street survey monuments are shown
- At least three survey horizontal and vertical control points are shown and labeled with North and East coordinates, elevation and a description

## CADD File Format

### *MicroStation*

Microstation is the preferred format when producing Distribution System drawings. The District's Distribution System Drafting Unit produces all CADD drawing in MicroStation format.

Microstation files shall be submitted in either 2D or 3D.

### *AutoCAD*

AutoCAD is the alternate CADD format. All files submitted to the District in AutoCAD will be converted to MicroStation format.

### *DXF File Format*

CADD formats other than MicroStation and AutoCAD will not be accepted. Developers who have improvement plans in other CADD formats should translate their files to DXF format (Drawing Interchange Format) prior to submittal to the District.

## **CADD File Contents**

To aid in the prompt production of your Water Main Extension Agreement design drawings, the CADD File Submittal of Improvement Plans should include a single CADD file for the plan view of the site, and additional CADD files for any profiles along streets. These CADD files should be full size and to scale, and should reflect the same information as shown on the hard copy of the Improvement Plans. The single CADD file for the plan should cover the full area affected by the Agreement, and should have information separated by CADD layers or levels that accurately depict the following information:

- Tract lines
- Property lines
- Lot lines with numbers
- Right of way
- Easements
- Streets with dimensions
- Sidewalks and other paved areas
- Areas with decorative paving
- Driveways
- Existing and proposed utilities (above and below ground) with labels
- North arrow
- Description, location and elevation of benchmark used
- Street control lines with stationing
- Structures that lie within the right of way
- Trees that fall within the right of way
- Proposed location of new hydrants
- Survey and base map information

All other information (contours, footprints of houses, landscaping, outside the right of way, etc.) should be deleted from this CADD file.

## **Offer Prepared**

The New Business Office will prepare a Water Main Extension Agreement based upon the recommendations of our Water Service Planning department. The agreement will specify estimated main extension specifications and explain the obligations of both you and EBMUD, including:

- Cost of EBMUD services (planning, design, inspection, survey, certain materials, etc.)
- Terms for payment
- Pipeline material, size and length
- Number of fire hydrants required
- Easement requirements, if any
- Time limits for providing information or materials requested by EBMUD
- Change order provisions
- Requirements for sampling, analysis, or clean-up of groundwater or potentially contaminated soils that may be present

- Any special conditions

*Time Required: Allow 2 weeks for processing*

## **Accepting an Offer**

In order to accept an offer and enter into a Water Main Extension Agreement with EBMUD, the applicant will need to provide:

- Three (3) signed copies of the Water Main Extension Agreement
- Payment of the nonrefundable Design Deposit
- Set of final improvement plans indicating location of all other underground utilities
- CADD disks submitted in MicroStation or AutoCAD
- Copy of final map, to be filed with the County

*Note: The contents of the CADD file should accurately reflect the information shown on the hard copy of the Improvement Plans, but should be formatted as outlined in the section “CADD File Contents”.*

*Time Required: An offer may be accepted within 90 days from the date the offer is mailed, after which time the offer will expire and revisions to the offer will be required to reflect current lost.*

## **Detailed Pipeline Design**

EBMUD will prepare detailed construction plans after an Applicant has entered into a Water Main Extension Agreement. The design process will include:

- Survey and drafting required to prepare baseline design drawings (Note: Tentative maps and improvement plans should be submitted in MicroStation or AutoCAD format to aid in the prompt production of your Water Main Extension Agreement.)
- Preparation of detailed design drawings showing pipeline alignment in accordance with EBMUD standard specifications.

*Time Required: The New Business Office will advise Applicants of the time required on a case-by-case basis. The design process could take 14 weeks or more, depending on the size of the project and the District workload at that time.*

## **Easement Preparation**

If the water main extension is to be installed in private property, a Real Estate Representative will be assigned to work with you and your title company to prepare any property documents necessary to acquire the easement(s) for the water main installation. You are responsible for the purchase price of any third-party easement rights and all the title and escrow costs.

You can help expedite this process by providing the following information:

- The name of your preferred title company.



- Address
- Phone number
- Escrow officer, or other contact person

*Time Required: Allow 8 to 12+ weeks for processing. (Most work can be performed concurrent with pipeline design.)*

## Final Payment

When the final design has been completed, the New Business Office will request the final payment and inform you of any outstanding items. Final payment is based upon the charges specified Schedule G of EBMUD’s regulations governing water main extension charges, as specified in the original Water Main Extension Agreement and will include any change orders issued to that point.

*Time Required: The Applicant will be allowed 90 days to remit the final payment from the date the request is mailed, after which time the offer will expire and revisions to the offer will be required to reflect current cost.*

## Payment of Fees and Charges

Payment Due When...	Payment Type	Description
<b>Application submitted</b>	Water Service Estimate Fee	Covers cost of preliminary engineering and planning
<b>Offer accepted and Agreement signed</b>	Design deposit	5% of project value as determined by the District.
<b>Ready to proceed with installation</b>	Balance due (final payment)	Balance due is based on original cost estimate, less design deposit.

The costs incurred during the course of the water main extension, including engineering, design, inspection, materials, hydrants, and wet taps are determined according to Schedule G of the EBMUD Rates and Charges, supplemented by specific charges when necessary (i.e. contaminated soils, change orders, etc.). These costs are the responsibility of the Applicant.

*Note: No meters will be set until all outstanding charges are paid.*

## Bonds and Insurance

### *Bonds:*

The Applicant shall provide the District with a Payment Bond, as required by Civil Code sections 9550 and 9554 in an amount based on the Water Main Extension Agreement

value as well as a Faithful Performance Bond. The surety or sureties must be qualified to do business in the State of California and the bonds must be satisfactory to the District.

*Insurance:*

The Applicant shall take out and maintain during the life of the Agreement, Certificates of Public Liability and Workers Compensation Insurance on forms provided by the District.

*Indemnification and Insurance:*

Applicants must agree to provide insurance to indemnify and hold the District harmless in any matter arising out of or related to the installation of the water main. The surety or sureties must be qualified to do business in the State of California and the insurance must be satisfactory to the District.

**Front Foot Charges / Refunds**

When a premises not included by an Applicant to receive service from the main extension lies along the path of a new main, the Water Main Extension Agreement may include a provision for the collection of a front foot charge. The front foot charge will be collected before granting water service to that premises. The amount collected will then be refunded without interest within 90 days to the Applicant for the water main extension as reimbursement for a share of the cost of installing the water main.

The front foot charge is determined by dividing the charge for the main extension by the front footage, or other equitable basis, of all premises which may be reasonably expected to be served from it.

*Note: The provision for front foot charge refunds expires 20 years from the execution date of the Water Main Extension Agreement.*

**Surveys**

There are different types of surveys which may be required as part of a water main extension. The most common types of surveys are:

Used For...	Description
<b>Pipeline design</b>	Survey providing roadway dimensions for preparation of baseline maps which are used during design of the water main extension. This type of survey is typically required for water mains installed on existing roads.
<b>Easement preparation</b>	Survey used to prepare a metes and bounds description of roadway, known as a legal description. This type of survey is required for water main installations in private property.
<b>Pipeline construction</b>	Survey performed at the construction site prior to installation of the water main, in which locations of critical checkpoints (or stations) are marked.

## Property Rights

EBMUD has the right to install water mains in public streets, but does not install water mains in private property without a legal right. When mains are installed in private property, the property owner must convey pipeline easement rights to EBMUD. If the water main must be routed through property owned by a third party, the Applicant must obtain a signed Grant of Easement from the third party. Appurtenant property rights are not sufficient for the installation of District pipelines which may serve beyond the Applicant's property and are not acceptable to the District.

Right of way must comply with EBMUD's requirement for access and appropriate width to maintain and repair mains and appurtenances.

## Easements

Type of Easement	Description
<b>Single Party Easements</b>	The applicant owns all property through which the water main is to be installed. The applicant is able to grant the required easement to EBMUD.
<b>Map Dedication</b>	An easement may be dedicated to EBMUD on a final map at the time the map indicating a subdivision or lot split is filed with the county. This is the simplest method to grant an easement, if an easement is not required from a third party.
<b>Third Party Easements</b>	A third-party owns property through which the proposed water main must be routed to reach the applicant's development. The applicant will be responsible for any costs associated with working with third-parties to procure the easement.

## Construction Inspection

The Construction Inspection Division is responsible for inspecting the installation of the new water mains by the Applicant's underground contractor. The primary purpose of these inspections is to ensure that all installation work is done in compliance with the District's Standard Specifications and Drawings. Other functions of the Construction Inspection Division include conducting pre-construction meetings with the Applicants (including their contractor and engineer); ordering all District furnished construction materials; verifying through field measurements the actual location of the new pipelines and appurtenances; coordinating all District support work (wet taps, system shutdowns, water sampling); issuing a punch list of work that is found deficient, then scheduling a job walk with the contractor for contract acceptance; and completing as-built drawings of the pipeline installations for permanent District records.

## Actual Installation and Inspection

1. Applicants will receive copies of EBMUD Standard Specifications for Installation of Water Mains 20” and Smaller and EBMUD Standard Drawings for Installation of Water Mains 20” and Smaller.
2. All pipeline construction and inspection will be governed by these Specifications and Drawings.
3. If, during the progress of the work, changes in design, material or location are deemed necessary by the District for proper construction of the work, the District reserves the right to make such changes.
4. All work performed shall be subject to District inspections.
5. The Applicant shall at all times be represented on the work site in person or by a competent superintendent or other duly designated agent.

## Pre-Construction Conference

Seven days before the start of construction work, the Applicant is responsible for contacting the District’s Construction Inspection Division for arrangement of a pre-construction conference to be attended by the Applicant’s project representative authorized to commit on behalf of the Applicant and to direct the performance of the work by others.

Contact telephone numbers for Construction Inspection are as follows:

- Contra Costa County developments (510) 287-1124
- Alameda County developments (510) 287-1168

## Change Orders

If changes in the scope of an Applicant’s development require that EBMUD supply services and/or materials not included in the original offer to extend a water main, or if any portion of the project alignment or grade changes sufficiently in the District’s opinion to impact the District work done up to that point, the District will issue a change order to the Applicant. The change order will specify new charges for work to keep the project on track including any additional engineering, materials or labor expenses incurred by the District as a result of the change(s). The Applicant is responsible for payment of the additional cost, under the terms specified in the Water Main Extension Agreement.

*Note: No meters will be set until all outstanding charges are paid.*

## Service Installations

At the conclusion of the pipeline installation, and after the successful completion of all water sample testing, your water main extension(s) will be approved for installation of water services. Arrangements for installation of new services can be made through the New Business Office (NBO). NBO staff will prepare an *Application for Water Service Laterals in a Subdivision* for your project. Please refer to the District’s brochure *Applying*

*for Water Service with a New Main Extension* for installation charges and other required fees. Once all applicable fees have been paid, new services will be installed by EBMUD.

*Note: Roadways must be unpaved until after water service taps and laterals have been installed.*

## **Site Investigation for Groundwater and Soil Contamination Concerns**

Before District crews are allowed to excavate for any new service or main extension, an investigation is done to determine if groundwater will be encountered during excavation and whether the soil or groundwater are contaminated. Applicants must submit any known or existing information regarding site soil and groundwater conditions with their application.

If it is determined by the District that sampling is necessary to adequately characterize soil and groundwater conditions, the Applicant will be responsible for the actual cost of sampling analyses unless the job is based on a fixed rate and no evidence of contamination is found. The Applicant will also be responsible for increased disposal costs due to the presence of groundwater within the maximum trench depth or due to contamination of soil or groundwater. If the contamination poses a threat to drinking water quality, water distribution system piping or appurtenances, or worker health and safety, the Applicant will be required to remediate the site before mains or services will be installed.

## **Storm Water Pollution Prevention Requirements**

The State of California has issued regulations to ensure that storm water runoff from construction sites does not pose a threat to water quality in local streams, San Francisco Bay or any other waters that receive discharges from storm drainage systems. All construction projects, including underground and aboveground pipeline installation projects that involve land disturbance of one acre or more are currently subject to these regulations. The regulations require the owner/operator of projects involving disturbance of one acre or more to complete and submit forms to the State Water Resources Control Board (SWRCB) notifying them of the project and to prepare a site-specific Storm Water Pollution Prevention Plan identifying the potential sources of storm water runoff contamination and the measures that will be implemented on the project site to minimize storm water pollution. The regulations require anyone engaged in construction activity to determine if their project is subject to these requirements.

Applicants are required to assess the total area of land disturbance for projects that require EBMUD forces to install services or mains (not just the area where the District will be installing services or mains) and indicate on the application form whether that area is one acre or large. Before the District begins any work on a construction site one acre or large, the applicant must submit the following:

1. Proof that the appropriate forms have been filed with the SWRCB and Regional Water Quality Control Board (RWQCB).  
*Submitting a copy of the Receipt of Notice of Intent from the SWRCB fulfills this requirement.*
2. A copy of the Storm Water Pollution Prevention Plan (SWPPP) where District forces will be working.  
*Submit a complete and signed copy of SWPPP for the site where the District services are being requested.*

### **Service Disruption Minimization**

EBMUD strives to operate and maintain its existing water distribution system serving our customers with minimal service disruptions due to either planned or unplanned events. Certain new developments may have a high sensitivity to service disruption owing to the nature of the operation. In such cases, please contact the New Business Office staff to discuss any options that may be available.

Produced by New Business Office

For more information, visit our web site at [www.ebmud.com](http://www.ebmud.com) .