

WATER SERVICE INSTALLATIONS				
APPLICANT FINANCED / DISTRICT INSTALLED PROJECTS			EXHIBIT A	
APPLICANT	ENGINEERING DEPARTMENT	OPERATIONS & MAINTENANCE DEPARTMENT	FINANCE DEPARTMENT	
DESIGN PHASE	<p>Submits to Engineering</p> <ul style="list-style-type: none"> • Application for service • Design fee deposit • Approved improvement plans, indicating water meter location & size • Fire Department requirements letter • Subdivision or parcel map <p>Submits to Engineering</p> <ul style="list-style-type: none"> • Water Service Application/Agreement • Balance of estimated costs, including FRC • Notarized Easement Agreement, if required, including stamped Easement Description. 	<p>Serves as Applicant's point of contact Assigns Project Number and notifies Finance</p> <p>Prepares</p> <ul style="list-style-type: none"> • Service Design • Cost Estimate <p>Prepares</p> <ul style="list-style-type: none"> • Construction Design Drawing • Bill of Materials • Project Authorization • Applications for Permits • Service Tags <p>Sends</p> <ul style="list-style-type: none"> • Project to O&M • Copy of Service Tags to Customer Services • Copy of Bill of Materials to Purchasing and Stores <p>Design Phase completed in 6 weeks or less Records easement with Contra Costa County</p>	<p>Reviews</p> <ul style="list-style-type: none"> • Design for constructibility • Cost Estimate 	<p>Establishes in uDE System</p> <ul style="list-style-type: none"> • Project Number • General Ledger Account
CONSTRUCTION PHASE	<p>Notifies Applicant and Finance in 5 days or less of</p> <ul style="list-style-type: none"> • Significant changes in design or cost 	<p>Serves as Applicant's point of contact in the field</p> <p>Schedules and Constructs</p> <ul style="list-style-type: none"> • Water service installation <p>Notifies Engineering and Finance in writing in 5 days or less of</p> <ul style="list-style-type: none"> • Significant changes in design or cost <p>Notifies Finance in writing of</p> <ul style="list-style-type: none"> • Substantial Completion (95%) <p>Estimates and notifies Finance of</p> <ul style="list-style-type: none"> • Allowances required to complete project 		
PROJECT CLOSURE	<p>Prepares and sends to Finance (1 week)</p> <ul style="list-style-type: none"> • Engineering Completed Construction Report • Engineering Completed Retirement Report <p>Reconciles Bills of Materials</p> <p>Prepares and sends to Finance</p> <ul style="list-style-type: none"> • Written explanation if cost exceeds estimate by >10% <p>Approves Financial Completion Report (2 weeks)</p> <p>Updates</p> <ul style="list-style-type: none"> • As-built record drawing • Pipe Log • Col-grid Maps <p>Sends completed file to Records Management</p>	<p>Prepares and sends to Engineering (2 weeks)</p> <ul style="list-style-type: none"> • O&M Completed Construction Report • O&M Completed Retirement Report • As-Built markups • Bill of Materials markups <p>Prepares and sends to Finance</p> <ul style="list-style-type: none"> • Written explanation if cost exceeds estimate by >10% 	<p>Serves as Applicant's point of contact</p> <p>Prepares</p> <ul style="list-style-type: none"> • Financial Completion Report, and sends to Engineering and O&M (3 weeks) • Final billing, retaining funds for allowances, and sends refund or bill to Applicant within 4 weeks of project field completion <p>Records</p> <ul style="list-style-type: none"> • Completed installation as capital asset • Substantially completed installations as capital assets at year end 	

