

WATER MAIN EXTENSIONS				
APPLICANT FINANCED / APPLICANT INSTALLED PROJECTS			EXHIBIT B	
	APPLICANT	ENGINEERING DEPARTMENT	CONSTRUCTION DEPARTMENT	
DESIGN PHASE	<p>Submits to Engineering</p> <ul style="list-style-type: none"> • Application for Service • Design fee deposit • 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 Main Extension Agreement • Notarized Easement Agreement, if required, including stamped Easement Description. • Construction Design deposit <p>Submits to Engineering</p> <ul style="list-style-type: none"> • Balance of estimated costs, including FRC <p>Submits to Engineering</p> <ul style="list-style-type: none"> • Performance Bond • Authorization of Contractor • Encroachment Permits <p>Submits to Construction</p> <ul style="list-style-type: none"> • Certificate of Insurance of authorized Contractor • Grade and alignment staking for approval 	<p>Serves as Applicant's point of contact</p> <p>Assigns Project Number and Notifies Finance</p> <p>Prepares</p> <ul style="list-style-type: none"> • Preliminary or Agreement Design • Cost Estimate <p>Prepares</p> <ul style="list-style-type: none"> • Construction Design Drawing & Specifications • Bill of Materials • Proposal Items <p>Prepares</p> <ul style="list-style-type: none"> • Project Authorization <p>Records easement with Contra Costa County</p> <p>Sends project to Construction and Applicant</p> <p>Authorizes Stores to release materials</p> <p>Design Phase completed in 6 weeks or less</p>	<p>Reviews</p> <ul style="list-style-type: none"> • Allowances for Construction inspection and administration • Design for constructibility <p>Approves grade & alignment staking</p>	<p>Establishes in JDE System</p> <ul style="list-style-type: none"> • Project Number • General Ledger Account
CONSTRUCTION PHASE		<p>Serves as Applicant's point of contact</p> <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 Contractor's point of contact</p> <p>Inspects installation of main extension</p> <p>Notifies Engineering, O&M, Finance in 5 days or less in writing of</p> <ul style="list-style-type: none"> • Significant changes in field design or inspection cost • Substantial Completion (95%) <p>Notifies Finance of</p> <ul style="list-style-type: none"> • Allowances required for outstanding field work by O&M <p>Notifies Applicant and Engineering of contract completion and commencement of warranty period</p> <p>Construction time under control of Applicant & Contractor</p>	
PROJECT CLOSEOUT		<p>Reconciles Bills of Materials</p> <p>Prepares and sends to Finance (2 weeks)</p> <ul style="list-style-type: none"> • Engineering Completed Construction Report • Engineering Completed Retirement Report <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 • Cal-grid Maps <p>Sends complete file to Records Management</p>	<p>Prepares and sends to Engineering (2 weeks)</p> <ul style="list-style-type: none"> • As-Built markups • Bill of Materials markups 	<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 (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 installation as capital assets at year end