



# Standard Procedure for Construction of Public Gravity Sewers, and Extensions of Existing Gravity Sewers

## 1. Feasibility Review

- A.) The applicant shall request a meeting with Roseburg Urban Sanitary Authority (RUSA) staff to discuss the feasibility of the project before application is made.
  - a. Items to be discussed:
    - i. Conformance with the Sanitary Authority's Master Sewer Plan
    - ii. Procedures, standards and requirements for sanitary sewer extensions
    - iii. Feasibility of the proposed extension
  - b. Items needed for this meeting:
    - i. Preliminary site plan or layout including mainline and lateral layout
- B.) The fee for this meeting is \$100.00

## 2. Application for Sewer Extension

- A.) The application for sewer extension shall be part of a Land Use Application or site development permit with either the City of Roseburg Community Development Department or the Douglas County Planning Department.
  - a. The application shall be accompanied by a preliminary plat showing the approximate sizes and locations of lots, existing and proposed buildings, legal description of the property to be served, existing and proposed streets and roads, and approximate locations of all sanitary sewer improvements.
- B.) Once initial review and comments are made by RUSA, the applicant shall submit directly to RUSA the following:
  - a. Construction drawings prepared by an engineer registered in the State of Oregon.
  - b. Two full sized copies of the detailed construction drawings for review and comment.
  - c. An electronic copy of the drawings to be submitted to RUSA's Engineer of Record.
- C.) Comments from RUSA and RUSA's Engineer of Record will be returned to the applicant for correction in writing.
  - a. Once the plans are in compliance with all DEQ and RUSA design standards, RUSA will notify the applicant and request a preconstruction conference.

- b. Application Fee shall be in accordance with the attached Fee Schedule.

### **3. Preconstruction Meeting**

#### A.) Required attendees at the preconstruction meeting

- a. Design Engineer
- b. Authorized representative of the Construction Contractor
- c. Representative of applicant
- d. Authorized Sanitary Authority personnel

(Attendees may participate via conference call)

#### B.) Items to be submitted to the Sanitary Authority at the preconstruction meeting:

- a. A performance and payment bond in favor of the Sanitary Authority for 100 percent of the construction cost or other guarantee that the system is functional and meets the Sanitary Authority standards. Estimated construction cost shall be submitted in the form of a bid from the construction contractor through the project engineer to establish the performance and payment bond value. The bond shall be in force during the construction period and for one year (warranty period) after preliminary acceptance of the improvement by RUSA. Final acceptance will be granted after the 1 year warranty period is complete and any defects covered by the warranty are corrected.
- b. Signed Agreement with the Sanitary Authority for inspection services, payment of permit, inspection fees, connection charges, and other provisions not otherwise prescribed by code.
- c. Evidence of notifying utilities through the one-call system.
- d. Evidence of adequate insurance (see attached insurance requirements). The Sanitary Authority, its officers, agents and employees shall be named as additional insureds.
- e. Evidence that all other permits have been obtained, including, but not limited to, building, city and county road permits.
- f. Proof of Worker's Compensation Insurance.
- g. A prequalification for the chosen contractor that shows their ability to perform sanitary sewer work. The ODOT prequalification statement will be accepted as evidence to meet the qualification requirement. RUSA may also accept a list of previous projects with contact information to verify the contractor's qualifications.
- h. If the work to be done is within the City of Roseburg city limits, the contractor must hold a business license to perform work within the City.

### C.) Construction Inspection

- a. The design engineer shall provide all inspection services to include, but not limited to:
  - i. Assuring submittals conform to standards
  - ii. Inspection of pipe installation to verify grade, alignment, separation, bedding etc...
  - iii. Inspection and records of deflection test (RUSA representative present)
  - iv. Inspection and records of air tests (RUSA representative present)
  - v. Inspection and records of manhole pre and post vacuum test (RUSA representative present)
- b. The design engineer may subcontract a qualified third party inspection/testing company to provide inspection and testing services.

## 4. Post Construction Submittals

- A) The design engineer shall submit to the Sanitary Authority a written statement that the sewer extension is complete, that it was constructed in accordance with the approved construction documents, that all the required testing has been completed, that the improvements have passed the testing and request a final construction inspection and preliminary acceptance by the Sanitary Authority.
- B) The design engineer shall submit record drawing of the sewer extension **as it is actually constructed** within 10 days after completion of construction. The record drawing will be submitted on mylar printed with indelible ink. RUSA will also require an electronic copy of the sewer line work in a .dxf format. The line work shall be in a coordinate system as prescribed by the authority at the time of submittal.
- C) All easements shall be submitted to the Sanitary Authority on RUSA forms prior to the Sanitary Authority's preliminary acceptance of the sewer extensions. RUSA will only accept easements created by document using approved RUSA forms. Easements created by plat will not be accepted.
- D) Project will not be considered for preliminary acceptance until on post construction submittals are complete.

## 5. Project Warranty

- A) RUSA shall conduct an inspection of the new improvements and verify that the project has been completed as designed and specified. Should the project pass RUSA's inspection, and once all the above listed documents are received the one (1) year warranty will begin. RUSA will provide follow up inspections near the end of the warranty period to verify that there are not any warranty issues. Upon passing the final inspection the improvement will be removed from the warranty. Once final acceptance has been granted RUSA will accept full responsibility for the improvements.

- B) RUSA will issue final acceptance and release the warranty bond once the project has passed the final inspection and all warranty defects are corrected.

## Insurance Requirements

CONTRACTOR shall purchase and maintain such liability and other insurance as is appropriate for the furnishing and installing of project materials and services as will provide protection from claims set forth below which may arise out of or result from CONTRACTOR' furnishing of the project materials and CONTRACTOR' other obligations under this agreement, whether the furnishing of contract goods or services, or other obligations are to be performed by CONTRACTOR, any subcontractor or supplier, or by anyone directly or indirectly employed by and of them.

1. claims under workers' compensation, disability benefits, and other similar employee benefit acts;
2. claims for damages because of bodily injury, occupational sickness or disease, or death of CONTRACTOR' employees;
3. claims for damages because of bodily injury, sickness or disease, or death of any person other than CONTRACTOR' employees;
4. claims for damages insured by reasonably available personal injury liability coverage which are sustained: (i) by an person as a result of an offense directly or indirectly related to the employment of such person by CONTRACTOR, or (ii) by any other person for any other reason;
5. claims for damages, other than to the materials to be delivered and installed by this contract, because of injury to or destruction of tangible property wherever located, including loss of use resulting therefrom; and
6. claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance, or use of any motor vehicle.

The policies of insurance required by this Paragraph include Roseburg Urban Sanitary Authority, 1297 Grandview Avenue, Roseburg, Oregon 97470 as additional insured, subject to any customary exclusion in respect of professional liability. The coverage shall include

1. Coverage for the respective officers, directors, employees and agents of RUSA. The insurance afforded to these additional insureds shall provide primary coverage for all claims covered thereby;
2. Include at least the specific coverages and be written for not less than limits of liability provided below or required by Laws or Regulations, whichever is greater;
3. Include completed operations insurance;
4. Contain a provision or endorsement that the coverage afforded will not be canceled, materially changed, or renewal refused until at least 30 days prior written notice has been given to RUSA and CONTRACTOR.
5. Remain in effect at least until final payment and at all times thereafter when CONTRACTOR may be correcting, removing, or replacing nonconforming work done by CONTRACTOR.
6. With respect to completed operations insurance, and any insurance coverage written on a claims-made basis, remain in effect for at least 2 years after final payment.

The limits of liability for the insurance required shall provide coverage for not less than the following amounts:

1. Workers' Compensation:
  - a. State: Statutory
  - b. Employer's Liability: \$500,000
  
2. CONTRACTOR'S General Liability under this Paragraph shall include completed operations and product liability coverages and eliminate the exclusion with respect to property under the care, custody, and control of CONTRACTOR.
  - a. General Aggregate: \$2,000,000
  - b. Products (Completed Operations Aggregate): \$1,000,000
  - c. Personal and Advertising:
    - Injury: \$1,000,000
    - Each Occurrence (Bodily Injury and Property "Damage): \$1,000,000
  - d. Property Damage liability insurance will provide Explosion, Collapse, and Underground coverages where applicable
  - e. Excess or Umbrella Liability
    - General Aggregate: \$2,000,000
    - Each Occurrence: \$1,000,000

- 3. Automobile Liability:
  - a. Bodily Injury:
    - Each person: \$1,000,000
    - Each Accident: \$1,000,000
  - b. Property Damage:
    - Each person: \$1,000,000
    - Combined Singled Limit of: \$1,000,000

CONTRACTOR shall deliver to RUSA, with copies of each additional insurance identified in these Supplementary Conditions, certificates of insurance (and other evidence requested by RUSA or any other additional insured) which CONTRACTOR is required to purchase and maintain.

If RUSA has any objection to the coverage afforded by or other provision of the insurance required to be purchased and maintained on the basis of nonconformance with the Contract Documents, RUSA shall notify CONTRACTOR in writing within 10 days after receipt of the certificates or other evidence required by this Agreement. CONTRACTOR shall provide such additional information in respect to insurance as RUSA shall reasonably request.