



SECTION 2

GENERAL INFORMATION

2.1 PURPOSE

The purpose of this section is to provide general information regarding applicability, certifications, submittal documents, submittal review, and Board approval for potable water distribution and sanitary sewer collection system designs.

2.2 APPLICABILITY

The requirements of this manual are applicable to any person, company, corporation, or other entity proposing to install new or modify existing potable water distribution or sanitary sewerage collection systems connecting to or with the potential to connect to the Board's existing services.

2.3 CERTIFICATION REQUIREMENTS

2.3.1 ENGINEERING DESIGN

All planning and construction documents shall be prepared, certified, and submitted by a Professional Engineer licensed in the State of Alabama. Non-certified documents or documents prepared by professionals registered in states other than Alabama shall not be accepted for review.

2.3.2 SURVEY

All plat and survey information provided to the Board for record documents shall be prepared, certified, and submitted by a Professional Land Surveyor licensed in the State of Alabama. Non-certified documents or documents prepared by professionals registered in states other than Alabama shall not be accepted for review.

2.4 SUBMITTAL REQUIREMENTS

The design engineer shall submit to the Board for approval all design documents as specified herein. Documents may include, but are not limited to, concept studies, calculations, construction drawings, and specifications. The Board's approval for the proposed design documents shall be required prior to authorization of any subsequent phase of construction.

All design documents shall be prepared and sealed by a professional engineer licensed in the State of Alabama. Submittals shall be organized and presented in an easily understandable format for review. Submittals that are not presented in an organized, neat, and easily

understandable manner may be returned to the design engineer for clarification without review.

2.5 SUBMITTAL REVIEW AND APPROVAL

2.5.1 APPLICABILITY

The design of any expansion to, or modification of, the potable water distribution or sanitary sewer collection systems within the Board's service area, whether privately-owned or Board-owned, shall require approval by the Board's Engineer prior to construction. All design work shall be prepared in accordance with the appropriate section(s) of this manual.

2.5.2 SUBMITTALS

2.5.2.1 Design Documents

A single copy of the design documents (drawings, specifications, etc.) shall be initially submitted for the Board's review and consideration. The Board's Engineer will provide appropriate comments within a reasonable period of time (approximately 10 working days). The Board reserves the right to request additional review time and additional review materials should the complexity of a design warrant the request.

Once all of the comments have been addressed to the satisfaction of the Board's Engineer, an approval letter shall be issued authorizing the construction. Upon receipt of the approval letter, the design engineer shall submit seven (7) complete sets of the corrected final design documents to the Board for distribution. The contractor shall obtain one of the Board-approved final designs at the Water Works Engineering Office prior to construction. A set of final corrected approved plans shall be required to be on the job site at all times. Work will not be allowed to commence without an approved set of final corrected documents on site (see Design Review Process outline in the Appendices).

Approved corrected documents can be picked up at the Board's Engineering Office located at:

The Murphy House
Engineering Department
22 Bibb Street
Montgomery, AL 36102-1631

2.5.2.2 Preliminary Plat

If the Owner/Developer plans to plat or re-plat the property, the design engineer shall submit one (1) copy of the preliminary plat along with the submittal of the design documents.

2.5.2.3 Subdivision Lotting and Main Layout Plans

In addition to the other submittal requirements of this section, subdivision designs shall include four (4) copies of the main layout and two (2) copies of the lotting layout.

2.5.2.4 *Owner Information/Construction Security*

Construction Security in the form of a Surety Bond, Cashier's Check for Cash Bond, Dual Oblige Rider to the General Contractors Bond, or letter of credit will be required for all projects under consideration (See Section 7). The design engineer shall complete the Owner Information Form (See Appendices "*Forms*") and submit it with the design for review by the Board's Engineer.

2.5.2.5 *Backflow Information*

The Owner/Developer shall complete the Backflow Protection Information Form (See Appendices "*Forms*") and submit it with the design for review by the Board's Engineer.

2.5.3 RESTRICTIONS

The contractor shall not be allowed to begin construction on **any** potable water distribution or wastewater collection system without obtaining a set of Board-approved construction documents. Approval of the plans shall be valid for a period of 180 days. If construction has not begun by the end of the 180 days, the plans shall be declared void and a new submittal shall be required for approval.

2.6 NOTIFICATION OF CONSTRUCTION

The developer's contractor shall notify the Board's Engineering Department 24 hours in advance of beginning the construction of any approved work. The Board's Engineering Department will make periodic inspections of the proposed project while under construction. Once the water and sanitary sewer mains have been laid and successfully tested, the Board will issue a preliminary approval letter permitting the street paving where applicable. A final letter of acceptance for the project will not be issued by the Board until a successful field final inspection has been performed and all work is completed in accordance with the specifications.

2.7 MAINTENANCE PERIOD

The Contractor shall be responsible for the quality of all work installed for a period of not less than one (1) year after the final letter of acceptance has been issued.

2.8 RESPONSIBLE CHARGE OF CONSTRUCTION

The Developer/Owner is held to be in responsible charge of any job submitted to the Board for construction. The Board's Engineering Personnel will make periodic inspection of the job site and will bring to the attention of the foreman on the job and/or the Developer any discrepancies that he may observe. This will in no way relieve the Developer, Engineer, or Contractor from their responsibility to comply with the Board's specifications.

2.9 DISPUTES, ERRORS, AND OMISSIONS

Should any portion of the plans and specifications be unclear or in dispute, they shall be brought to the attention of the individual(s) in responsible charge of construction. The Board's Engineer shall be notified as to the nature of the dispute and its proposed resolution prior to construction. It is the responsibility of the Developer/Owner to obtain the Board Engineer's approval for any deviation from the original construction plans. Unless otherwise specified, the Board's engineer will require revised plans to be submitted for approval. Construction on the disputed work shall not be allowed until the developer obtains approval of the revised plans. Failure to obtain written approval could result in the rejection of the work and require the removal of all disputed portions of the installation at no cost to the Board.

2.10 CHANGE OF CONDITIONS/MISREPRESENTATIONS

Should the site conditions vary significantly from those shown on the approved set of plans, the Board will require that the plans be corrected and re-submitted for approval. Re-submittal shall result in the stoppage of work on all of the disputed utilities until such time as the plans have been reviewed and approved by the Board's engineer.



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