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**PWDS APPENDIX G**  
**CONSTRUCTION DRAWING REVIEW, SEWER SYSTEM**  
**CONSTRUCTION PERMIT, CONSTRUCTION REQUIREMENTS**  
**& PROCEDURES**

**G.1 GENERAL**

- a. These Public Works Construction Requirements and Procedures will be cited routinely in the text as the “Standards.”
- b. Wherever specific supplementary standards are indicated (ie. AWWA C-150, ASTM C-857), it shall be understood to mean the latest revision thereof.
- c. Pronouns & Captions. In interpreting these Standards, it is understood that: (1) if the context so requires: (a) the singular pronoun shall be taken to mean and include the plural pronoun; (b) the masculine pronoun shall be taken to mean the feminine and the gender neutral pronoun as may be applicable; and (2) all captions used therein are intended solely for the convenience of reference and shall in no way limit any of the provisions of these Standards.
- d. These Standards shall apply to all sewer improvements within existing and proposed public right-of-way and District utility easements, to all improvements to be maintained by the District, and to all improvements for which the District standards or ordinances requires approval by the District, or which must be designed to meet the provisions of the Public Works Design Standards (PWDS). The provisions of these Standards are binding on contractors and developers in the performance of any work covered under the categories outlined above. Where minimum values are stated, greater values should be used whenever practical; where maximum values are stated, lesser values should be used whenever practical.
- e. Requests for variances to these Standards shall be based on the criteria and procedures outlined in Section 1.13 of the Public Works Design Standards (PWDS).
- f. In the case of conflicts between the provisions of these Standards and the PWDS, the more stringent as determined by the District Superintendent shall apply.
- g. All other work not covered by the above standards shall conform to the Oregon Standard Specifications for Construction (OSSC/ODOT/APWA), most recent edition.
- h. Land Use Approval & NOSD Review Sequencing. Development code, zoning and related land use approval issues shall be satisfied prior to scheduling an NOSD predesign meeting or submitting an application for an NOSD sewer construction permit, as summarized below.
  - 1) For projects where land use approval is required, scheduling an NOSD predesign meeting *(or submittal of drawings for detailed permit review by*

NOSD) is typically not allowed until after issuance of the land use approval by the County or other applicable agency body, unless there are exceptional extenuating circumstances as determined by the NOSD Superintendent, at his sole discretion.

- 2) If land use approval is not required for a project, written verification from the County Planner that the proposed project layout and configuration meets all applicable planning and zoning criteria must be completed prior to scheduling an NOSD predesign meeting (*and prior to submittal of drawings for detailed permit review by NOSD*).
- 3) In all cases, all land use approvals required (*or land use verification as may be applicable*) shall be completed prior final approval of any construction drawings by NOSD.

## **G.2 PURPOSE**

- a. The purpose of these Standards is to provide a consistent policy under which certain procedural aspects of sanitary sewer construction will be implemented. It is intended that they apply to both public and private work designated herein.
- b. The objective is to develop Standards which will:
  - 1) be consistent with current District Ordinances and the PWDS.
  - 2) clarify and streamline the administration and construction of sanitary sewer facilities within the District.
- c. These Standards specifications shall relate only to sanitary sewer construction in the District and are not to be intended to replace building codes, development or zoning ordinances and other regulations for which procedures and standards have been established.

## **G.3 CONTRACTING POLICY**

- 1) The policy of the District for construction or reconstruction of NOSD infrastructure or NOSD improvements covered under these standards or owned/maintained by the NOSD requires that the contractor be registered and in good standing with the Oregon Construction Contractors Board.

#### G.4 DEFINITIONS AND TERMS

- a. Unless otherwise defined in these Standards, the following definitions, terms and abbreviations shall apply whenever used.
- 1) District: The Netarts-Oceanside Sanitary District, Tillamook County, Oregon.
  - 2) Construction Drawings: For Type B NOSD Sewer Construction Permits, scaled drawings conforming to the requirements of the PWDS, prepared by a registered professional engineer, including site plans, plan and profile views of utilities, cross sections, detailed drawings, etc., or reproductions thereof, as reviewed and approved by the District Engineer, which show the location, character, dimensions and details for the work to be done. For Type A NOSD Sewer Construction Permits, scaled drawings prepared by a Contractor (*or other similarly qualified person*) clearly defining the scope of the proposed work to be completed (*as well as any applicable NOSD standard details*) as reviewed approved by the NOSD Superintendent.
  - 3) Construction Submittals: Equipment & material submittals as required by Section G-01300 of these standards.
  - 4) Contractor: Any individual, firm, co-partnership, corporation or any combination thereof who has or have been named on a NOSD sanitary sewer construction permit as the person responsible for the construction of the subject work, or who have entered into a Contract with the District for a particular project.
  - 5) Definition of Words: Wherever, in these Standards, the words directed, required, permitted, ordered, designated or words of like importance are used, they shall be understood to mean the direction, requirement, permission, order or designation of the District Superintendent. Similarly, the words approved, acceptable, satisfactory, shall mean approved by, acceptable to, or satisfaction to the District Superintendent.
  - 6) Design Engineer: The engineer licensed by the State of Oregon as a Civil Engineer under whose direction plans, profiles and details for work are prepared and submitted to the District for review and approval.
  - 7) Developer. The individual, organization, business, partnership or joint venture who is responsible for submitting plans for review and obtaining a NOSD Type A or Type B sewer construction permit as required by these standards, or the applicant for such construction drawing review and NOSD sewer construction permits.
  - 8) District Superintendent: The director/supervisor of the District operations or his/her authorized representative.
  - 9) Easement: Areas along the line of District sewers or District utilities that are

outside of dedicated right-of-way. Easements shall be prepared on District forms granting rights to the District along the utility or sewer line.

- 10) Improvement: General term encompassing all phases of the work to be performed under the NOSD sewer construction permit and is synonymous to the term project.
- 11) Inspector: The authorized representative of the District whose instructions and decisions shall be limited to the particular duties and responsibilities entrusted to him/her in making detailed inspections of any or all portions of the work or materials therefor.
- 12) Owner: The District, for projects initiated and contracted by, and paid for by the District. For any other project, the owner is the individual, firm, co-partnership, corporation or any combination thereof who has hired a Contractor to complete any sanitary sewer project subject to these standards.
- 13) Plans: See Construction Drawings.
- 14) Preliminary Review: Review of the construction drawings by the District as outlined in these standards. All District comments and provisions of these design standards must be addressed prior to final review and approval for construction.
- 15) PWDS: NOSD Public Works Design Standards.
- 16) Right-of-Way: All land or interest therein which by deed, conveyance, agreement, easement, dedication, usage, or process of law is reserved for or dedicated to the use of the general public free of all encumbrances, within which the District shall have the right to install and maintain District sewer facilities.
- 17) Standard Details: The drawings of structures or devices commonly used on District work and referred to on the construction drawings. Also called Standard Plans. The Standard Details in the PWDS shall apply to all sanitary sewer construction within the District.
- 18) Survey Cut Sheets: Sheets of tabulated survey data, indicating stationing, structures, fittings, angel points, beginning of curve, points on curve, end of curves, staking offset, various elevations and offset utility cuts.
- 19) Work: All material, labor, tools, equipment, and all appliances, machinery, transportation, and appurtenances necessary to perform and complete the Contract, and such additional items not specifically indicated or described which can be reasonably inferred as belonging to the item described or indicated and as required by good practice to provide a complete and satisfactory system or structure.

## **G.5 NOSD PERMITS REQUIRED, TYPES OF PERMITS**

- a. The following requirements and procedures apply to District sewer construction permits (*see also PWDS G.2.e regarding sequencing of land use approval where required*).
- 1) Any reviews and/or permits required by the County or ODOT (*where applicable*) are the sole responsibility of the design engineer and/or the development team, including payment for any associated permit fees, bonds or insurance. The District does not coordinate with (*or submit plans to*) the County or ODOT on the developer's behalf (*for sewer or public works related permits*).
  - 2) The development team is responsible to comply with any requirements imposed by the County or ODOT. Where County or ODOT conflict with District requirements, the more stringent shall apply.
- b. No developer, person or organization (*other than the District*) shall begin to construct, reconstruct, cut, excavate, repair, modify, alter, or grade any sidewalks, curb, curb-cut, driveway, street, or begin to lay and install any sanitary sewer, water mainline, storm sewer, including appurtenances or service laterals, or other private or franchise utility within any public right-of-way or District utility easement within the jurisdiction of the District without first obtaining approvals from the District Superintendent and the District Engineer as required by these Standards, paying any required plan review and construction permit fees, providing any required performance security, and obtaining a NOSD sewer construction permit therefor as provided herein.
- c. Work for which a NOSD sanitary sewer construction permit is required shall include, but not be limited to, any work to lay and install any sanitary sewer pipeline and appurtenances, including sanitary sewer service lateral(s), within any public right-of-way or within any existing or proposed District utility easement. The intent is that any work covered under the Public Works Design Standards (PWDS) will require either a Type A or Type B Sewer Construction Permit prior to construction.
- d. NOSD Type A Sewer Permit.
- 1) Work for which a Type A Sewer Construction Permit is required shall include the following (*see PWDS 1.10.a for requirements as to the qualifications of the person preparing construction drawings submitted for review under a Type A NOSD Sewer Construction Permit*).
    - a) Any sanitary sewer service improvements to serve a single residence, duplex or business for which mainline sewer improvements are not required.  - 2) A construction agreement and performance security shall be executed as specified in Section G.10 herein.

- e. NOSD Type B Sewer Permit.
- 1) Work for which a NOSD Type B Sewer Construction Permit is required shall include the following (*see PWDS 1.10.a for requirements as to the qualifications of the person preparing construction drawings submitted for review under a Type B NOSD Sewer Construction Permit*).
    - a) Any sewer improvement to serve more than a single residence, duplex or business, or for which District mainline sewer improvements are required.
    - b) Installation of service laterals for multiple properties within a common trench, or installation of service lateral(s) across property other than that being served.
    - c) Site or Street Grading, Structural Fills. Site grading, street cuts or fills, filling or fill stockpiling operations over existing District sanitary sewer lines, or such operations within existing or proposed District sanitary sewer easements.
  - f. If there are classes of work not specifically covered herein but that are included under the scope of the Public Works Design Standards, the determination of the type of NOSD permit required shall be made by the District Superintendent after consultation with the District Engineer.
  - g. Approval of Construction Drawings is required prior to obtaining a NOSD permit or beginning construction.
  - h. Approval of plans by the District Engineer or District personnel for issuance of a District sewer construction permit does not relieve the developer, contractor or engineer from obtaining any and all reviews and permits required under the building, plumbing or electrical codes that any portions of the work may be subject to, or from any requirements under County, ODOT or other agency permits or approvals required for the project.
  - i. Additional Insured Coverage, Bonding. Any permit or authorization to proceed with construction issued by the District is considered to be a “written contract” for purposes of triggering “additional insured” coverage of the District and District Engineer under the Contractor’s required insurance policy(s) (*including insurance certificates provided by subcontractors*), and for bonding purposes.

## **G.6 NOSD APPROVAL OF CONSTRUCTION DRAWINGS REQUIRED**

- a. Sewer system construction drawings (*plans*) and other engineering documents (*including site/street/utility/access/parking/fill/grading plans along or near sewer alignments*) shall be submitted for review and be approved by District Superintendent and/or the District Engineer prior to issuance of NOSD permits required by these Standards.

Type A NOSD Permits shall have the written approval of the District Superintendent or his/her designated representative prior to issuance of the NOSD sewer permit.

In addition to written approval by the District Superintendent, Type B NOSD Permits shall have the written approval of the District Engineer.

- b. For subdivisions and other developments requiring improvements to public streets and/or utility systems, construction drawings for streets, sewer, water, storm drainage and franchise utilities (*as applicable*) (*as applicable*) shall be submitted simultaneously to facilitate checking for conflicts between the sewer lines and other proposed improvements.
- c. Construction drawings shall be subject to the standards, specifications, policies and procedures, construction drawing review, review and permit fees of the District in effect at the time the construction drawings are approved, subject to the update requirements in the following paragraphs if work is not commenced within the required timeframe .
- d. Except as provided in Subsection (e) of this section, such construction drawing approval shall be void upon expiration of 6 months from the date of said written approval in Subsection (a) of this section if a Type A or Type B NOSD permit is not obtained and work commenced on the project.

Resubmittal of construction drawings, or a request for an extension of the construction drawing approval, will require that the drawings be updated to reflect current District standards (*including but not limited to updating all standard details included on or required by the construction drawings*).

- e. If an NOSD sewer permit is not issued and/or substantial construction has not commenced (*as determined by the NOSD Superintendent, at his sole discretion*) within 6 months from the construction drawing approval date, a new review of the drawings will be required except as follows.
  - 1) Upon a written extension request and verification (*submitted prior to expiration of the 6 month drawing approval period*) that the facts upon which the construction drawing approval was based have not changed to an extent sufficient to warrant a new review of construction drawings, and a finding by the NOSD Superintendent and the District Engineer that there have been no updates to NOSD design standards or standard details which would apply to

the project, then the construction drawing approval may be extended for a period not to exceed 6 additional months.

- 2) Written verification for Type A permits shall be provided by the District Superintendent, while verification for Type B permits may be by both the District Superintendent and the District Engineer.
- f. Reapplication for construction drawing review must be made with the District Superintendent or his/her designated representative upon expiration of said 6 month period in Subsection (d) of this section, or extension periods provided herein, if the permit is not issued within said approval or extension period. Review fees shall be provided as outlined in section G.9.
- g. All construction drawings, reports, or documents for public utility improvements required by these standards or the District ordinances shall be prepared by and certified by a registered professional civil engineer licensed by the State of Oregon.

#### **G.7 CONSTRUCTION DRAWING REVIEW PROCESS AND REVIEW FEES**

- a. All construction drawings (*plans*) for Type A or Type B permits shall be reviewed in general conformance with the procedures outlined in PWDS 1.9, including providing preliminary drawings and scheduling a pre-design meeting (*per PWDS 1.9.a*) between the developer's engineer and the District Superintendent (*& District Engineer as applicable*) to receive input regarding design issues related to required sewer improvements.

The submittal for construction drawing review shall be filed by the responsible party (*the design engineer for any public improvements*) with the District Superintendent for any permit or permits required by these standards.

- b. In addition to requirements, documents and information listed under PWDS 1.11.b (*full list is not reproduced here*), such submittal for construction drawing review shall include the following as applicable.
  - 1) Name and address of the owner or owners of the property;
  - 2) Name and address of the developer of the property;
  - 3) Name, address, and phone number of the designer (*design engineer for public improvements*);
  - 4) Description of the work area location, including addresses as applicable;
  - 5) Construction Drawings for Review: After the pre-design meeting, one pdf set of complete full size construction drawings, drainage calculations and all associated documentation (*addressing all PWDS requirements and issues noted in the pre-design meeting*) shall be submitted to the NOSD for preliminary review (or

*provide three (3) full size paper copies if pdf copies are not available*). In the case of public improvements or infrastructure covered under the PWDS, preliminary construction drawings shall include all applicable information outlined under PWDS 1.10 & PWDS 1.11.

- 6) Detailed unit price construction cost estimate (*engineer's estimate, unit price bid results or contractor estimates*) acceptable to the District Engineer, or estimates based on the construction cost estimate schedule established by the District Superintendent or the District Engineer.
- 7) Construction drawing (plan) review fees as prescribed by resolution of the District Board of Directors.
- 8) Review Fees Required Prior to Drawing Review. Review fees required in Subsection (7) of this section are nonrefundable, and are required to support NOSD permit plan review.
  - a) A plan review fee payment based on a percentage (*to be set by the NOSD*) of the initial engineer's estimate, unit price bid results or contractor estimates of all construction work related to the project (*ie. all work covered under the PWDS*) is due at submission of the engineered construction drawings for review (*see also PWDS 1.11.b.16 for costs to be included in the estimate*).
  - b) Monthly billings of any NOSD costs exceeding the plan review fee payment, payable within 30 days.
  - c) Final reconciliation of project review and inspection costs, including NOSD Engineer review & inspection costs and NOSD staff expenses, will be determined at project completion. Any final balance due the NOSD must be paid before NOSD approval and/or acceptance of the project.
- 9) Evidence that all federal and state laws and regulations have been complied with, including a copy of any permits required by federal, state, or county agencies.
- 10) A current title report(s) covering all property where utility construction will occur (*which includes a list of all existing easements, restrictions, and other encumbrances, including copies of deeds, easements or other restrictive documents referenced in that report*) [a pdf copy of each title report with embedded hyperlinks to the referenced documents may be provided in lieu of a hard copy].
- 11) Such other information as the District Superintendent shall find reasonably necessary for the determination of whether construction drawings should be approved for NOSD permit.

- c. Grant of Access to Development Property. Submittal of construction drawings for review and/or application for a NOSD construction permit shall be evidence that the developer and property owner grants to the NOSD, its employees, agents, contractors, consultants and assigns the right to access the property at any and all times, including access along driveways, walkways or other areas that must be crossed between the public right-of-way and the location of the proposed improvements, in order to examine conditions and evaluate the feasibility of the proposed design, as well as access during construction for purposes of observation and inspection as applicable.

## **G.8 NOSD CONSTRUCTION PERMIT APPLICATION**

- a. Application Form. Following review and approval of the construction drawings by the District, an application for a NOSD construction permit as required by these standards shall be filed with the District Superintendent. Such applications shall be in the form prescribed by the District and shall include the following information as a minimum:

- 1) Name and address of the owner or owners of the property.
- 2) Name and address of the developer of the property.
- 3) Name and address of the designer (*design engineer for public improvements*).
- 4) Name, address & CCB registration number of the party doing the work, including subcontractors.
- 5) Location of the work area, including addresses as applicable.

- b. Number of Final Drawing Sets Required for Approval Stamping, Supplemental Information Required. After review & approval by the NOSD Engineer & NOSD Superintendent, the Developer shall provide the District with the following prior to issuance of the NOSD sewer construction permits (*see also PWDS 1.10.i*).

- 1) Provide copies of the final revised (*approved*) construction drawings for approval stamping by the District as follows:
  - Type A NOSD permit, 6 sets
  - Type B NOSD permit, 6 sets

The District will keep three (3) sets of approved construction drawings and return the remainder to the Developer. Additional sets may be submitted for approval stamping at the developer's request.

The development team may make additional copies of the stamped approved construction drawings for dispersal to their team members as applicable.

- 2) **Other information & documentation as summarized under PWDS 1.9.i.**

- 3) Such other information specific to the project as the District Superintendent or the District Engineer shall find necessary for the determination of whether a District Sewer construction permit should be issued therefor, including evidence that all applicable County, state and/or federal laws and regulations have been or will be complied with.

#### **G.9 NOSD SEWER CONSTRUCTION PERMIT FEES**

- a. Accompanying the application required by these standards shall be a NOSD construction permit fee as prescribed by resolution of the District Board of Directors.
- b. NOSD permit fees required by these standards are nonrefundable, and are required to support NOSD permit issuance, testing, and inspection.
- c. In computing the construction permit fees, the estimated value of proposed construction shall be comparable with current bid prices for District contract projects, and shall approved by the District prior to issuing the permit.
- d. NOSD Projects. Work being done under contract with the District shall be exempt from NOSD permit fees.
- e. Work without permits. Where work for which a NOSD permit is required by these standards is commenced or proceeded with prior to obtaining said NOSD permit (*or after said NOSD permit has expired or been suspended*), the NOSD construction permit fees specified in Subsection (a) of this section shall be doubled, but the payment of such double fee shall not relieve any person from fully complying with the requirements of these standards and other applicable District codes, standards and ordinances in the execution of the work nor from any other penalties prescribed herein, nor shall it obligate the District to accept any work so performed without a valid NOSD permit.
- f. NOSD permits required by these standards shall be non-transferable. Any change in applicant, such as a subdivision sale, will require re-application for NOSD permit.

The District may, at their discretion, waive the permit fees for the permit reapplication.

If 6 months has elapsed since construction drawing approval, reapplication for construction drawing review shall be made.

If previous construction drawing review payment provided by the applicant is insufficient to cover the costs of the new review, the District may assess an additional review fee which will, in the opinion of the District Superintendent, cover the estimated cost for the new review.

## **G.10 CONSTRUCTION AGREEMENT & PERFORMANCE GUARANTEE**

- a. Except as otherwise provided below, a performance guarantee shall be provided for all work for which a NOSD Type A or Type B permit is required. Depending on the type of project, the performance guarantee may consist of a restriction on the issuance of a building permit(s), a restriction on the recording of a plat, or a financial security. Acceptable performance guarantees shall be as outlined below for the different classes of project listed.
- b. NOSD Type A Sewer Permit. The performance guarantee may consist of one of the following, and shall be in a form as required by the District.
  - 1) An agreement with the District whereby building permits will not be issued until all improvements within the public right-of-way or District utility easements are completed and approved by the District.
  - 2) If a building permit is requested before all improvements within the public right-of-way or utility easements are completed and approved by the District, the developer shall provide a financial security to the District as outlined under Subsection c(2) below to guarantee the completion of all work covered under the NOSD permit. The financial security shall be an Irrevocable Letter of Credit in the amount of 110% of the cost of construction of the sanitary sewer system improvements. Permanent connection to District water and sewer service will not be allowed until all permitted improvements have been completed and approved by the District.
- c. NOSD Type B Sewer Permit. Before the issuance of a Type B NOSD construction permit, the applicant shall execute the District's standard Developer-District Construction Agreement that certifies that all improvements will be constructed in conformance with all District standards and ordinances and all conditions of NOSD construction permit approval will be satisfied (*ie. plan approval required prior to execution of the construction agreement*). In addition to the construction agreement, the developer shall provide a performance guarantee consisting of the following in a form as required by the District.
  - 1) Except for work being performed under public contract for the District or Tillamook County, a financial security shall be provided to the District as outlined under Subsection c(2) below. The financial security shall specify a timeframe, acceptable to the District, by which the work shall be completed and the existing streets, facilities and improvements are restored to pre-existing or better conditions.

- 2) Financial Security. The financial guarantee for a Type B NOSD permit shall consist of the following, and shall be in a form as required by the District. The amount of the security guarantee shall not be less than \$500 or the amounts specified below, whichever is greater.
  - a) A performance bond or an irrevocable letter of credit assigned to the Netarts Oceanside Sanitary District (NOSD) in a form approved by the District's Attorney. The amount of the letter of credit shall be as established by the District Superintendent, but shall not be less than 110% of the estimated construction cost of required improvements, as verified by the District. The performance surety bond shall ensure the full and faithful performance of all proposed work and shall guarantee that the applicant will conform to all provisions of the construction agreement, if any, and immediately upon the completion of work, remove all surplus earth, rubbish or other material, replace or restore all existing streets, utilities and landscaping to a condition as good as or better than existed prior to the work.
- 3) If the applicant fails to complete all improvements for which a performance surety bond or letter of credit were provided, the District may estimate the cost of completing any required improvement, call on the letter of credit for the funds necessary to complete the improvement, and complete the improvement to the extent of the funds obtained upon call of the letter of credit. If the amount obtained is insufficient to complete the improvement, the District may either hold the collected funds until additional funds are authorized for the improvement or expend the collected funds on a revised improvement or on a portion of the improvement as determined reasonable by the District Superintendent.

#### **G.11 CONDUCT AND PROGRESS OF THE WORK**

- a. All work under said NOSD permits shall be completed in conformity with the provisions of these standards, the terms of the applications and NOSD construction permits, and under the supervision and subject to the approval of the District Superintendent. Immediately upon completion of work, all surplus earth, debris, rubbish or other materials shall be removed immediately and the street and utilities restored to a condition as good as or better than existed prior to the work.
- b. Timeframe for Restoration of Existing Street Surfaces.
  - 1) Unless authorized in writing by the District Superintendent prior to the start of the work, no work within any existing public roadway shall disrupt traffic flow for more than 14 consecutive days.
  - 2) Unless authorized in writing by the District Superintendent prior to the start of the work, trenching within existing paved streets shall be backfilled and repaved within 14 days of the start of excavation unless the trenches are plated

or repaired with cold patch. In addition, trenching within existing major streets (*collector or commercial-industrial streets*) shall be plated or repaired with cold patch at the end of each work day.

- 3) Unless authorized in writing by the District Superintendent prior to the start of the work, the timeframes specified herein shall apply independently and separately to each block or intersection where trenching work occurs. In all cases, trenches within each block or intersection shall be permanently repaved within 21 days of the start of excavation.
- c. The contractor is responsible for the coordination with the various utilities and agencies during construction.
  - d. Weekly Construction Schedule. By close of business each week, the Contractor shall also submit a weekly work schedule for the following week to the NOSD, summarizing the class of work and areas where work will occur during the following week, and any anticipated inspection requirements.

#### **G.12 ADHERENCE TO AND EXHIBITION OF NOSD PERMITS**

- a. No work shall be undertaken other than that specified in the application and NOSD permit for the particular cut or excavation. Upon demand of the District Superintendent or his/her designate or any police officer, the NOSD permits shall be produced at the place where the work is in progress, or such work will be stopped until the NOSD permit is obtained.

#### **G.13 EXPIRATION OR SUSPENSION OF NOSD PERMIT; STOP WORK ORDER; APPEAL**

- a. Expiration of Permit
  - 1) A NOSD Type A or Type B sewer construction permit shall lapse if construction for which the NOSD permit was issued has not commenced within ninety (90) days of the date of issuance. All construction under a NOSD Type A or Type B sewer construction permit shall be completed within 12 (twelve) months of issuance of the NOSD permit or execution of the Developer-District Construction Agreement, whichever is earlier.
  - 2) To reinstate the NOSD permit, the applicant shall submit a written request for reinstatement to the District Superintendent giving the reasons for failure to begin construction, pay a reinstatement fee and provide a date when construction will be commenced.
  - 3) In reinstating the NOSD permit, the District Superintendent and/or the District Engineer may impose additional requirements or conditions deemed necessary for the project to conform to current District standards.

b. Suspension of NOSD Permit (Stop Work Order)

- 1) At any time after the issuance of a NOSD construction permit required by these standards, the District Superintendent may suspend the permit upon a finding that any of the following grounds exist:
  - a) False, misleading, or erroneous data or information submitted by the applicant in connection with securing the NOSD permit, or false, misleading, or erroneous statements, data or information provided or submitted by the Contractor during construction.
  - b) Materials or workmanship do not meet specification for the construction or installation of the permitted improvement; or construction or installation varies from the approved plan or design of the improvements without written authorization by the District.
  - c) Violation of any of the provisions of the District standards or ordinances or these PWDS governing the work being done under the NOSD permit, including construction of public sanitary sewer improvements without a full-time District inspector present.
  - d) Failure by the Contractor and his personnel to at all times be civil and courteous around private citizens and property owners, as well to the District staff and inspectors. Foul or abusive language, obscene gestures, use of obscenities, or rudeness directed to private citizens (*or to the District staff or inspectors*) will not be tolerated.
  - e) Failure by the Contractor to:
    - (1) notify the NOSD prior to work which must be inspected by NOSD staff (*including keeping the work open until such inspections are completed*), or
    - (2) have any and all connections to existing NOSD utilities witnessed by NOSD staff while the connections (*taps or cut-in connections*) are made, and also inspected by the NOSD staff after all pipework is complete and prior to backfilling, or
    - (3) notify the NOSD prior to performing testing which is required to be witnessed by NOSD staff, or
    - (4) provide copies of all test reports to the NOSD in a timely manner, or
    - (5) follow all local and State rules regarding locating, potholing and exposing existing utilities marked in the field or shown on the drawings which cross or closely parallel new facilities (*or which are otherwise in close proximity to new facilities*) or

- (6) comply with any other directives from NOSD staff or the NOSD Engineer which are issued to ensure compliance with NOSD standards.
- 2) Upon verbally notifying the Contractor of suspension of a NOSD construction permit as provided above, the District Superintendent shall cause to be issued a written "stop work order" which will be sent to all parties via email, following which one copy of which shall be sent by regular mail to the permittee at the address shown on the NOSD permit application, one copy of which shall be sent by regular mail to the permittee's engineer overseeing the work, if known, and one copy of which shall be personally delivered to the person in charge of any work in progress.
- 3) It shall be unlawful for any person to cause, suffer, or permit any work to be done for which a NOSD permit is required by these standards after a "stop work order" has been verbally issued as provided by this section.
  - a) The District will not accept any work performed after verbal notification of the "stop work order" to the person in charge of work in progress at the project site, or after delivery of the written stop work order by email or by regular mail, whichever occurs first.
- 4) An applicant whose NOSD permit has been suspended as provided in Subsection b(1) of this section may appeal such action to the District Board of Directors through the District's established appeal process. Notwithstanding the provisions for appeal to the District Board of Directors, the filing of an appeal shall not stay the effect of a "stop work order" issued under this section.
- 5) In reinstating the NOSD permit (*upon adequate assurances that subsequent work and/or conduct will be in accordance with District standards*), the District Superintendent and/or the District Engineer may impose additional requirements or conditions deemed necessary for the project to conform to current District standards.

#### **G.14 NOTICE OF COMPLETION OF WORK, FINAL INSPECTIONS**

- a. Within 3 business days of completion of the work for which a NOSD permit was required under these standards, all in accordance with the approved construction drawings and District standards, the person or organization to whom the NOSD permit to do such work was issued shall cause to be submitted a written notice to the District Superintendent stating that the work has been completed and give such other information as may be required by the District, and request a preliminary final inspection of the work (*also see requirements relating to notice from the engineer-of-record under PWDS 1.14.c.3.p*).
- b. As a minimum, the following must be submitted to the District Superintendent or the District Engineer as applicable prior to the preliminary final inspection.
  - 1) All set property pins exposed and all property corners marked with lath (*partitions & subdivisions*).
  - 2) All easement limits (*except PUEs parallel with r/w*) marked with labeled lath.
  - 3) Paper copy of as-built drawings submitted to District Engineer a minimum of 48 hours prior to final inspection, including distance ties to all utility stub ends.
  - 4) Written copies of all required utility test reports (*compaction, mandrel, pressure, vacuum, etc.*), as well as video tapes of any required pipeline TV inspections.
  - 5) Completion report from design engineer including written copies of all utility test reports (*compaction, mandrel, pressure, vacuum, etc.*), as well as inspection reports of any required TV inspections. Submitted compaction tests shall include certification of engineered fills, baserock and AC pavement tests for streets and trench patching, as well as soil compaction results for all lots with fills.
  - 6) Certification that the areas within the building envelopes of all lots conform to compaction requirements of the UBC.
- c. Any corrective work items identified during the preliminary final inspection (*ie. punchlist items*) shall be completed prior to the District's conditional acceptance of any of the sewers or District utilities. Failure by the District to include items on the preliminary punchlist shall not, in any way, relieve the contractor from any obligation to perform the work in strict compliance with the approved plans and District standards. Additional items discovered during subsequent inspections must be corrected prior to provisional acceptance of the improvements by the District.

- d. Upon completion of all corrective work to the satisfaction of the District Superintendent and the District Engineer, including a final inspection by the District, the developer shall provide the following prior to provisional acceptance of the improvements by the District.
- 1) Full-size hard copy as-built drawings (*based from an as-built survey*) for Type B permitted improvements, as well as full sets of as-builts in electronic format (*pdf*) as summarized under PWDS 1.17.  
  
Full-size hard copy paper as-built drawings for Type A permitted improvements.
  - 2) Acceptable Warranty/Maintenance Bond (*or other security acceptable to the District*) valued at a minimum of twenty percent (20%) of the estimated construction costs for the public portion of the improvements completed under the NOSD permit.
    - a) Bond periods shall conform with the minimums below, unless longer periods are required by the District as noted under G.15.c.4.
    - b) Eighteen (18) months (*see G.15*).
    - c) The warranty period shall not commence until after the District has received recorded copies of all required easements and agreements, or prior to provisional acceptance of the sewer improvements by the District.
    - d) For reference, the District does not dictate which member of the development team must provide the required maintenance bonds (*ie. developer or contractor*), as this is a contract issue between the parties involved with the development project.  
  
However, as noted below, the warranty period for improvements constructed in conjunction with the development will not start prior to receipt of acceptable maintenance / warranty bonds (*and other required documentation*) by the District.  
  
In addition, regardless of who provides the warranty bond, any deficiencies or defects in the constructed improvements during the warranty period shall be promptly corrected by the contractor, upon notification by the District of the warranty issue.
  - 3) Other items required as conditions of the land use planning approval, where applicable.
- e. In no case shall the District issue written provisional acceptance of the work until recorded copies of all required easements & agreements, as-built drawings and warranty/maintenance bonds (*if required*) are submitted to and accepted by the

District. Final acceptance by the District shall not occur until the end of the warranty period.

**G.15 DISTRICT POLICY FOR ACCEPTING NEW OR RECONSTRUCTED SEWERS**

- a. The District will accept developer-built sanitary sewer improvements constructed in conformance with the District standards subject to the following procedures.
- b. After construction of the total project has been completed (*including completion of all roadways & access lanes as required by NOSD standards in order to provide maintenance access to sewer system improvements*), and after all final inspections have been completed, and after all required warranty/maintenance bonds and as-builts have been submitted and accepted by the District and any outstanding plan review or permit fees have been paid (*and after other items under G.14 have been provided, including recorded copies of all required easements & agreements*), the District Engineer will provide a memo to the District Superintendent recommending that the District provisionally accept the sanitary sewer system improvements, with final acceptance to occur at the end of the warranty period.
- c. 20% Warranty/Maintenance Bonds.
  - 1) Warranty/Maintenance Bonds (*or other security acceptable to the NOSD*) shall be provided by the Contractor or the Developer for the public portion of the improvements constructed under the NOSD sewer permit, as well as portions of the private improvements as noted below, valued at a minimum of twenty percent (20%) of the applicable construction costs.
- d. Warranty/Maintenance Bond Scope/Periods/Coverage.
  - 1) Warranty/Maintenance Bond periods shall commence upon the date of the notice of provisional acceptance by the District, with final acceptance to occur at the end of the warranty period. The warranty/maintenance bond periods and scope of work covered periods shall be as summarized below.
  - 2) The standard warranty period (*and the period for the associated maintenance bond*) for sanitary sewer system improvements that are NOT listed by the PWDS as “special items” for design by the PWDS shall be a minimum of 18 months from the date of provisional acceptance of the improvements by the District.
  - 3) The standard warranty period (*and the period for the associated maintenance bond*) for sanitary sewer system improvements that are listed by the PWDS as “special items” for design (*see PWDS 4.3*) shall be a minimum of 2 years from the date of provisional acceptance of the improvements by the District.
  - 4) Two (2) years from provisional acceptance by the NOSD for any utilities or

work within an ODOT right-of-way which required pavement cuts and/or pavement restoration (*warranty covering both utilities and/or paving/surface restoration*).

- 5) Any damage to the covered improvements during the warranty period shall be corrected prior to final acceptance by the District and release of the warranty and/or bonds, regardless of the cause of the damage.
- 6) The required warranty and bond period may be extended at the discretion of the District Superintendent if the District Superintendent or the District Engineer identify construction materials or methods that differ from District standards, but which the District does not require to be removed and replaced.
  - a) This authority granted to the District Superintendent shall in no way obligate the District to accept any work that is not constructed in full conformance with the approved plans and these standards, nor shall it be construed as establishing a precedent.
- e. Prior to the end of the warranty and bond period, District Superintendent and/or the District Engineer will make warranty inspection(s) and investigations as deemed necessary by the District to identify any defective work that must be corrected prior to final acceptance of the improvements by the District. The developer will be notified in writing of any required corrective work.
  - 1) All required corrective work shall be completed by no later than 21 days from the date of such written notification.
  - 2) Any delay in correcting the identified deficiencies will result in a delay in final acceptance by the District, and release of any warranty or bonds.

#### **G.16 PENALTY; CONTINUING VIOLATIONS**

- a. Failure to comply with any provision of these standards, or with any restrictions or conditions imposed hereunder, or failure to comply with the conditions of a NOSD construction permit issued by the District, shall subject the person, firm or corporation who violates, disobeys, omits, neglects, or refuses to comply with any of the provisions of these standards to civil penalties as prescribed herein.
- b. Offenses defined in these standards shall be punishable by a fine not to exceed \$250 per violation. Each and every day a violation is permitted to exist shall constitute a separate offense.
- c. A violation of the provisions of these standards is declared to be an offense, but not a crime. It is intended to be an offense which can be disposed of in all respects as a civil proceeding and not governed by procedural, evidentiary, substantive, and constitutional rules applicable to criminal charges and proceedings. A person adjudged responsible for an infraction shall not be deemed "guilty" of the infraction

and a judgment of responsibility shall not be deemed a "conviction" for any purpose.

- d. Notwithstanding anything in this section or any other ordinance to the contrary, no greater penalty shall be imposed for any violation of District ordinance than the maximum penalty prescribed under Oregon statute for the same act or omission.

**G.17 PRECONSTRUCTION CONFERENCE**

- a. Requirements relating to the Preconstruction Conference are outlined in Section 1.14 of the Public Works Design Standards (PWDS).

**G.18 VARIANCES TO CONSTRUCTION STANDARDS**

- a. Requests for variances to these Standards shall be based on the criteria and procedures outlined in PWDS 1.13.

**G.19 CONSTRUCTION INSPECTION & ENGINEER-OF-RECORD RESPONSIBILITIES**

- a. Construction inspection and responsibilities of the Engineer-of-Record shall generally conform to the procedures outlined in PWDS 1.15.
- b. Design or Drawing Revisions or Modifications. During construction, any revisions, modifications or changes proposed to the approved drawings and/or design must be requested in writing by the engineer-of-record, as summarized in PWDS 1.15.c.3.p.

**G.20 CONSTRUCTION SUBMITTALS BY CONTRACTOR**

- a. Construction submittals for materials & equipment incorporated into the work shall be submitted by the Contractor, and shall generally conform to the requirements outlined in Section G-01300 attached hereto.

**SECTION G-01300  
CONTRACTOR CONSTRUCTION SUBMITTALS**

**PART 1: GENERAL**

1.1 SCOPE

- a. Construction submittals for review by the District are required for all material & equipment which is incorporated into work covered under the PWDS or which will be turned over to the District for operation and maintenance, including but not limited to streets/sidewalks, water/sewer/storm drainage improvements, pump stations, treatment facilities (water, sewer or storm), storage reservoirs, bridges, etc.
- b. Delivery prior to approval of any material or equipment for which submittals are required will be at the Contractor's risk. Material or equipment for which submittals are required shall not be incorporated into the work until after the submittals have been reviewed and approved.
- c. Construction Submittal Format & Number of Copies.
  - 1) Contractor will be allowed to provide electronic/pdf copies of highlighted/marked-up submittals and associated submittal cover sheet, conditional upon submittals being complete and configured in accordance with the requirements of this section.
  - 2) If the Contractor fails to provide submittals in full conformance with this section, the District Superintendent and/or District Engineer may require all subsequent submittals to be submitted in hard copy format (three copies minimum).

1.2 GENERAL SUBMITTAL REQUIREMENTS

- a. Review by Engineer-of-Record Required.
  - 1) Unless otherwise approved in writing by the District Superintendent, all submittals to the District (*with the exception of the laboratory and test reports*) shall be first reviewed by the Engineer-of-Record, who is responsible to verify that the submittals conform with the approved design and with PWDS requirements before they are forwarded to the District for review. Direct submittals from contractors, subcontractors or suppliers will not be accepted by the District unless otherwise noted herein.
  - 2) Prior to submitting to the Engineer-of-Record, the Contractor shall carefully review the correctness and thoroughness of the material, verify all field measurements, and coordinate all aspects of each item being submitted.
  - 3) The Contractor shall carefully review and ensure that all submittals are tailored to the project by high lighting appropriate information and/or deleting or crossing out non-applicable information, and that all options and equipment furnished are indicated, and ensure that the submittal is otherwise organized and marked as required herein or in the individual specification sections as applicable.
  - 4) **The Contractor shall verify his/her review by affixing his/her stamp of approval and signature to the front page of each submittal package.**

- b. Direct Supplier/Subcontractor Submittals Not Accepted. All submittals to the District, with the exception of the laboratory test certificates, shall be made only after review by the Engineer-of-Record. Submittals from subcontractor or suppliers will not be accepted.
- c. Sequential Numbering. All submittal reports shall be numbered sequentially. Resubmittals shall be designated with the same number as the original submittal followed by a designation letter (ie. Submittal "5A" for the first resubmittal of submittal 5, Submittal "5B" for second, etc.).
- d. Specified Cover Sheet. All submittals shall be accompanied by a completed copy of the submittal report cover sheet included under Part 4 of this section.
- 1) A separate submittal report cover sheet shall be prepared for each submittal. Generally, items under a single PWDS division can be included on the same submittal report. Each submittal report shall clearly designate the PWDS division & section(s) that apply to the material or equipment being submitted on.
  - 2) A single submittal report shall not be used for items under different PWDS divisions.
  - 3) All submittal report cover sheets shall reference the item(s) that it covers, the applicable PWDS division & section(s), the Contractor's name, the Project title and location, and the date of submission. Submittal shall also indicate whether the information is for review and approval by the District, for record purposes or for the fulfillment of the operation and maintenance requirements.
- e. The Contractor shall provide copies of each submittal as follows unless otherwise directed by the District:
- 1) Material and Equipment Construction Submittals – Four (4) copies provided to District if pdf submittals are dis-allowed as noted above.
  - 2) Quality Control Submittals – The Contractor or the laboratory shall submit one copy of all test certificates, and calibration certificates directly to the following; District Superintendent and District Engineer.
  - 3) Informational Submittals – The Contractor shall submit one copy of all licenses and permits directly to the following; District Superintendent and District Engineer.
- f. Substitutions. Manufacturers submitting proposals for equipment which will require changes to the design shown on the Drawings or specified herein shall also include detailed information on structural, electrical, mechanical and other miscellaneous changes or modifications required to adapt their equipment to the design shown, or as specified below. Provision of such information or acceptance for review shall not be construed as approval of such substitute.
- g. Highlighting and/or Marking. All submittals shall be tailored to the project by highlighting appropriate information and/or deleting or crossing out non-applicable information (*as well as being marked, labeled or identified with where the product will be used, as applicable*). All options and equipment furnished shall be so indicated. .
- h. Complete Submittals Required. Failure to provide complete submittals, or failure to follow the instructions outlined in this section (*including but not limited to highlighting applicable information and/or crossing out non-applicable information*), will result in the incomplete submittal being returned to the Contractor without review, at the discretion of the District Engineer or the District Superintendent.

1.3 MATERIAL AND EQUIPMENT SUBMITTALS:

a. All Variances, Exceptions and/or Substitutions Shall be Noted.

- 1) If the proposed material or equipment includes modifications from standard requirements, features or options in the PWDS or on the drawings, these shall be clearly noted on the submittal.
  - a) Failure to note variances from the PWDS or drawing requirements may result in the submittal being returned to the Contractor without review, if the discrepancy is discovered by the NOSD.
- 2) Required Summary. At the front of each submittal package, the Contractor shall clearly indicate and list all exceptions, variances or substitutions from the requirements in the PWDS or on the Drawings (*any proposed changes, substitutions or differences of any kind*). as well as marking these on the applicable submittal page(s).
  - a) Contractor Responsibility. If the Contractor fails to clearly indicate all exceptions or variances from the requirements in the PWDS or on the Drawings as noted above, and these differences, exceptions or variances are not discovered by the NOSD during submittal review, the Contractor shall remain fully and completely responsible for correcting such discrepancies, regardless of when they are ultimately discovered, at no cost to the NOSD.

b. Material & Equipment Submittals. Submittals for all materials and equipment used by the Contractor in the performance of the work shall include the following as applicable.

- 1) Manufacturers' Literature: Literature indicating the compliance of the product with the Specifications shall be included with all submittals. This shall include catalog sheets and other descriptive bulletins. Manufacturer's literature shall also include, but not be limited to the following:
  - a) Manufacturer's catalog data
  - b) Materials of construction
  - c) Manufacturer's name and model number
  - d) Installation instructions and drawings
- 2) Manufacturers' or Suppliers' Certificates: Certificates shall state that the products have been sampled and tested in accordance with the proper industrial and governmental standards and meet the requirements of the approved design and the PWDS. An authorized agent of the manufacturer shall sign certificates.
- 3) Design Data: Design data shall include the calculations, supporting theories, safety factors and assumptions used in designing the product.
- 4) Samples: Samples shall be provided as required by this section or if noted on the drawings. Samples shall be of the precise material proposed to be furnished. The number of samples and sample size shall be of the industry standard unless otherwise stated.

- 5) Shop Drawings: Shop drawings shall include the following as applicable to the equipment or system along with any special requirements listed in the PWDS, approved drawings or directive from the District Superintendent:
- a) Scaled details
  - b) Scaled dimensional drawings
  - c) Sectional assembly drawings
  - d) Fabrication information
  - e) Wiring schematics with termination point identification if applicable.
  - f) Motor information if applicable.
  - g) Piping schematics if applicable.

#### 1.4 SUBSTITUTIONS

- a. Substitute items of material or equipment are those items which are determined by the District Superintendent NOT to qualify as an “or equal”, or which require any level of redesign work to incorporate into the project.
- b. Submittals for substitute materials or equipment shall include but not be limited to manufacturer's literature, design criteria, dimensions and installation instruction.
- c. The submittal shall include any certifications or test results required to demonstrate that the proposed materials or equipment meets the requirements of the specifications and is equivalent or better than the specified materials or equipment.
- d. If the substitution requires a change in the design (*including dimensional changes to any structure or other component*), the submittal shall include all pertinent design information and details for the required design change, with supporting documentation.

#### 1.5 QUALITY CONTROL SUBMITTALS

- a. Quality Control submittals are defined as those required by the PWDS to present documentary evidence to the District that the Contractor has satisfied certain requirements of the approved drawings or the PWDS. Such submittals may include but are not limited to:
  - 1) Laboratory Certificates: Certificates shall include the results of tests by an independent laboratory for comparison to Specification requirements, mix design data and approval, plan inspection reports and certification, and other required information from the laboratory. All information submitted shall be signed by an authorized agent of the laboratory.
  - 2) Installation and Calibration Certificates: Certificates shall be submitted for equipment as indicated in the individual sections. These certificates shall indicate manufacturer's satisfaction with the installation, the accuracy of calibration and alignment, and the operation of the equipment. An authorized agent of the manufacturer must sign such certificates.

#### 1.6 INFORMATIONAL SUBMITTALS & SUBMITTALS FOR RECORD

- a. Informational submittals formalize the flow of information between the Contractor and the District. Such submittals may include but are not limited to:
  - 1) Construction Schedules: Unless otherwise specified, the Contractor shall submit construction schedules as required in the PWDS.

- 2) Licenses and Permits: The Contractor shall obtain all licenses and permits required by Local, State and Federal laws and submit copies of them to the District, including but not limited to the following.
  - a) Copies of all construction permits and licenses required by all approving agencies, including as applicable cities, counties, state agencies, utility service districts, etc.
  - b) Copies of all structural, electrical, mechanical, and plumbing permits (as appropriate) required by all approving agencies.
  - c) Copies of County, ODOT and/or railroad right of entry permits (as applicable), including copies of permit conditions.

#### 1.7 NOSD REVIEW OF SUBMITTALS

- a. Except as may otherwise be indicated, the District will review the submittals with reasonable promptness for their compliance with the design concept and the PWDS and return each submittal to the Contractor with comments noted thereon. The District's maximum review period for each submittal or resubmittal will be 21 days.
- b. If the review indicates that the material or equipment is in general conformance with the design concept and complies with the Drawings and Specifications, submittal copies will be marked "REVIEWED". In this event the Contractor may begin to incorporate the material or equipment covered by the submittal.
- c. If the review indicates that limited corrections are required, the submittal will be marked "FURNISH AS CORRECTED". The Contractor may begin incorporating the material and equipment covered by the submittal in accordance with the noted corrections.
  - 1) Unless otherwise approved in writing by the District, the Contractor shall provide a written summary (*letter, memo or email*) confirming how each such "FURNISH AS CORRECTED" review comments will be addressed. A separate letter/memo/email shall be provided for each submittal (*subject line referencing the submittal number and title*), with confirmation of each applicable submittal review comment from the submittal review by the District, with numbering to match the applicable submittal review comment.
  - 2) If the requirement for written confirmation of "FURNISH AS CORRECTED" review comments is waived in writing by the District, no further action is required by the Contractor.
- d. If a submittal is returned marked "REVISE AND RESUBMIT", the Contractor shall revise it and shall resubmit the required number of copies to the District for review.
  - 1) Resubmittal of only portions of multi-page or multi-drawing submittals will not be allowed unless specifically requested or allowed by the District (in the submittal review). For example, if a Shop Drawing submittal consisting of 10 drawings contains one drawing noted as "REVISE AND RESUBMIT", the submittal as a whole is deemed "REVISE AND RESUBMIT", and 10 drawings are required to be resubmitted.
  - 2) However, if a submittal includes numerous different items, each of which was reviewed and commented on separately, only those noted as "REVISE AND RESUBMIT" need to be resubmitted.
- e. If a submittal is returned marked "REJECTED", it shall mean either that the proposed material or product does not satisfy the specification or the submittal is so incomplete that it

cannot be reviewed. In such cases, copies will be returned to the Contractor for correction. The Contractor shall then resubmit the required number of copies of the corrected submittal.

- 1) Any material or equipment on-site which is rejected by the District shall be removed from the job site by the Contractor within two (2) working days of notification of rejection of the submittal.
- f. Except at its own risk, the Contractor shall not undertake work covered by submittals marked as "REVISE AND RESUBMIT" or "REJECTED" until a new submittal is made and returned without exceptions.
- g. The District's review of submittals is only for general conformance with the design concept of the project and general compliance with the information given in the approved design and the PWDS. Corrections or comments made on the submittals or shop drawings during this review (or absence of such corrections or comments) do not relieve the Contractor from compliance with the requirements of the plans and specifications. Approval of a specific item shall not include approval of an assembly of which the item is a component. Contractor is responsible for dimensions to be confirmed and correlated at the job site; information that pertains solely to the fabrication processes or to the means, methods, techniques, sequences and procedures of construction; coordination of his or her work with that of all other trades; and for performing all work in a safe and satisfactory manner.
- h. In the event that multiple reviews are performed on the same submittal (*or portions of the same submittal*) due to revisions, clarifications, duplicate submittals or other reasons, all submittal review comments are complementary and what is noted by any submittal review iteration shall be as binding as if noted on all.

**PART 2: PRODUCTS**

None.

**PART 3: EXECUTION**

None.

**PART 4: SPECIAL PROVISIONS**

4.1 SUBMITTAL REPORT FORM

- a. See following pages:

**WESTECH ENGINEERING INC. SUBMITTAL REPORT**

PROJECT: \_\_\_\_\_

FROM (Contractor): \_\_\_\_\_

TO: NOSD District Superintendent & NOSD Engineer

COPIES: 1 for pdf submittals, or three (3) if hard copies are required by District Superintendent

SUBMITTAL NUMBER \_\_\_\_\_ (to be numbered sequentially by Contractor)

Category of Information being Submitted:

- EQUIPMENT/MATERIAL SUBMITTALS/SHOP DWGS  MANUFACTURER'S DATA
- REPORTS  METHOD STATEMENT  INFORMATION FOR RECORD
- SAMPLES  OTHER  OPERATIONS&MAINTENANCE INFO

DESCRIPTION: \_\_\_\_\_

PWDS Division & Section: \_\_\_\_\_

**CONTRACTOR:**

I hereby certify that the material submitted has been checked for compliance with the approved drawings and any exceptions have been clearly noted.

\_\_\_\_\_  
Signed (Contractor's authorized representative) Date

\_\_\_\_\_  
Printed Name Title

**ENGINEER-OF-RECORD:**

I hereby certify that I have reviewed this submittal, and it is in compliance with the design concept, the approved drawings and PWDS requirements, except as clearly noted.

\_\_\_\_\_  
Signed (Engineer of Record) Date

\*\*\*\*\*

**RESPONSE TO SUBMITTAL (by District):**

- REVIEWED  FURNISH AS CORRECTED  REJECTED
- REVISE AND RESUBMIT  SEE ATTACHED LETTER, \_\_\_\_/\_\_\_\_

Checking is only for general conformance with the design concept of the project and general compliance with the information given in the approved design and the PWDS. Corrections or comments made on the submittals or shop drawings during this review (or absence of such corrections or comments) do not relieve the contractor from compliance with the requirements of the plans and specifications. Approval of a specific item shall not include approval of an assembly of which the item is a component. Contractor is responsible for dimensions to be confirmed and correlated at the job site; information that pertains solely to the fabrication processes or to the means, methods, techniques, sequences and procedures of construction; coordination of his or her work with that of all other trades; and for performing all work in a safe and satisfactory manner.

\_\_\_\_\_  
Signed Date

\_\_\_\_\_  
Printed Name