



## VEOLIA REQUIRED STEPS FOR DEVELOPER PROJECTS

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The following is the procedure for the installation of a water network and facilities for a new Developer project within the Veolia Water Pennsylvania, Inc. (Veolia) Certificated Service Area. The Items are listed in the order required for the project to progress.

### ABILITY TO SERVE:

1. Developer Submits a request for ability to serve
  - a. Letter of request
  - b. A layout of subdivision and/or land development plan set, including phasing plan and site contours
  - c. Location map for site and directions to site
  - d. Completed meter and service sizing form or proposed water demands for each type of unit (gpm)
2. Veolia evaluates plan (Please allow 10-45 days for departmental review)
3. Veolia issues an Ability to Serve Letter: letter states conditions of service for proposed plan

### DESIGN:

1. Developer submits an electronic package to Veolia that includes **ALL** of the following: (all items must be included and submitted via link or email. (We will no longer accept CD's or USBs)
  - a. A copy, in AutoCAD 2023 or earlier, and if required a survey of the off-site water main extension route including a Subsurface Utility Engineering (SUE) to locate vertically and horizontally all subsurface utilities,
  - b. A copy of the approved subdivision plan signature page fully executed by Municipal Officials,
  - c. A letter from the local municipality official approving all proposed fire hydrant locations and that the local municipality agrees to pay Veolia the monthly fee for any public fire hydrants,
  - d. A letter from the fire suppression system designer stating the size of the fire service if a fire suppression system is required,
  - e. A check for \$1,000 payable to Veolia Water Pennsylvania, which is applied to the cost of the water main design. The \$1,000 is non-refundable; however, it will be applied to the final cost of the project.
2. A final water design will be completed by Veolia and emailed to the developer, and will be the **ONLY** acceptable design used for bidding and construction of the proposed water network. Depending on the size of the project, a final design can take anywhere from 120-180 days to complete once all information is received.
3. The Developer is responsible for all required permitting. Application packages shall be completed and submitted to Veolia for review and signature prior to submitting to approval agencies.
4. Developer selects a Veolia prequalified contractor, no exceptions and enters into a contract with contractor

### WATER MAIN EXTENSION AGREEMENT:

1. A Veolia Preliminary Cost Summary must be forwarded to Veolia Engineering.
2. The submitted Preliminary Cost Summary will be used to create a Water Main Extension Agreement for the proposed subdivision. The construction deposit costs include Veolia overheads, which are based on the total cost of the supply and installation of the proposed water network including water main, public fire hydrants, services from the water main to and including the curb stop, any other water facilities such as pump stations, tanks, PRV's etc. and inspection fees. The \$1,000 design deposit will be deducted from the total construction deposit. Veolia will send the prepared Agreement to the Developer for signature.
3. Developer returns the following to Veolia
  - a. Signed Water Main Extension Agreement for a Non-Bona Fide Customer with the Preliminary Memorandum
  - b. A check for the total amount due
  - c. Permits (if applicable)
  - d. Fully executed Veolia Easement Agreement if any water facilities that will be owned by Veolia are being installed on private property.



*At this point the pre-construction meeting can be scheduled by the Developer/Developer's Contractor.*

**CONSTRUCTION:**

1. Veolia schedules the preconstruction meeting with all appropriate representatives. The following is required for the meeting:
  - a. All material on site for inspection,
  - b. Verification that Veolia safety cards have been issued to all workers,
  - c. Copy of the latest edition of the Veolia Specification Manual on site,
  - d. Proof of Veolia required GPS equipment owned by Contractor and of Veolia approved training of GPS procedure and equipment operation,
  - e. All permits on site for inspection
  - f. Project schedule for review,
  - g. Plan for tie-ins, including scheduling and notification of tie-ins
2. Construction
  - a. Any tie-ins that need to be made will be scheduled in advance with Veolia Construction Coordinator and Project Manager. Customers must be notified 48 hours in advance.
  - b. Pressure tests will be performed by or under the direction of Veolia on all new main segments.
  - c. Any proposed field changes from the Veolia design must be approved by Veolia prior to work being done.

**CLOSE OUT:**

1. Upon completion of the project, the Developer must submit **ALL** of the following to Veolia in **ONE** package.
  - a. A Veolia Final Cost Summary Form
  - b. GPS data per current Veolia specifications
  - c. Record of Service spreadsheet (ROS) listing all details for each water service curb stop installed.
    - Must include USPS verified address for each lot
2. Veolia will inspect the project and develop a punch list of corrections to be completed prior to acceptance by Veolia. When the corrections are completed Veolia will re-inspect the project. If acceptable, Veolia will flush and test the system for bacteria contamination.
3. When the bacteria test is completed and prior to activation the Developer will provide the following to Veolia:
  - a. Maintenance Bond or letter of credit for a two (2) year period from the date of Veolia acceptance.
  - b. The Bill of Sale
4. Once all above are received, Veolia will activate the water main. There are no exceptions.

**MAINTENANCE BOND RELEASE:**

1. Veolia will conduct a final inspection of the project prior to the maintenance bond expiration date. If deficiencies are found a punch list of corrections that need completed will be developed and forwarded to the Developer. When the corrections are completed the project will be re-inspected by Veolia. When the project passes inspection the maintenance bond will be released to the developer.

**CONTACT:**

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