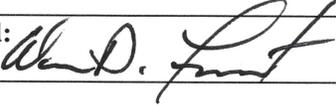




Tucson Water Standard Operating Procedure

Subject: Tucson Water Construction Management Project Inspection		SOP Number: 1	SOP Original Date: 8/27/14
Author: Tucson Water Construction Manager		SOP Revised Date:	
Division: Director's Office	Approved: 	Page Number 1 of 4	

I. Purpose:

This document will serve as Tucson Water's policy to describe and document the duties of a Tucson Water Construction Inspector for all types of projects inspected and documented by the Tucson Water Construction section. The intent is to establish the procedure for inspecting and documenting all potable and reclaimed water production and distribution projects, which include all Capital Improvement Projects (CIP) in addition to developer financed and state and local transportation modifications (MOD) projects. The inspection and documentation process shall ensure compliance with approved plans, contractual requirements and standards and specifications in accordance with all applicable city, state, and federal water regulations. The purpose of this policy is to obtain the highest quality constructed project possible for Tucson Water with the lowest amount of claims, change orders, and or cost over runs.

II. Definitions:

- **Project Manager (PM) of a Construction Project** – The person who oversees a project beginning with its design. The PM may be a registered professional engineer, a senior engineering associate, a hydrologist, or an engineering manager.
- **Project Inspector (Inspector)** – The person responsible for inspecting the construction of the project. The Inspector may be a Tucson Water Department construction inspector, a registered professional engineer, a senior engineering associate, or another person to whom construction inspection has been assigned.
- **Construction Section Engineering Manager (CM)** – The supervisor of Tucson Water's construction section, responsible for the department's construction inspectors, land surveyors, and other staff.
- **As-Builts** – Hard copy construction drawings consisting of various work orders and construction plans showing modifications and additions to the original engineering design plans for water system assets and confirmed to be "as-built" by the assigned project inspector.
- **Maintenance** – Tucson Water division that maintains the water system. Construction inspectors communicate with Maintenance to schedule and perform water main shut downs and partial system shut downs for project tie-ins and repairs.
- **Water Quality and Operations** – Tucson Water division that operates the water system. Construction inspectors communicate with Operations before and during shut downs and tie- ins to ensure water supply issues are addressed and water service is not interrupted.



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II. Definitions (continued):

- **Contractor** – A person or company that enters into a contract to provide materials and/or labor to perform a service or job.
- **Developer**- Any person, company or corporation responsible for the design and installation of an improvement project to serve their property.
- **Pre-Construction Meeting** – A scheduled meeting with the contractor, Tucson Water Construction Management, the design engineer, and any other involved agencies to discuss meeting schedules, work procedures, contact information, and submittals processes prior to beginning construction of the project.
- **Notice to Proceed**- Approval to begin construction.
- **Public Information Office**- Tucson Water section responsible for notifying customers of scheduled water interruptions for active projects.
- **Pre-Construction Valve Inspection** – An inspection performed by Maintenance of all existing valves required to complete a project.
- **Project Progress Reports** – A daily report maintained by the inspector and entered into the project file upon completion of the project.
- **Substantial Completion** – Written notice to the contractor stating that Tucson Water acknowledges the readiness of the project or portions thereof for beneficial occupancy or use, and setting in motion the 30-day clock to complete all work on the project.

III. Policy:

Tucson Water Construction Inspection policy comprises a series of procedures that must be implemented in order to ensure a successful project. The procedures are listed in chronological order with a detailed attachment for each as needed.

1. **Project File** – In order for a project to begin, a project file must be established in the Tucson Water Construction Section. The project file will include project number, project plans, project description, procurement contract or construction agreement, Pima County Department of Environmental Quality (PDEQ) “Approval to Construct” letter, project layout drawings as detailed in Tucson Water Standard Specifications and Details 2011, SD-105, pipe bedding sieve analysis and plasticity results, and a “Notice to Proceed” (NTP) letter issued from the Tucson Water Construction Section Engineering Manager.



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III. Policy: (continued):

- 2. Pre-Construction Meeting** –A Pre-Construction meeting will be scheduled after the project file includes a project number, approved project plans, procurement contract or construction agreement, and Pima County Department of Environmental Quality (PDEQ) “Approval to Construct” letter. The meeting will be held on the project site or at a location designated by the developer or agency that is responsible for the project. Pre-Construction Meeting documents are attached as Appendix A.
- 3. Notice to Proceed (NTP)** - A Pre-Construction Meeting must take place prior to a Notice to Proceed. A NTP will be issued after all Construction Water/Inspection fees are paid, and after the Construction Inspector approves the layout drawings and sieve analysis with plasticity index.
- 4. Pre-Construction Valve Inspection** – A Pre-Construction valve inspection will be requested by the Planning and Engineering Design (P&E) section engineer at the 50% design review level. A work order will be entered and all valves associated with the proposed design will be identified for inspection. Tucson Water Maintenance staff will perform the valve inspection and issue the report and asset list to the P&E design and construction sections. The Construction Section Engineering Manager will ensure the valve inspection is scheduled by the design engineer for the project during the 50% completion review of the project.
- 5. Inspection Procedures and Documentation during Construction** - All construction and inspections shall conform to the latest edition of the Tucson Water Standard Specifications and Details including the procedures detailed in SD-105. Inspection shall take place daily during active construction and be recorded at the end of the day on Tucson Water Construction Management Progress Reports. Daily entries on the Progress Reports shall contain the inspector's name, project name, contractor and superintendent name, project plan number, and dates the report is covering, description of work, weather, and estimated project completion percentage. Description of work will include project stationing, material description, material size, and type of installation or method of construction (valve, piping, restraints, taps, tracer wire, pressure class, concrete, excavation, backfill, shading, etc.), footage or yardage per day, equipment on site, any conflicts, photos or videos as needed, and a signature. Any conflict that is unresolved by the assigned inspector should be reported to the Lead Inspector the day it is identified. The Progress Report form is included in Appendix B.
- 6. Non-Conformance Report** – When a conflict, nonconformance to specifications issue, or poor contractor performance issue cannot be resolved by the Construction Inspector, Lead Inspector or Contractor Superintendent, the Lead Inspector will notify the Construction Section Engineering Manager (CM) and the City of Tucson Procurement Contract Officer. The CM will schedule a meeting with the contractor and a Non-Conformance Report (NCR) shall be issued to the contractor and the Tucson Water Planning and Engineering Division Administrator. The NCR



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IV. Policy: (continued):

Non-Conformance Report (continued)

should list the date, the problem, proposed solutions, and be signed by the Inspector, Construction Section Engineering Manager and the contractor's on site superintendent. If the incident is not resolved within 48 hours, the City of Tucson Procurement Contract Officer will be notified and the project will be stopped and not restarted until resolution is achieved. For developer projects, the developer will be notified. The Non-Conformance form is attached in Appendix C.

- 7. O&M Valve Shut Downs** – Proper O&M Valve shut downs are an essential component to a successful project. The Tucson Water Maintenance Supervisor and Operations Supervisor for the project area will be invited to attend the project Pre-Construction Meeting as detailed in Item 2 above. In the Pre-Construction Meeting, the Construction Inspector will verify with the Operations and Maintenance Supervisors that the Pre-Con Valve Inspection was performed for the project as detailed in Item 4 above and that water supply will not be interrupted during the shut-down procedures. If a service interruption cannot be avoided during shutdown, the Inspector will ensure proper notification to the affected customers through the TW Public Information Office. In addition, during the meeting, the O&M valve shut down and pipeline tie-in procedures will be reviewed with the Inspector, Operations and Maintenance Supervisors, and the contractor's superintendent using the O&M Valve Shut-Down Procedures presented in Appendix D.
- 8. Project Final Inspection and Acceptance** – Upon completion of a project, the Construction Inspector, Lead Inspector, and contractor's superintendent will review the project and ensure it is complete. If items need correction, an item punch list will be issued. Micro-biological test data, pressure test form, ADEQ forms, Substantial Completion Form and a final acceptance letter will be submitted to the Construction Management office. A Punch List and Substantial Completion form are attached in Appendix E.
- 9. As-Builts** – At the completion of a capital, modification or developer financed project, the Inspector will receive final revised drawings from the project manager or design engineer. The drawings will be reviewed and any additional changes performed on the project and not provided on the drawings will be added using drafting material in a neat, legible format. In addition, the inspector will ensure all valves are tied to a proper station reference on the drawing and provide reference valve ties to permanent monuments (power poles, structures, etc.) using measured distances and at least two monument references per valve. The as-builts will be submitted to the Construction Management section by the Inspector within 45 days of project final acceptance.
- 10. Final Review-** The as-built drawings, progress reports, and final acceptance documents will be submitted to the Construction Manager for final submittal review and approval before submission to ADEQ.

APPENDIX A

PRE-CONSTRUCTION MEETING DOCUMENTS



TUCSON WATER CONSTRUCTION SECTION

PRE-CONSTRUCTION MEETING

Plan# _____ Contract# _____ Date: _____

Contractor: _____

Project Name: _____

REPRESENTATIVE	ORGANIZATION	PHONE NUMBER	EMAIL ADDRESS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



TUCSON WATER CONSTRUCTION SECTION

CONTRACTOR CHECKLIST FOR TUCSON WATER CAPITAL IMPROVEMENT PROJECTS

Page 1 of 2

PAY ESTIMATES

1. All information shall be typewritten or typed, not hand written. “Crossed out” items will not be accepted. All blanks on the Pay Estimate form must be filled out, regardless of the number of pages required. The complete form must be used if multiple pages are needed. The Contractor’s signature shall be affixed to the last page of the estimate documents. Reference information, related to **Completion Date, Contract days Remaining and Total Contract Days**, shall be noted at the lower right hand corner of the Pay Request. Incomplete submittals will be returned to the Contractor.
2. All bid items shall be listed on the Pay Estimate, whether work has been accomplished or not. In addition, all Change Orders shall be identified in sequential order, reflecting percent completed.
3. Pay estimate should be printed on **blue legal size paper**. Forms shall be submitted to the Tucson Water Inspector. The Inspector will review the document for accuracy of quantities. If quantities differ from that accounted for by the Inspector, it will be returned to the Contractor forthwith to avoid delays. If acceptable, the Inspector will initial the cover page and transmit all documents to the Construction Office for processing.
4. Bid item overages must be accounted for by the formal **Change Order** process. The contractor must coordinate **all** material increases with the Inspector and Manager, **prior to performing the work**. If authorized, the project Manager shall prepare a *Design Change Authorization* identifying the nature of work added or deleted and the mutually acceptable monetary increase or decrease for the work. The construction Section will contiguously prepare a formal *Change Order* to officiate alterations. **Minor** increase to the bid items may be authorized by the inspector, without requiring a Change Order. If the Inspector chooses this option, the contractor shall reflect approved increases on the appropriate bid items. The Contractor may bill for change Orders after work has been satisfactorily completed and after ratified by the city.

5. If desired, *Substitute Securities* may be submitted by the contractor in lieu of *Retention* withheld by the city. The contractor may choose one of the two following options when utilizing Substitute Securities.
 - A) Securities may be submitted with the **first** Pay Estimate and shall reflect an amount of ten (TEN) percent of the total contract sum.
 - B) Securities may be submitted with **each** Pay Estimate and shall total ten (10) percent of the dollar amount invoiced by the respective Pay Request.
6. When Work completed exceeds fifty (50) percent, the Contractor may request a reduction in *Retention or Substitute Securities* to five (5) percent. The request must be submitted to the Construction Manager. Approval is granted only if satisfactory progress is made, per ARS§34-221.C.3. If at any time the owner determines satisfactory progress is not being made, the ten (10) percent retention shall be reinstated for all progress payments made under the contract subsequent to the determination.
7. The **Final Pay Request** may be submitted after **Final Acceptance** has been granted by Tucson Water. All Lien Waivers and Consent of Surety must also be submitted.

Thank you for your assistance. If you have any questions, please call 791-2665.



TUCSON WATER CONSTRUCTION SECTION MISCELLANEOUS INSTRUCTIONS

1. The Contractor shall provide the inspector with a construction schedule prior to beginning construction. The schedule shall be updated periodically to reflect ongoing progress.
2. The contractor must obtain, in writing, any changes in the contract work requested by other agencies. The changes must then be submitted to Tucson Water (TW) for approval from TW. Without TW approval, there will be no compensation from Tucson Water for work done.
3. Complaints must be handled in a timely fashion. Should TW determine the contractor is nonresponsive, TW will issue a written stop-work order. This stop work will remain in effect until TW is notified that the complaint has been satisfied. Any contract work done when the stop work order is in effect will be rejected, removed and redone at the contractor's expense. According to standard conditions, payment may also be withheld pending resolution of claims.
4. Contract documents that require requests for time extensions must be submitted in writing within 7 days of the beginning of the delay. TW will not accept requests for time extensions that are not submitted within the billing period.
5. All pay estimates must be submitted to the inspector first. Submittal at any other location will result in delays in payment.
6. Field change authorizations and design change authorizations are not authorization for billing purposes; they are authorization to proceed with the work. Change orders will not be prepared until the work is completed, satisfactory backup information is provided and the final cost is determined. This information will be returned to the contractor upon acceptance of the change order.
7. As a fuel and time saving measure, regular inspections will be discontinued on any project that is inactive for two consecutive work days. The contractor must notify the inspector a minimum of 24 hours prior to returning to work. Any work done prior to the resumption of inspection will be rejected, removed and redone.
8. When compaction testing is being provided by the contractor, the inspector must be notified by the contractor of the time and area to be tested. The inspector does not need to be present during testing but must be notified. Compaction test results must accompany the request for payment form for the area being billed, or the request will not be accepted.
9. On projects where TW is providing construction staking, the project inspector shall handle all communication with the survey crew. This includes, but is not limited to, staking schedule, re-staking, etc.
10. If determined necessary by TW, weekly meetings will be held on each project. All pertinent personnel from the contractor and TW must be present. Minutes will be taken and copies distributed to the appropriate parties.
11. All correspondence submitted, MUST have a Tucson Water plan number on it.



TUCSON WATER CONSTRUCTION SECTION PRE-CONSTRUCTION INFORMATION SHEET

Inspector: _____

Project Name: _____

Plan#: _____

Pre-construction Meeting Date: _____

Contractor: _____

Contractor License: _____

License Classification: _____

(A, A-12, A-16, K-80, KA)

Contractor Office Address: _____

Contractor Office Phone: _____ FAX: _____

Contractor Emergency Phone: _____

Foreman's Name: _____

Foreman's Home Phone: _____ Mobile: _____

Contractor's 24 Hour Number*: _____

*Note: This number must be manned around the clock. No answering machines may be used for 24 hour phones.



TUCSON WATER CONSTRUCTION SECTION *INSPECTION CHECKLIST*

ITEMS THAT NEED INSPECTION BEFORE BACKFILLING

- ✓ TRENCH DEPTH AND LOCATION(STAKES REQUIRED)
- ✓ BEDDING MATERIAL
- ✓ PIPE AND FITTINGS WITH ALL RESTRAINTS
- ✓ FIRE HYDRANT AND DRAIN VALVE ASSEMBLIES
- ✓ ALL SERVICES INCLUDING TAPPING METHODS
- ✓ TAPPING SLEEVES/HOT TAPS/TIE-INS-SCHEDULE WITH INSPECTOR
- ✓ TRACER WIRE
- ✓ ALL BACKFILL MATERIAL PRIOR TO BACKFILLING

**All material must be inspected and approved prior to installation*

NOTES REGARDING PRESSURE TESTING

- ✓ CONTRACTOR MUST PASS PRE-TEST ON ALL NEW WATER LINES BEFORE SCHEDULING OFFICIAL TEST WITH INSPECTOR
- ✓ CONTRACTOR MUST NOTIFY INSPECTOR OF ANY FAILURES, AND ALL REPAIRS MUST BE INSPECTED PRIOR TO BACKFILL.

ITEMS THAT MUST BE COMPLETED PRIOR TO BAC-T SAMPLE.

- ✓ WATER LINE SECTION PASSED PRESSURE TEST
- ✓ WATERLINE SECTION HAS PASSED CHLORINATION REQUIREMENTS (24 HOUR RETENTION @50PPM)
- ✓ CHLORINE FLUSHED FROM LINE

ITEMS THAT NEED COMPLETION FOR FIELD FINAL

- ✓ FIRE HYDRANT WITH OPERATIONAL TEST
- ✓ TURN COUNT ON VALVES 16" AND LARGER
- ✓ PAVEMENT PATCHES(IF REQUIRED)
- ✓ VALVE, ARV & DVA BOX INSTALLATION
- ✓ ALL WORK SHOWN ON PLANS OR IN SD-105(TW SPEC BOOK)
- ✓ PASSING PRESSURE AND BACTERIA TEST
- ✓ TRACER WIRE REPORT
- ✓ ALL ITEMS ON PUNCHLIST/WALKTHRU COMPLETE WITH INSPECTORS APPROVAL.
- ✓ ALL PLAN REVISIONS COMPLETE AND APPROVED

**Meters will not be released until final acceptance of the project*

Contractor signature

Date

Tucson Water Developer Project Procedures

Note: The Plan Number is used to identify all portions of this project. When calling with questions about this project you MUST have the plan number to expedite information.

Developer financed Plans are reviewed and approved by Tucson Water's New Development Area. Upon approval of the plans by New Development, the approved Plans are forwarded to the Construction Section.

An Approval to Construct (ATC) is required before construction of the project can begin. The ATC is an Arizona Department of Environmental Quality (ADEQ) and Pima County Department of Environmental Quality (PDEQ) requirement as stated under Arizona Administrative Code R18-4-505 and must be submitted to the Construction Section prior to scheduling the Pre-Construction meeting. David Amash of PDEQ can be contacted at 243-7400 if there are any question on the ATC. Projects which meet the criteria under R18-4-505.B.3 or 4 will be exempt from PDEQ plan review, although an exemption letter from that department is still required. **Include a copy of the projects Master Plan "Has Been Approved" letter when making application to PDEQ.**

Pre-Construction Meeting Requirements:

- Approved Plans
- Signed Construction Agreement (Document originates from Tucson Water New Development Section. Must be signed by the Developer, notarized and returned to New Development.)
- Certificate of Approval to Construct or Waiver Letter (Documents originate from PDEQ, see above*)

Notice-to-Proceed Requirements:

- The Tucson Water Standard Specifications & Details (on-site at all times)
- Pre-Construction Meeting on-site
- Construction Water Fee and Construction Inspection Fee have been paid
- Tucson Water Inspector approved Layout/Cut Sheets and Bedding Material Certification (dated within 30 days of Notice-to-Proceed) can be faxed to 791-4608, brought to the Pre-Construction Meeting, or mailed to:

Tucson Water / Construction Section
310 W. Alameda, Room 109
Tucson, AZ 85701

Changes to Approved Plan are not be permitted without:

- Approved set of Revised Plans or approval of Tucson Water Construction Section.
- If plan revision consists of "phasing" of the project, this approved revision must be submitted to PDEQ.

Final Acceptance Requirements:

- Bacteria test taken and passed
- Inspector has given Field Final
- Water Easements recorded (if any)
- Protected Main Fees Paid (if any)
- Well abandonment papers received and approved (if any)
- Completion of all Corrosion Requirements (if any) in Accordance with SD-700
- Completion of any Special Requirements noted on plans or in the Construction Agreement

Note: Passing a Bacteria Test will not release meters – METERS WILL NOT BE RELEASED UNTIL FINAL ACCEPTANCE OF THE PROJECT. Before applying for a meter please contact the Project Inspector to see if all the requirements have been met.

Inactivity on projects with a Notice-to-Proceed:

- Once work commences on a project, it will receive daily inspection (Mon – Fri – Holidays excluded)
- After two (2) consecutive work days of inactivity, daily inspection will cease
Unless notified by the contractor
- Any work done while inspection is discontinued will be rejected and removed
- Inspection will not recommence until the inspector has received 24 hour notice of work continuing

These items are covered in the Construction Agreement or in the Tucson Water Standard Specifications and Details (see SD-105). If conditions for Final Acceptance are not met, the project will not be accepted and meters will not be issued.

Any changes to Developer's name and/or address MUST be reported to New Development immediately.



TUCSON WATER CONSTRUCTION SECTION

CONSTRUCTION STAKING REQUEST FORM

Contractor: _____ Pre-con Meeting: _____

Project Name: _____ Starting Date: _____

Plan# _____ Account# _____

Survey Request# _____ Field Book# _____

Crew: _____

STAKING INSTRUCTION

OFFSET DIRECTION _____ OFFSET DISTANCE _____

LEFT _____ RIGHT _____

STARTING LOCATION _____

INSPECTOR: _____

SPECIAL INSTRUCTIONS: _____

APPENDIX B
PROGRESS REPORT FORM



TUCSON WATER CONSTRUCTION SECTION

PROGRESS REPORT

JOB NAME:
CONTRACTOR:
REPORT #:
PLAN#

SUPERINTENDENT:
CONTRACT#
DATE:

Inspector: _____ Completion _____ %

APPENDIX C
NON-CONFORMANCE REPORT



TUCSON WATER CONSTRUCTION SECTION NONCONFORMANCE REPORT

PROJECT ISSUE:

PROPOSED SOLUTION:

ACKNOWLEDGMENT:

Inspector: _____ Date: _____

Construction Manager: _____ Date: _____

Project Superintendent: _____ Date: _____

APPENDIX D

TUCSON WATER VALVE SHUT DOWN PROCEDURES

Tucson Water Valve Shut Downs

Tucson Water Work Requests

1. Maintenance will receive an O&M valve work order.
2. The supervisor will put in the activity log when he has received the O&M work order and he will then assign it to an employee.
3. Maintenance crews will inspect, clean, turn and repair or replace valves if necessary. If the valve cannot be repaired or replaced by Maintenance crews, the Maintenance division will notify the Construction Manager and have the Contractor replace or repair the valve.
4. Maintenance crews will finish work order tasks.
5. Maintenance crews will put in the activity log when completed and give the completed work order to Support Services.
6. Support Services will put in the activity log when sent to La Entrada.
7. The Maintenance Assistant Superintendent and Construction Supervisor will review completed O&M work requests together to ascertain if any further work is required.

Tucson Water Valve Shut Down Requests

1. Inspector will create a work request to perform any valve shutdown. Task one will be assigned to Inspector. Inspector finalizes the work and finishes the work order after all tasks are completed.
2. Once the work order is created, the Inspector will create a task for each specific shutdown. The task will include the address, asset identification number, number of valves and size.
3. When the Maintenance crews complete the work the crews will close the work order task.
4. The Inspector, Supervisor and Contractor will review the valves that need to be shut down and include a fire hydrant opening to ensure the shut down is acceptable.
5. The Inspector will create a task to do a mock shutdown for a specific address.
6. The Inspector will give a **minimum of two week notice** and follow up with a phone call to the Supervisor.
7. If the work does not allow the two week time frame; the Inspector will call the Supervisor. Together they will work on the shutdown to define the emergency.
8. The Supervisor will notify the customers of the mock shutdown.
9. The Maintenance crews will shut the valves needed and leave a control valve to perform the mock shutdown. They will go to backups if necessary.
10. The Supervisor will let the Inspector know when ready to perform the mock shutdown.
11. The Inspector will set a meeting with the Contractor. Supervisor and self to witness the mock shutdown.
12. The Inspector and Contractor will then agree to shutdown or not. Once the shutdown is agreed upon; the Inspector and Contractor will notify customers when ready to perform the work.
13. Supervisor will have the crews shut the valves and leave a control valve for the Inspector to close. The Maintenance Supervisor will make a truck available or provide a crew to do the shutdown on a case by case basis. The Supervisor will provide a crew to shut the valves if there are more than three valves larger than 12 inches and /or if the valves need an actuator to turn them due to the amount of torque required to operate the valve.
14. Once the work is completed, the crews will close the work order task and the Inspector finishes his task which will close the work order.

APPENDIX E

PROJECT FINAL INSPECTION AND ACCEPTANCE FORMS



TUCSON WATER CONSTRUCTION SECTION

Notice of Substantial Completion

PROJECT NAME: _____

PLAN NUMBER: _____

CONTRACT NUMBER: _____

NOTICE TO PROCEED: _____

ORIGINAL COMPLETION DATE: _____

ADJUSTED COMPLETION DATE: _____

CONTRACTOR: _____

INSPECTOR: _____

SUBSTANTIAL COMPLETION GRANTED ON _____ (DATE)

CONTRACTOR SIGNATURE

INSPECTOR SIGNATURE



MEMORANDUM

TO: PROJECT FILE

DATE:

FROM: Eddie Frias
Tim Jacobs
Mike Ross

ON THIS DATE A FINAL INSPECTION WAS HELD ON THE FOLLOWING PROJECT AND IS READY TO FINAL:

Project Name: _____

Contract: _____

Plan: _____

Inspector: _____

Contractor: _____