

SUBMITTAL PROCESS AND REVIEW SCHEDULE

Section 1. PURPOSE

This policy is to inform the development community on what to expect from the Bedford Regional Water Authority (“Authority”) with respect to the submission of plans, plats, and drawings as well as providing an estimated schedule for the review period schedules.

Section 2. OVERVIEW

- A. All submittals shall be stamped by the Authority with the date and time that they were received by the Authority.
- B. All submittals are to be reviewed in the order in which they are received. The first items submitted are the first items to be reviewed.
- C. Submittals for review will typically require the review period as noted below:

Submittal Type	Estimated Review Period
Preliminary Plans/Plats	15 Business Days (3 Weeks)
Site Plans	15 Business Days (3 Weeks)
Plats (for Review)	15 Business Days (3 Weeks)
As-Built Drawings	15 Business Days (3 Weeks)
Shop Drawing Submittals	15 Business Days (3 Weeks)
Design Plans	30 Days (See Section 3 Below)
Plats (for Signature/Approval)	5 Business Days (1 Week)
Courtesy Pre-Reviews	See Section 3 Below

- D. Plat and Site Plan submittals must be accompanied by a Planning Department reference number.
- E. Engineers and Developers are encouraged to pay close attention to Authority design standards and review checklists to avoid delays in the review process.
- F. Appointments are required to meet with Authority Engineering Staff Members to review a project.

Section 3. DESIGN PLAN REVIEW

- A. Design Plan review periods will likely vary depending on current workloads and design size and complexity. When a Design Plan appears to be more involved than average, as a courtesy, the person who made the submittal will be contacted with the estimated review time (45 days, 60 days, etc.). For an average submittal, the goal will be to generate review comments within 30

SUBMITTAL PROCESS AND REVIEW SCHEDULE

days. Subsequent revised submittals for the project will be reviewed within the standard three (3) week review period.

- B. Initial review comments may be issued and discussed at an informal meeting scheduled between the Authority Staff Member and the Engineer performing the design. This meeting will be scheduled by the reviewing Authority Staff Member at the request of either party. To make this meeting most efficient, only those involved directly with design should be included.
- C. For subsequent review submittals, the Engineering Consultant may request a meeting with the Authority Staff Member performing the review upon re-submittal. At this meeting, the Authority Staff Member will verify that previous comments have been addressed satisfactorily and may then require further office review by Inspection and Maintenance Staff prior to plan approval. If any previous comment is determined to not have been adequately addressed, the plans will be returned immediately to the Engineer for corrections.
- D. Courtesy Pre-Reviews: Courtesy Pre-Reviews can be submitted and/or discussed in an informal meeting at the Engineering Staff's discretion and availability. Review period will be determined on a case by case basis depending on workload and complexity of the submittal.
- E. Electronic Submittals: Electronic submittals will be considered a courtesy review. These will be reviewed as time permits, not in the order received as regular submittals. These will not be considered for Standard Design review. Generally, electronic submittals for review should be limited to a specific area needing clarification prior to formal plan submittal.

Section 4. PLAT REVIEW

- A. Plats for Signature/Approval: The Bedford County Planning Department routinely handles the distribution of plats with the Authority. Multiple page signature plats will only be accepted and signed if delivered to the Authority office by the Bedford County Planning Department. Single page plats with alterations will not be accepted unless directly routed through Bedford County Planning Department.

Section 5. FEES

- A. Review fees will be per the current Rate policy and are explained in the Rate Information policy.
- B. Re-review fees will be per the current Rate policy and are explained in the Rate Information policy.

Section 6. REVISIONS

- A. This policy was approved and adopted by the Authority's Executive Director on April 23, 2013, effective July 1, 2013.

DEVELOPER PROJECT CHECKLIST – NOT AUTHORITY OWNED

Section 1. PURPOSE

This policy is to explain the review process that the Bedford Regional Water Authority (“Authority”) utilizes for water and sewer developer projects being planned outside the service areas of the Authority that will not become part of the Authority’s system.

Section 2. PROJECT CHECKLIST

The checklist that will be utilized by the Authority for the review of the project will be similar to that which is shown below.

PHASE 1 – REVIEW/DESIGN

1.	<p>PRELIMINARY REVIEW</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Initial plans are submitted for review along with the Base Project Review Fee. <input checked="" type="checkbox"/> Bedford Regional Water Authority (“Authority”) performs a preliminary review of the site plan of the proposed development. <input checked="" type="checkbox"/> Water/sewer plans are submitted for review to the Authority by the Developer’s design engineer.
2.	<p>DEVELOPER PACKAGE</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Developer package, including assessment of review and inspection fees (Project Fees), is mailed to developer. • The developer package includes the following documents: <ul style="list-style-type: none"> • Cover Letter (including assessment of Project Fees) • Review Schedule and Process Guidelines • Developer Project Checklist • Developer Agreement • Surveyed As-Built Requirements • Comments generated from the initial review of the water/sewer design plans are included with the developer package.
3.	<p>REVIEW FEES</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Developer submits an executed Developer Agreement to the Authority including payment of Review Fees. • Review Fees are assessed at the current rates per foot of waterline 3-inches in diameter and greater, and per foot of sewer line (service laterals are excluded). • Inspection Fees must be paid prior to the issuance of the certificate to construct (see item 8 below), but can also be paid at the same time as the Review Fees.

DEVELOPER PROJECT CHECKLIST – NOT AUTHORITY OWNED

4.	<p>PLAN REVISIONS</p> <p><input checked="" type="checkbox"/> Authority releases additional comments, clarifications, etc. to Developer and/or design engineer (if applicable).</p>
5.	<p>PLAT APPROVAL <i>(See General Note B)</i></p> <p><input checked="" type="checkbox"/> Final plat for the subdivision must be approved and signed by all applicable County entities.</p> <p><input checked="" type="checkbox"/> Any necessary easements for the project are identified and included on the plat. Where platting is not necessary, proof of easement will be required.</p>
6.	<p>PLAN APPROVAL <i>(See General Note B)</i></p> <p><input checked="" type="checkbox"/> Final water/sewer design plans are reviewed by the Engineering and Maintenance departments in the presence of the design engineer when available. Any additional comments generated are submitted to the Developer and/or design engineer.</p> <p><input checked="" type="checkbox"/> Water/sewer design plans are approved by the Authority for construction.</p>
7.	<p>ADDITIONAL REQUIREMENTS</p> <p><input checked="" type="checkbox"/> Contractor submits shop drawings to the Authority for review and approval.</p> <p><input checked="" type="checkbox"/> Other items may be required including but not limited to easements, permits, etc.</p>
8	<p>INSPECTION FEES</p> <p><input checked="" type="checkbox"/> Developer submits payment of the Inspection Fees prior to the issuance of the certificate to construct; the fees are calculated as follows:</p> <ul style="list-style-type: none"> • Inspection Fees are assessed at the current rates per foot of waterline, and per foot of sewer line. • Bacterial testing fees: \$60.00 per 1,000 linear feet of waterline; Flushing fee is equal to the volume of water contained in said system multiplied by 4, charged at the current water billing rate. • Filling fee for testing Force Mains: Filling fee is equal to the volume of water contained in the force main system during testing, charged at the current water billing rate.
9.	<p>CERTIFICATE TO CONSTRUCT</p> <p><input checked="" type="checkbox"/> Authority Engineering Department submits the Certificate to Construct (“C2C”) to the Authority field representative for final approval.</p>
10.	<p>SURVEY / STAKE-OUT</p> <p><input checked="" type="checkbox"/> The design engineer performs a survey and stakes out the waterline, sewer line, and proposed edge of pavement prior to construction commencing. Waterlines are to be surveyed with a maximum spacing of 100 feet between stakes, including staking at any bends. Sewer lines are to be surveyed with staking at each manhole location. Surveying is to be performed by a licensed surveyor with a notice submitted by the surveyor or surveying company upon completion verifying what has been surveyed along with the date of survey.</p>

DEVELOPER PROJECT CHECKLIST – NOT AUTHORITY OWNED

PHASE 2 – CONSTRUCTION

11.	<p>SITE GRADING</p> <p><input checked="" type="checkbox"/> Grading contractor constructs the proposed road to within 6-inches of final sub-grade. Survey stakes for the roadway are to be set by a licensed surveyor and shall verify that sub-grade has been established. Some flexibility may be permitted for gravity sewer.</p>
12.	<p>PRE-CONSTRUCTION</p> <p><input checked="" type="checkbox"/> Developer/Contractor schedules a pre-construction conference with the Authority's field representative(s).</p>
13.	<p>EXECUTED CERTIFICATE TO CONSTRUCT</p> <p><input checked="" type="checkbox"/> C2C is issued to the Developer/Contractor by the Authority's field representative upon site approval determined at the pre-construction conference.</p>
14.	<p>CONSTRUCTION STARTS</p> <p><input checked="" type="checkbox"/> Developer/Contractor notifies Authority of anticipated start date at least three working days in advance and prior to construction.</p>
15.	<p>TESTING</p> <p><input checked="" type="checkbox"/> The contractor shall schedule with the Authority's field representative at least three working days in advance (after construction is complete) for pressure testing and/or air & vacuum testing.</p> <p><input checked="" type="checkbox"/> Soil compaction tests are performed by a third party with the results being submitted to the Authority for review. The Contractor shall administer the scheduling of all compaction tests so that the Authority's field representative may be present during testing.</p> <p><input checked="" type="checkbox"/> (WATER) Pressure tests are performed by the Contractor and approved by the Authority's field representative upon satisfactory test results as per Authority Master Specifications.</p> <p><input checked="" type="checkbox"/> (WATER) Bacteriological tests are performed by the Developer or the Developer's Authorized Agent with the results being submitted to the Authority for review. (SEWER) Air/vacuum tests are performed by the Contractor and approved by the Authority's field representative upon satisfactory test results as per Authority Master Specifications.</p> <p><input checked="" type="checkbox"/> Other tests may be required to ensure that installation, materials, etc. is in accordance with the AUTHORITY Master Specifications as prescribed in the Agreement.</p>
16.	<p>PROJECT COMPLETION</p> <p><input checked="" type="checkbox"/> Authority Utility Locator schedules walk through to verify proper trace wire installation, and Engineering Department notifies Developer and Engineer of scheduled date. (See General Note I)</p> <p><input checked="" type="checkbox"/> Authority Utility Locator marks water / sewer lines during verification of trace wire.</p>

DEVELOPER PROJECT CHECKLIST – NOT AUTHORITY OWNED

	<input checked="" type="checkbox"/> Authority's field representative conducts a substantial completion walk-thru and issues a project punch-list to the Contractor. <input checked="" type="checkbox"/> Punch-list items are completed by the Contractor and verified by the Authority in a final completion inspection. <input checked="" type="checkbox"/> The waterline is verified to be the minimum required distance from the edge of pavement. Asphalt base is required to be in place for distance verification. <input checked="" type="checkbox"/> Field drawings and field notes are reviewed with the Authority's field representative for correctness and accuracy. <input checked="" type="checkbox"/> Field drawings and field notes are submitted by the Contractor to the Developer and/or the design engineer for inclusion in the as-built drawings.
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PHASE 3 – PROJECT CLOSEOUT

17.	<p>DESIGN FILES / AS-BUILT DRAWINGS</p> <input checked="" type="checkbox"/> The Developer/design engineer submits surveyed as-built drawings to the Authority per the Authority's Surveyed As-Built Requirements. <input checked="" type="checkbox"/> AutoCAD and Adobe Acrobat files of the as-built drawings need to be submitted per the Authority's Surveyed As-Built Requirements. <input checked="" type="checkbox"/> Authority's field representative reviews drawings for accuracy.
18.	<p>CERTIFICATE OF COMPLETION <i>(See General Note J)</i></p> <input checked="" type="checkbox"/> A Certificate of Completion will be mailed to the Developer upon completion of all requirements as prescribed in the Agreement and this Checklist.

Section 3. GENERAL NOTES:

- A. In certain situations the Authority will enter into Agreements with Developers to offset some costs if linework has been built in excess of what their development requires. Any such Agreement is entered into at the discretion of the Authority Board of Directors, and must be done prior to the commencement of construction.
- B. General notes on the plan sheets shall be consistent and reflected in the plans and design. Plats and utility plans shall reflect each other prior to plan approval of either plan. Alignment changes made to plan sheets should be reflected in the overall site map submitted with the utility plans.
- C. The Authority has the authority to halt construction and order pipe and appurtenances to be removed if construction begins prior to the issuance of the Certificate to Construct.
- D. The Contractor is required to arrange for a Authority's field representative to be on-site at the beginning of any water/sewer construction project.

DEVELOPER PROJECT CHECKLIST – NOT AUTHORITY OWNED

- E. The Contractor is required to have the latest Authority Master Specifications on-site at all times. Construction may be halted until this documentation is on-site and verified by the Authority's field representative.
- F. Construction may be halted at any time if the Developer/Contractor fails to comply with any of the requirements set forth by the Agreement and associated documents.
- G. The Authority works closely with VDOT on projects where utilities are proposed in the right-of-way. Delays in receiving VDOT approval may result in delays for the construction or acceptance of the water or sewer lines.
- H. The latest edition of the Authority Master Specifications shall serve as the standard for water/sewer construction practices in Bedford County. Any changes required by the Authority or noted deficiencies during construction shall be corrected by the Contractor.
- I. Developer and/or Engineer are responsible for scheduling survey of the utilities immediately following the Authority Utility Locator's scheduled walk through and trace wire verification. If proper scheduling is not arranged, and Utility Locator's marks are no longer present upon time of survey for as-built drawings, the Developer and/or Engineer are responsible for having the lines located and marked with proper locating equipment.
- J. Final plats and any necessary easements must be recorded prior to the acceptance of the system(s). Recordation information and/or instrument numbers must be provided to the Authority prior to the issuance of a Certificate of Completion.

Section 4. REVISIONS

- A. This policy was approved and adopted by the Authority's Executive Director on April 23, 2013, effective July 1, 2013.
- B. This policy was modified as follows:
 - 1. Approved July 15, 2014, effective July 16, 2014:
 - a. Section 3.J was added clarifying recorded final plats and easements.
 - 2. Approved April 4, 2015, effective April 22, 2015:
 - a. Section 2.3 was revised to remove reference to Base Project Review Fee.
 - b. Section 2.8 was revised to reflect current costs for bacterial testing fees.
 - c. References to Inspector were modified to Authority's field representative.

DEVELOPERS AGREEMENT

For

“PROJECTS NOT INTENDED FOR ACCEPTANCE AS OWNERSHIP INTO THE AUTHORITY SYSTEM”

THIS AGREEMENT, made this __ day of _____, 20____, by and between the BEDFORD REGIONAL WATER AUTHORITY (hereinafter referred to as the "Authority"); and _____ (hereinafter referred to as the "Developer");

WITNESSETH:

WHEREAS the Developer desires to construct a water and/or sanitary sewer facilities project within Bedford County, Virginia, (hereinafter referred to as the "Project"); and

WHEREAS said Project will provide water and/or sanitary sewer service to the following property described as _____ and

WHEREAS the Developer has caused Plans and Specifications (hereinafter referred to as the “Plans”), which are entitled _____; dated _____ with the latest revision date of _____, as prepared by _____; of _____, VA (hereinafter referred to as the “Design Engineer”); and

WHEREAS the Authority has upon review approved the Plans to be used in construction of the Project on _____; and

WHEREAS the Authority and the Developer desire that construction of the Project proceed in a timely manner.

WHEREAS the Developer will own and operate the system upon completion of the construction.

NOW, THEREFORE, the parties hereby agree to follow the required phases as follows:

PHASE 1 - REVIEW:

- A. Developer will submit this completed signed and notarized Developer Agreement to the Authority.
- B. Developer will submit preliminary water/sewer plans and plats to Authority for review, by the developers selected design engineer.
- C. The water/sewer system plans should clearly show each phase of construction, and these phases will need to correspond to the layout that the property is platted.
- D. Developer will be solely responsible for the costs for the design, construction and other related costs associated with the Project.
- E. Developer shall pay all fees required by the then current Rules and Regulations of the Authority.

Fees applicable to this agreement are:

Sanitary Sewer System Review Fees:	
Water System Review Fees:	
Total Review Fees:	
Sanitary Sewer System Inspection Fees:	
Water System Inspection Fees:	
Total Inspection Fees:	
TOTAL*:	

*Fees are subject to current rates at time of payment.

PHASE 2 - CONSTRUCTION:

- F. Upon approval of all design plans by the Authority, a Certificate to Construct will be issued to the developer.
- G. Waterline/sewerline construction approval will only be for the phases for which the fees have been paid.
- H. Developer will construct the Project according to the approved Plans by using a licensed contractor, _____, who has passed a prequalification review by the Authority.
- I. The Authority will need to be notified at least three working days in advance of the construction taking place so we can schedule the inspection.
- J. Developer will grant the Authority access at all times to the Project for purposes of inspection, taking of samples, and provide copies of permits, test results, and other information which may be reasonably requested by the Authority.

COMPLETION & CLOSEOUT – PHASE 3

- K. Field Drawings and field notes are submitted by the contractor to the developer and/or design engineer.

- L. Developer or Design engineer submits to the Authority the final construction record drawings.
- M. Project completion is approved and witnessed by an Authority inspector.
- N. The Authority will issue a Certificate of Completion to the Developer once all steps are fulfilled.

IN WITNESS WHEREOF, the following signatures:

BEDFORD REGIONAL WATER AUTHORITY

By: _____ (seal)

STATE OF VIRGINIA, County of Bedford, to-wit
 The foregoing Agreement was acknowledged before me
 this _____ day of _____, 20____, by

_____ (name), _____ (title)
 of Bedford Regional Water Authority, on behalf of the Authority.

My Commission Expires:

 Notary Public

DEVELOPER

By: _____ (seal)

STATE OF VIRGINIA, County of Bedford, to-wit
 The foregoing Agreement was acknowledged before me
 this _____ day of _____, 20____, by

_____ (name), _____ (title)
 of _____ (company)

My Commission Expires:

 Notary Public

SURVEYED AS-BUILT REQUIREMENTS

Section 1. PURPOSE

In order to maintain proper records of the infrastructure owned by the Bedford Regional Water Authority (“Authority”), as-built drawings/record drawings are required at the completion of each water and/or sewer project.

Section 2. GENERAL

Drawings should reflect all changes in the field as noted by the Authority Field Representative and the Utility Contractor. The symbology used should reflect the same used in the Design Plan legend. In addition, facilities are to be surveyed to provide accurate location on the drawings, with notations by the Contractor and/or Inspector present to assist in locating the facilities in the field. Water lines and force main lines should be marked by utility locating equipment and surveyed so that the accurate location is shown on the as-builts.

Section 3. POLICY

- A. All drawings submitted to the Authority must be signed by a Professional Engineer and dated. Each of the following formats must be submitted:
 - 1. Copy of original design plans with Contractor Mark-ups shown.
 - 2. Copy of as-builts with Licensed Engineer or Surveyor stamp and signatures .
 - 3. Adobe PDF.
 - 4. Native digital CAD files with any associated plotting and pen setting files.
 - a. Digital as-built files must be prepared in USGS NAD83 Virginia South State Plane Coordinates.
 - 5. Ascii/text survey file.
 - a. To include coordinates for points X, Y and Z with definitions of each point.
 - 6. Water or sewer modeling files or .shp files when available.
 - 7. GIS .shp or .lyr files when available.
- B. Drawings must include a statement on each plan sheet stating that lines and appurtenance locations have been determined through field survey and Contractor markups.
- C. Waterline: The following items must be clearly shown on the surveyed as-built record drawings:
 - 1. Surveyed:
 - a. Waterline (based on locator marks).
 - b. Edge of pavement or curbing, where applicable.
 - c. Valves.
 - d. Fire Hydrants.
 - e. Blowoffs.
 - f. Air Releases.
 - g. Meter Settings (identified as single or double).
 - h. Trace Wire Boxes
 - i. Omni Markers

SURVEYED AS-BUILT REQUIREMENTS

2. From Contractor/Inspector Mark-ups:
 - a. Profile changes.
 - b. Horizontal and vertical bends.
 - c. Service line locations (if not able to survey).
 - d. Casing lengths and size.
 - e. Type of pipe.
 - f. Restraint type.

- D. Gravity Sewer Line: The following items must be clearly shown on the surveyed as-built record drawings (vertical measurements may be based upon the Authority's information of the existing infrastructure):
 1. Surveyed:
 - a. Manholes:
 - i. Ground elevation.
 - ii. Rim elevation.
 - iii. Invert in and out elevations.
 - iv. Cleanouts.
 - v. Trace Wire Boxes
 - vi. Omni Markers
 2. From Contractor/Inspector Mark-ups:
 - a. Profile changes.
 - b. Connections lines to cleanouts.
 - c. Casing lengths and size.
 - d. Type of pipe.

- E. Force Main Sewer Line: The following items must be clearly shown on the surveyed as-built record drawings:
 1. Surveyed:
 - a. Force main (based on locator marks).
 - b. Edge of pavement or curbing, where applicable.
 - c. Air release/flushing valves.
 - d. Low pressure system lateral valves.
 - e. Flushing stations.
 - f. Sewer pump stations (where installed).
 - g. Gate/Plug Valves
 - h. Trace Wire Boxes
 - i. Omni Markers
 2. From Contractor/Inspector Mark-ups:
 - a. Profile changes.
 - b. Horizontal and vertical bends.
 - c. Service line locations (if not surveyed).
 - d. Casing lengths and size.
 - e. Type of pipe.

SURVEYED AS-BUILT REQUIREMENTS

Section 4. REVISIONS

- A. This policy was approved and adopted by the Authority's Executive Director on April 23, 2013, effective July 1, 2013.
- B. This policy was modified as follows:
 - 1. Approved October 4, 2022; effective October 4, 2022:
 - a. Section 2: Replaced 'Inspector' with 'Field Representative'.
 - b. Section 3.A: Information needed for digital files was clarified.
 - c. Section 3: Trace Wire Boxes and Omni Markers were added to a list of items that must be clearly shown on the surveyed as-built record drawings for water, gravity sewer, and force main sewer lines.
 - d. Section 3.E.1: Gate/Plug Valves were added to the items required on the surveyed as-built record drawings for force main sewer lines.