

**PUBLIC WATER SUPPLY DISTRICT NO. 2
OF ST. CHARLES COUNTY, MISSOURI**

**GUIDELINES FOR WATER DISTRIBUTION SYSTEM AND
SANITARY SEWER COLLECTION SYSTEM IMPROVEMENTS**

Revised July 2013

1. The initial contact with Public Water Supply District No. 2 of St. Charles County, Missouri (the District) shall be made by means of a letter with a preliminary set of plans showing the layout of the proposed water distribution system and/or sanitary sewer collection system Improvements. The term “Improvements” is meant to collectively include pumping stations, extensions, relocations, or any physical modification of or addition to an existing water distribution system or sanitary sewer collection system and any related appurtenances.
2. For wells, treatment plants, and storage tanks contact shall be made with the District for further requirements.
3. Once it is established that the District will agree in concept to the proposed Improvements, design of the proposed Improvements may be submitted to the District for review and/or approval.
4. All Improvements shall be designed in accordance with the latest applicable specifications of the District and applicable federal, state, and local requirements.
5. Submittals for review and/or approval of Improvements shall consist of two sets of “complete” plans which shall include:
 - a. cover sheet with the name of the proposed Improvements, a 1” = 2,000’ scale topographic map showing the location of proposed Improvements, listing of all utilities including water and sanitary sewer service providers, engineer’s name and contact information, owner’s name and contact information, pertinent City or County information, and Missouri One Call System information;
 - b. a reference to the District’s applicable specifications by means of a note reading as follows:
“All water distribution system improvements and sanitary sewer collection system improvements shall be in accordance with the latest Water Distribution System Specifications and Sanitary Sewer Collection System Specifications of Public Water System No. 2 of St. Charles County, Missouri and all other applicable federal, state, and local requirements”;
 - c. site layout sheet(s) shall show all existing facilities and proposed facilities that may influence the final location of the proposed Improvements including but not limited to existing and proposed water mains, sanitary sewers, lift stations, streets, storm sewers, sidewalks, light poles, and any related appurtenances such as valves, fittings, air release valves, manholes, fire hydrants and signage;
 - d. site layout sheet(s) showing the locations of existing and proposed property boundaries, lot lines, easements, right-of-way lines, and any other pertinent boundary and land information;
 - e. utility layout sheets with plan views of the proposed Improvements;
 - f. profile sheets for water, sanitary sewer, and storm sewer showing crossings by other utilities with a clear indication of elevations to establish the proper separation of water mains and sanitary sewers;
 - g. grading plans sheet(s) and proposed storm sewer profile(s);
 - h. construction details sheet(s); and
 - i. original signature and seal of a Missouri Registered Professional Engineer on each sheet of a submitted plan set.
6. Additional drawings, specifications, and engineering reports may be required by the District or Missouri Department of Natural Resources (MoDNR) prior to final approval.

7. All plan or profile design sheets shall be 24" x 36" and shall be to a horizontal scale of not more than sixty feet (60') to the inch and a vertical scale of not more than ten feet (10') to the inch. Plan views must accompany profiles on the same sheet and be to the same horizontal scale.
8. The final plan submittal shall include six (6) additional sets of the complete plans. Four (4) of these sets will be returned marked "Approved" or "Approved as noted". Two sets are to be sent to MoDNR for review and approval, one set is for the contractor's use during construction, and one set is to be retained by the design Engineer.
9. Easements, plats, or other documents related to the property rights of the District shall be submitted to and approved by the District Engineer or his/her designee prior to recording.
10. Improvements shall be located in easements of a minimum width of ten feet (10') wide adjacent to the street rights-of-way and shall be in a form acceptable to the District. Additional easement or real property may be required by the District Engineer for certain Improvements. Improvements shall only be installed in street rights-of-way at crossings or as approved by the District Engineer.
11. Only after the plans for any Improvements are approved by the District shall the plans be submitted by the engineer or developer to MoDNR for review, approval, and issuance of a construction permit. Approval by MoDNR for Improvements shall consist of a written construction permit.
12. Prior to the beginning of construction but only after the approval of the design of the proposed Improvements by the District, the following must be submitted to the District:
 - a. a construction permit issued by MoDNR;
 - b. other permits required by federal, state, or local authorities for construction of Improvements;
 - c. an executed Extension Agreement;
 - d. the name of the Contractor who will actually perform the construction along with the Contractor's office address and telephone number, field superintendents' names and telephone numbers, and 24 hour emergency contact information; and
 - e. a certificate of insurance meeting or exceeding the requirements of Exhibit A, which is attached hereto. Public Water Supply District No. 2 of St. Charles County, Missouri and Alliance Water Resources, Inc. shall be named as certificate holders and listed as additionally insured.
13. The District must be given a minimum of one week's notice before the start of construction of Improvements. A pre-construction conference may be required by the District prior to the start of construction.
14. Prior to the start of excavation the contractor shall request utility locates in accordance with federal, state, or local requirements. Notifying the District of the start of construction shall not be considered a request for utility locates. To have District facilities field marked, contact Missouri One Call at 811, 1-800-344-7483, or www.mo1call.com.
15. Field staking shall be completed at least 24 hours prior to the start of construction. Field staking shall meet the requirements of the District's latest applicable specifications.
16. Inspection by District staff shall be only part time. The Developer and/or the Developer's Engineer shall have complete responsibility to ensure that the project is properly completed in accordance with the approved plans and applicable specifications. The presence of a District inspector in no way relieves the Developer, Developer's Engineer, or Developer's Contractor of this responsibility. Field changes shall be made only with the specific permission of the District. If defective material or poor workmanship is identified, it shall be promptly removed and/or corrected by the Contractor.
17. As the work progresses, the Contractor must have at all times a copy of the latest project design plans stamped "Approved" by the District Engineer at the site of construction. If any other design plans are

being used, work shall be suspended immediately. The Contractor shall keep one clean set of design plans upon which he shall note all measurements taken and changes made and shall produce a written copy of "As Built" plans. When the construction is completed, these plans shall be promptly submitted to the District and shall become the District's property.

18. All testing of Improvements shall be completed in accordance with the District's applicable specifications and as required by MoDNR or any other federal, state, or local authorities. All onsite testing and sampling for laboratory testing shall be completed in the presence of District staff.
19. Prior to service connections being allowed, but only after the completion of construction of Improvements, the following must be submitted to the District:
 - a. copies of any and all laboratory test results of Improvements, including bacteriological test results for water distribution systems;
 - b. a Bill of Sale conveying the Improvements to the District;
 - c. a copy of the recorded subdivision plat(s) or recorded easement(s) which are related to the Improvements;
 - d. two (2) paper copies, an electronic copy in AutoCAD format, and an electronic copy in pdf format of "as-built" plans;
 - e. copies of any documentation required by MoDNR or any other federal, state or local authority including but not limited to MoDNR's Statement of Work Completed, Engineers Certification, etc.; and
 - f. security as required by the applicable Extension Agreement.
20. Under the terms of the Extension Agreement the Developer is responsible for all inferior material or workmanship, and for any activities by the Developer or anyone working for the Developer that create conditions that would hinder maintenance to the newly installed Improvements, for a period of three (3) years after final completion and approval of the project. Any defects or deficiencies in materials and/or workmanship so noted within the three (3) years of completion and acceptance (date of bill of sale) are required to be corrected at the Developer's sole cost.
21. For certain developments, "private" Improvements are allowed. It is to be clearly understood that any "private" Improvements shall be owned and maintained by the Owner(s) of the property where such Improvements lie and that "private" Improvements may serve only customers on this property. No other customers on other properties may be served from these facilities.
22. The District's specifications and standard forms may be found on the District's website at www.waterdistrict2.com.

EXHIBIT A - INSURANCE REQUIREMENTS

The contractor shall provide coverage for not less than the following amounts or greater where required by Laws or Regulations and shall list Public Water Supply District No. 2 of St. Charles County, Missouri and Alliance Water Resources, Inc. as certificate holders and as additionally insured.

1. Workers' Compensation, and related shall provide coverage for not less than the following amounts:
 - a. State Statutory
 - b. Applicable Federal (e.g. Longshoreman's) Statutory
 - c. Employers Liability Statutory

2. Contractor's General Liability shall include completed operations and product liability coverage for not less than the following amounts:
 - a. General Aggregate \$2,000,000
 - b. Products-Completed Operations Aggregate \$2,000,000
 - c. Personal and Advertising Injury \$300,000 per Person
\$2,000,000 per organization
 - d. Each Occurrence (Bodily Injury and Property Damage) \$2,000,000
 - e. Property Damage liability insurance will provide Explosion, Collapse and Underground coverage where applicable \$2,000,000
 - f. Excess or Umbrella Liability
 - 1) General Aggregate \$5,000,000
 - 2) Each Occurrence \$2,000,000

3. Automobile Liability coverage shall provide coverage for not less than the following amounts:
 - a. Bodily Injury:
 - Each Person \$300,000
 - Each Accident \$2,000,000
 - b. Property Damage:
 - Each Accident \$2,000,000
 - Combined Single Limit \$2,000,000

4. Contractual Liability coverage shall provide coverage for not less than the following amounts:
 - a. Bodily Injury:
 - Each Accident \$300,000
 - Annual Aggregate \$2,000,000
 - b. Property Damage:
 - Each Accident \$300,000
 - Annual Aggregate \$2,000,000