

SECTION 6
FINALIZING THE DESIGN
DOCUMENTATION OF PAYMENTS
CONTRACT PLAN CHECK AND INSPECTION

6.0 DOCUMENTATION OF PAYMENTS

Engineering personnel shall accurately and adequately document all payments (past and anticipated) associated with a project. All anticipated payments should be clearly indicated in the cost letter at the beginning of the proposed project. Errors and omissions discovered during the duration of the project warrant writing an additional updated or revised cost letter.

There are several acceptable and recommended methods of documenting the payments made toward a project:

- Opening CO files, as needed. The CO "golden-rod" copy indicates the purpose of the CO and the amount of money received for the task. Copies of the appropriate SBMWD receipts shall be contained within the CO file (See Appendix 'A').
- Photocopies of CO "golden-rods" shall be placed within the EPN file structure (See Appendix 'A'). This is a quick way to discover the details about COs associated with a particular EPN file with respect to the number of COs, purpose of the COs, monies collected for the COs, and the current status of the COs.
- Temporary and manual updating of an existing paper copy of a cost letter. The manual updated copy can be used to revise the cost letter. The responsible person, or the person most familiar with the project, can update a copy of an existing cost letter as the project progresses.
- SBMWD issued copies of revised/updated cost letters is the only acceptable method of documenting payments made and payments outstanding.

- Creation of Microsoft Excel spreadsheets. These spreadsheets can be simple for quick reference or complex for detailed documentation, depending upon need. Always keep paper copies within the corresponding CO files, updating and printing out these copies periodically, as appropriate.

6.1 CONTRACT PLAN CHECK AND INSPECTION SERVICES BY ON-CALL CONSULTANT

The sequence of events for allowing the selected consultant(s) to provide plan checking services for each Applicant shall be as follows:

1. Applicant shall be given SBMWD's applicable rules and regulations, AutoCAD Standards, hydraulic analysis and submittal requirements during Environmental Review/Development Review Committed (ERC/DRC) phase of the project. This will give the Applicant the proper tools necessary to follow SBMWD's design requirements and guidelines prior to submitting plans for plan check.
2. Upon request for project costs using the SBMWD Application/RFI form and receipt of the application fee, Engineering will draft a cost letter that outlines the plan check deposit with other applicable fees and deposits and an estimate of plan check schedules and plan check services. Engineering Technicians shall be assigned the task of the draft cost letter with the cost letter to be finalized and signed by the Water Utility Engineer.
3. The plan checking deposit will be determined by the number of sheets in the plan set and the cost per sheet unit costs provided by the Consultant (bid schedule of values) for the following:
 - Performing up to three (3) plan checks
 - Review of a hydraulic analysis
 - Cost letter preparation assistance
 - Preparation of a compliance letter

A fee estimate worksheet has been prepared to assist in estimating the fee and is located at W:\WUEngineer\Plan Check\. The plan checking fee will be inserted into the cost letter with the 25 percent markup as a deposit to be paid up front prior to performing any plan checking services. The statement in the cost letter outlining the deposit required for plan checking will state that *"...up to a maximum of three (3) plan checks are included in the plan check fee. Any additional plan checks over and above three (3) occurrences will require additional funds to be paid for by the applicant prior to final plan approval and signature."*

4. The Applicant will pay for the plan checking fee at SBMWD Customer Service section who then supplies Engineering with a receipt of payment. Once receipt of payment is verified in Engineering the following shall occur:
 - A. Set up a Work Order (WO) number in the HTE Accounting System (per the guidelines provided by the Finance Department) and the EPN System.
 - B. Print out the WO and send to Senior Office Assistant. Senior Office Assistant shall prepare a yellow WO file.
 - C. Senior Office Assistant shall prepare a Purchase Order against the WO to authorize the Consultant to proceed with Plan Check services.
 - (a) Plan check costs shall be estimated by the Water Utility Engineer and given to the Senior Office Assistant prior to PO processing.
 - D. Senior Office Assistant shall e-mail a pdf of the PO to the Consultant as a Notice to Proceed.
 - E. Water Utility Engineer shall prepare the 1st plan check package to be submitted to the Consultant and arrange for pickup of the package.
5. The outside plan check consultants shall be instructed to include the PO number on their monthly invoices and reference the plan check work order number.
6. Engineering shall review and approve monthly consultant invoices prior to sending to Accounting section for payment.
7. If the actual costs exceed the deposit on the plan check PO, a revised cost letter to the Applicant shall

show an amount due to the SBMWD. Engineering shall not enter into a Developer-Installed Agreement until all outstanding plan check deposits are paid in full.

8. The plan check consultants shall submit each plan check to the Water Utility Engineer for a quality assurance/quality control check of the redlines. Consultant will be responsible for procuring all of the plan check submittals listed in Section 4.0 of the Uniform Design Standards. Consultant shall also prepare a comment letter and plan check checklist per the Uniform Design Standards summarizing the plan check comments. The Water Utility Engineer shall prepare the transmittals back to the Applicant or their designated Engineer to address the comments for the next plan check review. Internal tracking of the plan check progress shall be kept in the WO file.
9. Once three plan checks have been successfully completed, a Mylar submittal shall be requested of the Applicant. If after three (3) plan checks there are comments that still need addressing by the Applicant, the Water Utility Engineer will submit the revised plans to the Consultant for another review and concurrence. This extra work performed by the SBMWD and the Consultant shall be tracked and if the plan check deposit is exceeded as a result, the Applicant will be required to pay for the additional plan checking by issuing a revised cost letter.
10. Consultant shall procure and organize all required Agreement phase submittals into a format consistent with the Developer-Installed Agreement and submit this purchase at the same time as the final Mylars.

11. Upon procurement of the Agreement phase submittals and signature of the Mylars, the plan check phase of the project is complete. A final invoice will be requested for that specific PO from the Consultant approved by Engineering and Accounting will verify if the plan check deposit has been exceeded or not. Once the Applicant has paid all outstanding plan check deposits due or the balance on deposit refunded back to the Applicant, the Plan Check WO can be closed out by Accounting.

Inspection Procedure:

1. Once the plan check process has begun, the Applicant will be required to submit a water improvement construction schedule to the Water Utility Engineer. This schedule will be given to the Consultant to estimate the total inspection costs, including individual service inspections. A revised cost letter will be issued documenting this deposit required for construction inspection.
2. Once the Applicant pays the inspection deposit with Customer Service, a receipt will be sent to Engineering. Upon receipt of payment, Engineering will open two (2) separate construction orders: (1) Mains and laterals and (2) Service installation CO, as follows:
 - A. Set up a Construction Order (CO) number (Project Number) in the HTE Accounting System (per the guidelines provided by the Finance Department) and the EPN System.
 - B. Print out the CO and send to Senior Office Assistant. Senior Office Assistant shall prepare a blue CO file per the Uniform Design Standards.
 - C. Set up a Work Order (WO) number in the HTE Accounting System (per the guidelines provided by the Finance Department) and the EPN System.
 - D. Print out the WO and send to Senior Office Assistant. Senior Office Assistant shall prepare a yellow WO file.
 - E. Senior Office Assistant shall prepare a Purchase Order against the CO to authorize the Consultant to proceed with plan check services.
 - (a) Inspection costs shall be estimated by the Water Utility Engineer and given to the

Senior Office Assistant prior to PO processing.

- (b) The inspection costs shall be estimated by the procedures outlined in the inspection cost spreadsheet located in the following folder:

W:\WUEngineer\Plan Check & Inspection\

- F. Senior Office Assistant shall e-mail a pdf of the PO to the Consultant as a Notice to Proceed.
 - G. Water Utility Engineer shall prepare the inspection package to be submitted to the Consultant and shall contain at a minimum, a copy of the approved plans/specifications and construction schedule with Transmittal.
- 3. The outside plan check consultants shall be instructed to include the CO number on their monthly invoices.
 - 4. The consultants shall be instructed to schedule and conduct the pre-construction meeting.
 - 5. The consultants shall be instructed to complete all of the service work orders when necessary.
 - 6. Engineering shall review all invoices sent to Deputy General Manager in Administration at 300 North "D" Street, San Bernardino and approve monthly consultant invoices prior to sending to Accounting section for payment.
 - 7. If the actual costs exceed the deposit on the inspection CO. Engineering shall not enter into a Conveyance Agreement until all outstanding inspection deposits are paid in full.