

**APPENDIX I**

**CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT**

**STANDARD PARAGRAPHS  
FOR COST LETTERS**



City of San Bernardino  
Municipal Water Department  
195 North "D" Street  
San Bernardino, CA 92402

**COST LETTER MASTER PARAGRAPHS  
REVISED July 2, 2009**

**USE THIS PARAGRAPH FOR PROFESSIONALLY INSPECTED PROJECT REVISED  
COST LETTERS ONLY**

1) The cost letter dated \_\_\_\_\_ has been revised to reflect the current increase in costs associated with the San Bernardino Municipal Water Department's (SBMWD) decision to use external professional construction inspection services to perform water infrastructure inspection on the SBMWD's behalf. This action is being taken to provide a more timely response because of our limited in-house staff resources and the large number of projects requiring inspection.

**1a) SEWER CAPACITY FEE:**

1b) The sewer capacity fee will be calculated upon receipt and review of signed building plans. Sewer capacity fees are based on building square footage and use.

**2) CROSS CONNECTION CONTROL REQUIREMENTS:**

2a) The City of San Bernardino Backflow Prevention Ordinance No. 2168 requires owner installation of backflow prevention devices on certain categories of nonsingle family residential water service as follows:

**2b)**

- **Combination domestic/fire services** require an approved aboveground reduced pressure principle backflow prevention device on the domestic portion of the service and an approved aboveground double check detector check backflow prevention device on the fire service portion.

**2c)**

- **Domestic water services** require an approved aboveground reduced pressure principle backflow prevention device.

**2d)**

- **Irrigation services** require an approved aboveground reduced pressure principle backflow prevention device.

2e) It is the customer's responsibility to install and maintain all approved backflow prevention devices. All backflow devices must be selected from the SBMWD list of approved devices. All backflow devices must be inspected and tested by a certified backflow prevention tester prior to service activation and annually thereafter.

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**(3) FIRE SERVICE DOUBLE CHECK DETECTOR CHECK ASSEMBLIES:**

**3a)** The SBMWD requires the installation of an aboveground double check detector check assembly (DCDCA) backflow device with a bypass flow meter on all fire services. The customer is responsible for the purchase, installation, and annual testing of the DCDCA. DCDCA's (manufacturer and model) must be selected from the SBMWD list of approved DCDCA's. All DCDCA devices must be inspected and tested by a certified backflow prevention tester prior to fire service activation.

**3b)** Fire service bypass (use detection) meters for fire services installed on private property shall be selected from the SBMWD list of approved bypass meters and shall become the property of the SBMWD at the time of service activation. Bypass meters shall remain accessible to the SBMWD for monthly meter reading, repair, testing, and/or meter replacement, and shall conform to the SBMWD's standard specifications and requirements.

**(4) EASEMENTS FOR WATER FACILITIES ON PRIVATE PROPERTY:**

**4a)** The installation of SBMWD maintained and operated water facilities on private property must be within dedicated easements as approved by the Board of Water Commissioners on a case-by-case basis. The necessary easements must be recorded and accepted by the SBMWD prior to conveyance and beneficial use of water.

**(5) COMBINATION SERVICE IMPACTS ON MONTHLY SEWER BILLS:**

**5a)** Monthly sewer bills are based on the amount of domestic water each customer uses. Combination domestic/irrigation services are available to commercial customers to allow them to separate their domestic water use from landscape irrigation, thus reducing their monthly sewer bills. No additional acquisition of service fees are charged for the combination service although each meter is charged a monthly minimum based on the meter size.

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**(6) REMOVAL AND RECONNECTION OF IRRIGATION SYSTEMS:**

**6a)** After the SBMWD has completed the installation of the combination domestic/irrigation service conversion, it is the customer's responsibility to replumb the irrigation lines. The irrigation lines must be removed from the domestic service line and reconnected through an approved double check backflow device to the newly installed irrigation service. Upon completion of the relocation of the irrigation lines and the installation of the backflow device, the customer must contact the SBMWD for the final inspection and activation of the irrigation service.

**(7) COMBINATION SERVICES/OFF-PEAK IRRIGATION:**

**7a)** The acquisition of service charge for a combination domestic/irrigation service is based on the acquisition of service charge for the largest service in the combination.

**7b)** The hydraulic flow limitations imposed by the single lateral serving both the domestic service and the irrigation service **mandate** that irrigation use be scheduled during off-peak/nonbusiness periods.

**(8) TERMS OF WATER SERVICE QUOTATION:**

**8a)** Water service and/or water appurtenances can be provided to your project upon written request and payment of the required fees subject to the rules and regulations of the SBMWD in effect at the time of application for water service. All SBMWD water services are provided subject to the hydraulic limitations of existing facilities and demands in the service pressure zone.

**8b)** Water facilities and/or water services for which acquisition or service/meter installation fees have been paid must be installed and activated within a period of one year from the date of payment. Facilities and/or water services not installed and activated within the one year time frame will be subject to the costs and fees defined in the SBMWD rules and regulations in effect at the time of actual installation.

**8c)** This cost estimate and commitment to provide water service supersedes all previous commitments and shall remain in effect for a period of ninety (90) days from date of issuance.

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**(9) INSTALLATION OF SERVICE AND PAYMENTS:**

**9a)** To ensure the timely installation of your water facilities, we recommend that the payment be made as soon as possible. Please allow up to six (6) weeks lead time between application for service/payment and the date installation of service is needed.

**9b)** The proposed service location shall be clearly marked by the Customer within three (3) business days of payment. Failure to do so will cause delays in installation.

**9c)** Please present this letter and a check (payable to the SBMWD) in the amount of \$??????? to SBMWD Customer Service at 300 North "D" Street, 5th Floor of City Hall or mail to SBMWD Customer Service, Post Office Box 710, San Bernardino, CA 92402.

**9d)** Please determine the total cost of water facilities for your project by summing all the costs associated with each of the desired facilities listed above. Then present this letter with a check (payable to SBMWD) in the amount determined by your sum to the SBMWD Customer Service at 300 North "D" Street, 5th Floor of City Hall or mail to SBMWD Customer Service, Post Office Box 710, San Bernardino, CA 92402.

**10)** To arrange for the pick-up of the SBMWD issued (bypass or domestic) meters, you or your plumbing contractor(s) should contact the SBMWD after payment has been made but prior to DCDC installations.

**11)** Please note these costs are subject to change because neither surveyed centerline measurements nor signed plans were provided for in the cost estimate calculations.

**12)** Please refer to the SBMWD's standards and rule and regulations which are located on our Web site at:

[www.sbcitywater.org](http://www.sbcitywater.org)

**13)** Please contact \_\_\_\_\_ of the SBMWD's Engineering staff at (909) 384-5391 for further information or assistance. Please reference EPN XXXX-XXX in any communications regarding this project.

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14) Sincerely,

Mike Nevarez  
Water Utility Engineer

MN:swd  
Attachment

cc: Greg Gage (w/o attach)  
Timothy Connor (w/o attach)  
Con Arrieta (w/o attach)  
Kelley Caldera (w/o attach)  
Neil Thomsen (w/o attach)

15)

Approved  
 Not Approved

\_\_\_\_\_  
Matthew H. Litchfield, P.E.  
Director, Water Utility

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(NOTE: USE THIS PARAGRAPH BETWEEN NOVEMBER 1 THROUGH JUNE 30 PRIOR TO THE ACQUISITION OF WATER SERVICE CHARGES INCREASE.)**

**14a) EFFECTIVE JULY 1, 2009 – 6.3 PERCENT INCREASE IN ACQUISITION OF WATER SERVICE CHARGES:**

The acquisition of water service charges provided in this quotation are valid **if paid in full prior to July 1, 2009**. Effective July 1, 2009, acquisition of water service charges will increase by 6.3 percent.

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**(DEVELOPER-INSTALLED PARAGRAPHS)**

**(NOTE: COPY AND PASTE THIS PARAGRAPH IN THE DEVELOPER-INSTALLED COST LETTERS.)**

**(15) OPERATION OF SBMWD FACILITIES:**

**15a)** It is understood that during the course of construction, all valves on the existing water lines are to be operated by SBMWD personnel only and coordinated with the field inspector.

**15b)** Applicant/developer-installed water facilities shall be inspected by the Water Department and/or a professional construction inspection consultant retained by the SBMWD on an as-needed basis. The applicant/developer shall pay for inspection services on actual cost. SBMWD shall bill for actual inspection costs.

**(NOTE: COPY AND PASTE THIS PARAGRAPH IN THE DEVELOPER-INSTALLED COST LETTERS.)**

**17a)** The payment of the required fees and the posting of the required bonds and insurance are required prior to the start of construction. A preconstruction meeting will be held immediately following the receipt of all appropriate documents.

**17b)** Please determine the total cost of your project by summing all the costs associated with each of the desired fees and deposit **(ONLY USE THE WORD "DEPOSIT" WHEN THERE IS A TEMPORARY WATER SERVICE CONNECTION)** listed above. Then present this letter with a check (payable to SBMWD) in the amount determined by your sum to the SBMWD Customer Service at 300 North "D" Street, 5th Floor of City Hall.

**(NOTE: COPY AND PASTE THIS PARAGRAPH IN THE DEVELOPER-INSTALLED COST LETTERS.)**

**18)** The developer-installed water facilities shall be inspected by the Water Department and/or a professional construction inspection consultant retained by the SBMWD on an as-needed basis. The fee for inspection indicated in this cost letter has been developed from the estimated time required for water infrastructure construction received from **INSERT COMPANY'S NAME** on **INSERT DATE.**

The Developer shall pay the minimum plan check and inspection fee quoted in this cost letter. As the project progresses, if the plan check extends beyond the allowed three plan checks or inspection funds are depleted, the SBMWD shall bill for actual plan check and inspection costs.

**(NOTE: COPY AND PASTE THIS PARAGRAPH IN THE DEVELOPER-INSTALLED COST LETTERS.)**

**19) TEMPORARY WATER SERVICE CONNECTION:**

The SBMWD will allow a temporary water service connection through a master metered backflow devices to be installed by Applicant's Contractor after execution of Developer-Installed Agreement in accordance with Standard Drawing W4.6 if all fees and contract obligations are

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met. The temporary water service connection will allow for fire protection and construction water use through the private mains after a "Letter of Substantial Completion" has been issued by the Water Department Engineer to the Applicant and the City Fire Marshall. The temporary service installation responsibilities for the SBMWD and the Applicant are listed below:

**SBMWD Responsibilities:**

- Issue 6" or 8" FM Rated meter and backflow device to Applicant after all fees and deposits listed below are paid in full.
- Perform backflow certification test.

**Applicant Responsibilities:**

- Construct temporary water service and all appurtenances in accordance with Standard Drawing W4.6 where shown on approved water improvement plans. All construction shall be inspected by SBMWD.

**Temporary Water Service Usage Conditions:**

- Monthly service fee of \$800.00.
- Equipment and appurtenance security deposit in the amount of \$10,000.00, the deposit is refundable upon the termination of use and return of meter and backflow device and appurtenances in good working condition.
- Commodity Charges - Domestic rate dependent on zone elevation providing service.



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**(NOTE: COPY AND PASTE THIS PARAGRAPH IN THE "WATER IMPROVEMENT WORK TO BE COMPLETED AND INFORMATION TO BE SUBMITTED PRIOR TO RELEASE OF THE PERFORMANCE BOND" LETTERS.)**

20) When all the above items for water infrastructure construction have been completed, submitted, and approved by the SBMWD, you will be provided with two original "Dedication of Water System" documents. Please sign both documents, have them notarized, and return them to the attention of Tennie Lundy at the SBMWD along with your request to have your performance bond reduced to a one-year warranty bond at 25 percent of the Engineer's estimate.

**(NOTE: COPY AND PASTE THIS PARAGRAPH WHEN PROJECTS HAVE EXCEEDED THEIR ORIGINAL INSPECTION FEE COSTS.)**

21) Pursuant to San Bernardino Municipal Water Department's (SBMWD) Rule and Regulation No. 20 and as stated in the cost letter dated **(insert date of most recent cost letter)**, "The Developer shall pay for inspection services based on actual cost. As the project progresses, SBMWD shall bill for actual inspection costs." Therefore, your cost letter has been revised to reflect the increased **mains and laterals or service (choose one)** inspection costs. SBMWD has been advised that additional inspection fees are required for this project resulting from construction inefficiency, nonstandard construction practices, and improper construction **and placement of numerous fire hydrants and air vacs (use if applicable)** on several occasions. You must pay these additional fees for **mains and laterals or service** inspection within sixty (60) days of receipt to avoid referral to SBMWD Collections.

**(NOTE: COPY AND PASTE THIS PARAGRAPH WHEN PROJECTS HAVE EXCEEDED THEIR ORIGINAL PLAN CHECK FEE COSTS.)**

22) Pursuant to San Bernardino Municipal Water Department's (SBMWD) Rule and Regulation No. 20, "If the plan check is performed by a Water Department contracted professional consultant at the discretion of the Water Department, Applicant shall be responsible to pay for all costs and expenses incurred by the Water Department including the consultant's plan checking fee." Therefore, your cost letter dated **(insert date of most recent cost letter)** has been revised to reflect additional plan check fees required to complete the plan check of **(insert name of project)** water improvement plans.

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**23)** Please refer to the SBMWD's standards and rule and regulations which are located on our Web site at:

www.sbcitywater.org

**24)**

cc: Stacey R. Aldstadt (w/o attach)  
Greg Gage (w/o attach)  
Timothy Connor (w/o attach)  
Con Arrieta (w/o attach)  
Kelley Caldera (w/o attach)  
Neil Thomsen (w/o attach)  
Rob Ortiz (w/o attach)

Cost Letter Master Paragraphs Approved By: _____ Date _____ Matthew H. Litchfield
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