

BEDFORD COUNTY PUBLIC SERVICE AUTHORITY
OPERATING POLICY MANUAL

Chapter: System Development
Document Number: 4.01
Page 1 of 3

Issue (Effective) Date: August 1, 2010
Approval Date: July 20, 2010
Approved By: Executive Director

SUBMITTAL PROCESS AND REVIEW SCHEDULE

Section 1. PURPOSE

This policy is to inform the development community on what to expect from the Bedford County Public Service 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 days. Subsequent revised submittals for the project will be reviewed within the standard three (3) week review period.

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- 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:
 - 1. 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:
 - 1. 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:
 - 1. 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 Board of Directors on December 16, 2008.

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- B. This policy was modified with the following amendments:
 - 1. January 19, 2010, effective January 20, 2010:
 - a. Made this policy to be approved by the Authority's Executive Director, not the Authority's Board of Directors.
 - b. Section 4.A.1 was amended.
 - 2. July 20, 2010, effective August 1, 2010:
 - a. The name of the policy was changed from Review Schedule and Process Guidelines
 - b. Section 1 was expanded for better explanation of the purpose of the policy
 - c. Section 4.A.1 was clarified.

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DEVELOPER PROJECT CHECKLIST

Section 1. PURPOSE

This policy is to explain the review process that the Bedford County Public Service Authority (“Authority”) utilizes for water and sewer developer projects planned within the service areas of the Authority.

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.	PRELIMINARY REVIEW <input checked="" type="checkbox"/> Initial plans are submitted for review along with the Base Project Review Fee. <input checked="" type="checkbox"/> Bedford County Public Service Authority (BCPSA) 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 BCPSA by the Developer’s design engineer.
2.	DEVELOPER PACKAGE <input checked="" type="checkbox"/> Developer package, including assessment of review and inspection fees (Project Fees), is mailed to developer. <ul style="list-style-type: none">• 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• (Sample) Irrevocable Letter of Credit• (Sample) Letter of Warranty• (Sample) Bill of Sale / Quitclaim Deed• Surveyed As-Built Requirements• Engineering Survey• Comments generated from the initial review of the water/sewer design plans are included with the developer package.
3.	REVIEW FEES <input checked="" type="checkbox"/> Developer submits an executed Developer Agreement to the BCPSA, including payment of Review Fees. <ul style="list-style-type: none">• 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).• Base Project Review Fee is credited toward the water and/or sewer Review Fees.• Inspection fees must be paid prior to the issuance of the certificate to construct (see item 10 below), but can also be paid at the same time as the review fees.

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4.	SURETY <input checked="" type="checkbox"/> Developer provides BCPSA with a letter of credit as outlined in the Agreement.
5.	PLAN REVISIONS <input checked="" type="checkbox"/> BCPSA releases additional comments, clarifications, etc. to Developer and/or design engineer (if applicable). <input checked="" type="checkbox"/> Re-review fees needs to be submitted with the third submittal and beyond.
6.	COST SHARING AGREEMENT <i>(See General Note A)</i> <input checked="" type="checkbox"/> Developer provides the BCPSA with a Cost Sharing Agreement, if applicable.
7.	PLAT APPROVAL <i>(See General Note B)</i> <input checked="" type="checkbox"/> Final plat for the subdivision must be approved and signed by all applicable County entities. <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.
8.	PLAN APPROVAL <i>(See General Note B)</i> <input checked="" type="checkbox"/> Final water/sewer design plans are reviewed by the Inspection 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. <input checked="" type="checkbox"/> Water/sewer design plans are approved by the BCPSA for construction.
9.	ADDITIONAL REQUIREMENTS <input checked="" type="checkbox"/> Contractor submits shop drawings to the BCPSA for review and approval. <input checked="" type="checkbox"/> Other items may be required including but not limited to easements, permits, etc.
10.	INSPECTION FEES <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: <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: \$50.00 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.
11.	CERTIFICATE TO CONSTRUCT <input checked="" type="checkbox"/> BCPSA Engineering Department submits the Certificate to Construct (C2C) to the BCPSA Inspection Team for final approval.

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12.	SURVEY / STAKE-OUT <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.
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PHASE 2 – CONSTRUCTION

13.	SITE GRADING <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 installations of gravity sewer.
14.	PRE-CONSTRUCTION <input checked="" type="checkbox"/> Developer/Contractor schedules a pre-construction conference with the BCPSA Inspector(s).
15.	EXECUTED CERTIFICATE TO CONSTRUCT <input checked="" type="checkbox"/> C2C is issued to the Developer/Contractor by the BCPSA Inspector upon site approval determined at the pre-construction conference.
16.	PARCEL SIGNUP FEES <input checked="" type="checkbox"/> Plat and design plans are submitted to Customer Service Department with Certificate to Construct to allow for the acceptance of applicable New Customer Signup Fees for parcel hook-ups to builders and/or property owners.
17.	CONSTRUCTION STARTS <input checked="" type="checkbox"/> Developer/Contractor notifies BCPSA Inspector of anticipated start date at least three working days in advance and prior to construction.
18.	SERVICES <input checked="" type="checkbox"/> Property corners, property lines, and applicable easements are staked by a licensed surveyor for proper location of the meter settings and sewer service laterals. <input checked="" type="checkbox"/> Sewer laterals and meter bases are set and constructed by the Contractor according to the locations shown on the approved design plans. All lots within the development are to be provided with meter bases and sewer laterals where appropriate.

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19.	TESTING <ul style="list-style-type: none"><input checked="" type="checkbox"/> The contractor shall schedule with the BCPSA Inspector at least three working days in advance (after construction is complete) for pressure testing and/or air & vacuum testing.<input checked="" type="checkbox"/> Soil compaction tests are performed by a third party with the results being submitted to the BCPSA for review. The BCPSA Inspector shall administer the scheduling of all compaction tests.<input checked="" type="checkbox"/> (WATER) Pressure tests are performed by the Contractor and approved by the BCPSA Inspector upon satisfactory test results as per BCPSA Master Specifications.<input checked="" type="checkbox"/> (WATER) Bacteriological tests are performed by the BCPSA.<input checked="" type="checkbox"/> (SEWER) Air/vacuum tests are performed by the Contractor and approved by the BCPSA Inspector upon satisfactory test results as per BCPSA Master Specifications.<input checked="" type="checkbox"/> Other tests may be required to ensure that installation, materials, etc. is in accordance with the BCPSA Master Specifications as prescribed in the Agreement.
20.	PROJECT COMPLETION <ul style="list-style-type: none"><input checked="" type="checkbox"/> BCPSA Utility Locator schedules walk through to verify proper trace wire installation, and Engineering Department notifies Developer and Engineer of scheduled date. (<i>See General Note J</i>)<input checked="" type="checkbox"/> BCPSA Utility Locator marks water / sewer lines during verification of trace wire.<input checked="" type="checkbox"/> Inspector conducts a final 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 Inspector.<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 Inspector 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.

PHASE 3 – PROJECT CLOSEOUT

21.	LETTER OF WARRANTY <ul style="list-style-type: none"><input checked="" type="checkbox"/> The Contractor submits a Letter of Warranty for materials and workmanship, and a draft of as-built drawings to the BCPSA.
22.	DESIGN FILES / AS-BUILT DRAWINGS <ul style="list-style-type: none"><input checked="" type="checkbox"/> The Developer/design engineer submits surveyed as-built drawings to the BCPSA per the BCPSA's Surveyed As-Built Requirements. The contractor mark-ups need to be submitted from the Engineer with the first submittal of As-Built.<input checked="" type="checkbox"/> AutoCAD and Adobe Acrobat files of the as-built drawings need to be submitted per the BCPSA's Surveyed As-Built Requirements.<input checked="" type="checkbox"/> Water and sewer modeling files to be submitted if available.

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	<input checked="" type="checkbox"/> Inspector reviews drawings for accuracy; if meter information is shown accurately, as-built drawings are forwarded to the Utility Locators and the Maintenance Department.
23.	BILL OF SALE / QUIT CLAIM DEED <input checked="" type="checkbox"/> The developer submits an executed Bill of Sale / Quit Claim Deed, included in the Developer Package, to the BCPSA. This needs to be dated after the contractor has been paid in full. <input checked="" type="checkbox"/> Proof of recordation of any and all associated plats and easements.
24.	CERTIFICATE OF COMPLETION <input checked="" type="checkbox"/> The Project will be accepted into the public system for maintenance and operations upon completion of all requirements as prescribed in the Agreement and this Checklist. <input checked="" type="checkbox"/> A Certificate of Completion with copies of the as-built drawings shall be issued to the Customer Service Department upon approval given by the BCPSA Inspection Team and Maintenance and Operations Departments. A copy of this Certificate will be mailed to the Developer.
25.	WATER SERVICE AVAILABILITY <input checked="" type="checkbox"/> Upon receipt of the Certificate of Completion, the Customer Service Department will make the determination of the ability to provide meters to the subdivision. See "Procedures for Customer Service Project Acceptance."
26.	PROJECT SURETY (<i>See General Note L</i>) <input checked="" type="checkbox"/> The BCPSA will retain the complete surety of 105% construction costs. Twelve months after the BCPSA has accepted the project for service, the surety shall be released to the Developer upon written request. A portion of the surety may be held until there are at least three (3) residential connections or one (1) commercial connection made to the project.

Section 3. General Notes:

- A. In certain situations the BCPSA 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 BCPSA 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. Should the requirements of the Agreement and associated documents not be met by the Developer within a reasonable time frame, the BCPSA reserves the right not to release the Developer's

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surety until all requirements have met the satisfaction of the BCPSA. Water/sewer service to the development may also be denied.

- D. The BCPSA 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.
- E. The Contractor is required to arrange for a BCPSA Inspector to be on-site at the beginning of any water/sewer construction project.
- F. The Contractor is required to have the latest BCPSA Master Specifications on-site at all times. Construction may be halted until this documentation is on-site and verified by the Inspector.
- G. 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.
- H. The BCPSA 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.
- I. The latest edition of the BCPSA Master Specifications shall serve as the standard for water/sewer construction practices in Bedford County. Any changes required by the Inspector or noted deficiencies during construction shall be corrected by the Contractor.
- J. Developer and/or Engineer are responsible for scheduling survey of the utilities immediately following the BCPSA 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.
- K. The BCPSA shall retain the complete surety for a warranty period of one year. This warranty period shall not go into effect until the BCPSA is in receipt of both the letter of warranty from the Contractor and the Bill of Sale / Quit Claim Deed from the Developer, and the project has been deemed complete by the BCPSA project Inspector.
- L. When the warranty period has expired the surety shall be released to the Developer upon written request provided the following conditions have been met:
 - The Developer/Contractor has fulfilled all requirements set forth by the Agreement and associated documents.
 - Punch list items from Final Warranty inspection have been corrected.
 - There are at least three (3) residential connections or one (1) commercial connection that have been made to the project.

Section 4. REVISIONS

- A. This policy was approved and adopted by the Authority's Executive Director on July 20, 2010, effective August 1, 2010.

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DEVELOPER AGREEMENT

Section 1. PURPOSE

This Agreement is necessary for developments proposing to construct water and/or sewer infrastructure within the Bedford County Public Service Authority's ("Authority") service area.

Section 2.

The agreement that will be provided to the developer by the Authority will be similar to that which is shown below.

DEVELOPERS AGREEMENT

THIS AGREEMENT, made this _____ day of _____ 20____; by and between BEDFORD COUNTY PUBLIC SERVICE 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 desires that said Project shall be owned, operated, and maintained by the Authority; 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.

NOW, THEREFORE, the parties hereby agree as follows:

- I. Representations and Warranties by the Developer: The Developer represents and warrants that before the system is conveyed to the Authority he will:
 - A. Pay all fees required by the then current Rules and Regulations of the Authority. Fees

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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:	
Bactin Testing:	
Flushing:	
Total Inspection Fees:	
Fire Flow Meter Vault Review and Inspection Fee:	
Large Pump Station Review and Inspection Fee:	
TOTAL*:	

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

- B. Construct the Project according to the approved Plans by using a licensed contractor, _____, who has passed a prequalification review by the Authority.
- C. 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.
- D. Provide the Authority one of the following sureties:
 - Irrevocable Letter of Credit #: _____
 - as issued by _____
 - and in the amount of \$ _____
 - (_____)
 - (the amount written out in words)

which guarantees completion of the Project according to the plans.
- E. Submit to the Authority the required certifications and final surveyed "as-built" drawings required by the Developer Checklist.
- F. Be solely responsible for the costs for the design, construction, easement acquisition, and

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other related costs associated with the Project.

G. Be solely responsible for adhering to all items listed on the Developer Checklist, or Fire Flow Meter Vault Checklist as appropriate, prior to receipt of a Certificate of Completion, hence prior to receiving service to the subdivision.

H. Submit to the Authority a warranty against defects in materials and workmanship which is valid for a period of one (1) year from date of final completion. At the latter of one (1) year from the date of the Certificate of Completion, or the satisfactory completion of the warranty period, the surety shall be released. A portion of the surety may be held until there are at least three (3) residential connections or one (1) commercial connection to the project.

It is understood by the Developer and Authority that if satisfactory progress is not made towards the completion of the items listed in Paragraph I, Section A thru G, the Authority may deny or refuse to provide evidence of the availability of water and/or sanitary sewer service.

II. The Developer does hereby undertake and bind himself upon receipt of notice of final approval to convey to the Authority with General Warranty and English Covenants of Title, free and clear of all liens and encumbrances, all of his right, title, and interest in and to the Project as described in the Plans, with such interests in real estate as shall, in the opinion of the Authority and its council, be reasonably necessary for the operation and maintenance of the Project for the provision of water and sewer services.

III. The Authority upon conveyance of the Project by the Developer shall undertake to operate the Systems constructed in the Project, install meters, and to provide utility services to the citizens of Bedford County whose properties are proximate to the systems subject to compliance with its published Rates and Regulations and other established operating procedures.

IV. Miscellaneous:

A. This agreement shall be binding upon the successors and assigns of the parties hereto. It is expressly understood and agreed by and between the parties hereto that the acceptance by the Authority of the documents conveying Developer's interest in the Project does not mere or extinguish the provision hereof. All warranties contained herein shall survive the

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completion and closing of the transaction contemplated herein.

- B. The Developer shall have the right to assign its rights hereunder to its lender. Developer shall not assign its rights hereunder to any party other than Developer's lender without obtaining the Authority's prior consent in writing, which consent shall not be unreasonably withheld.
- C. The making, execution, and delivery of this agreement have been induced by no representations, statements, warranties, or agreements other than those expressed therein. Unless other agreements, or understandings are attached in an appendix to this agreement and said appendix is identified in Section IV F., this agreement shall embody the entire understanding of the parties hereto and there are no further or other agreements or understandings, written or oral, in effect between the parties relating to the subject matter hereof. This agreement may be modified by an agreement of equal formality signed by the parties hereto as their duly authorized officers or representatives.
- D. Neither this instrument, nor any other documents or oral communication should be construed as a reservation or allocation of water and/or sanitary sewer capacity for this particular project. The PSA cannot reserve or allocate capacity for a particular owner or project unless and until the applicable PSA availability fees have been paid in full. Projects shall be given priority according to the order in which the requisite availability fees are paid.
- E. This agreement shall be governed in its entirety by the laws of the Commonwealth of Virginia.
- F. Attached as part of this agreement are: Developer / Fire Flow Meter Vault Project Checklist; Bill of Sale and Quitclaim, Sample Sureties and Sample Letter of Warranty.

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DEVELOPER AGREEMENT

IN WITNESS WHEREOF, the following signatures:

BEDFORD COUNTY PUBLIC SERVICE 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 County Public Service 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

Section 3. REVISIONS

- A. This policy was approved and adopted by the Authority's Executive Director on July 16, 2010, effective August 1, 2010.

IRREVOCABLE LETTER OF CREDIT

ISSUED BY:

ADDRESS:

TELEPHONE:

Beneficiary:

Date:

BEDFORD COUNTY PUBLIC SERVICE AUTHORITY
1723 FALLING CREEK ROAD
BEDFORD, VIRGINIA 24523

EACH DRAFT DRAWN RELATIVE HERETO
MUST BE MARKED: "DRAWN UNDER
LETTER OF CREDIT # _____"

APPLICANT:

AMOUNT:

U. S. \$ _____

PROJECT:

EXPIRATION DATE:

SEE BELOW

WE HEREBY OPEN OUR IRREVOCABLE LETTER OF CREDIT NO. _____ IN YOUR FAVOR
FOR THE ACCOUNT OF _____ FOR A SUM NOT
EXCEEDING U. S \$ _____. THESE FUNDS ARE AVAILABLE BY YOUR SIGHT
DRAFTS ON US AND MUST BE ACCOMPANIED BY THE FOLLOWING DOCUMENT:

A LETTER OF CREDIT DRAWDOWN REQUISITION THAT HAS BEEN SIGNED BY THE
BENEFICIARY WHICH DIRECTS YOU TO MAKE SPECIFIC PAYMENTS TO PERSONS AND ENTITIES
DESIGNATED THEREIN WHO ARE REQUESTING PAYMENT FOR WORK COMPLETED AS PART OF
THE ABOVE LISTED WATER/ SEWER FACILITIES PROJECT.

*****THIS LETTER OF CREDIT SHALL BE VALID FOR A PERIOD OF TWO YEARS FROM THE DATE OF
ISSUANCE AND SHALL AUTOMATICALLY RENEW FROM YEAR TO YEAR THEREAFTER UNLESS THE
ISSUER SHALL GIVE NINETY (90) DAYS PRIOR WRITTEN NOTICE TO THE BEDFORD COUNTY PUBLIC
SERVICE AUTHORITY OF ITS INTENT TO TERMINATE THE SAME AT EXPIRATION OF SAID NINETY DAY
PERIOD. DURING THE LAST THIRTY DAYS IN WHICH THIS CREDIT IS VALID, THE BEDFORD COUNTY
PUBLIC SERVICE AUTHORITY MAY DRAW UP TO THE FULL AMOUNT REMAINING WHEN ITS DRAFT IS
ACCOMPANIED BY THE FOLLOWING DOCUMENT:

A NOTARIZED STATEMENT SIGNED BY AN OFFICIAL OF THE BEDFORD COUNTY PUBLIC
SERVICE AUTHORITY STATING THAT THE APPLICANT HAS NOT COMPLETELY PERFORMED ITS
OBLIGATION TO THE BEDFORD COUNTY PUBLIC SERVICE AUTHORITY RELATING TO THE
CONSTRUCTION OF THE WATER AND SEWER FACILITIES PROJECT LISTED ABOVE, THAT THE
APPLICANT HAS NOT PROVIDED ACCEPTABLE OTHER SURETY OR FUNDS TO COMPLETE THE
PROJECT, AND THAT THE DRAWING OF FUNDS SHALL BE FOR THE PURPOSE OF COMPLETING
THE PROJECT ACCORDING TO THE POLICIES AND STANDARDS OF THE BEDFORD COUNTY
PUBLIC SERVICE AUTHORITY AND/OR FOR THE PAYMENT FOR SERVICES PROVIDED FOR THE
PROJECT'S CONSTRUCTION.

WE HEREBY ENGAGE WITH YOU THAT ALL DRAFTS DRAWN UNDER AND IN COMPLIANCE WITH THE
TERMS OF THIS CREDIT SHALL BE DULY HONORED UPON PRESENTATION AND DELIVERY AT THIS
OFFICE WITHIN THE VALIDITY OF THIS CREDIT.

SIGNED: _____ TITLE: _____

LETTER OF WARRANTY

[Put this document on Contractor's Letterhead]

[Date]

Bedford County Public Service Authority
1723 Falling Creek Road
Bedford, VA 24523
Attention: Engineering Department

RE: Letter of Warranty for *[insert project name]*

Please be advised that ___[contractor name]___ will warrant materials and workmanship provided by ___[contractor name]___ (its suppliers and/or sub-contractors) rendered for installation of the waterline and appurtenances, as described on the "as-built drawings" labeled _____, as provided by **ENGINEERING FIRM NAME**. This warranty shall be in effect for a period of 12-months (1-year) beginning _____ and ending _____.

___[contractor name]___ has been paid in full by ___[developer name]___ for this project.

Signed:

Title of signatory:

Date of Signature:

EXAMPLE ONLY
NOT FOR USE

BILL OF SALE AND QUITCLAIM DEED

TO: Bedford County Public Service Authority
1723 Falling Creek Road
Bedford, Virginia 24523

RE: Project Name: _____
BCPSA Project Number: _____
Date of Approved As-Built Plans: _____
Plans Entitled: _____
Prepared by: _____

ATTENTION: Engineering Department

With this letter, we grant, bargain, sell and convey to you any interest we might have in the referenced water and/or sewer system, more fully described below.

We warrant and represent to you:

1. That the referenced water and/or sewer system consists of lines and appurtenances as shown on plans prepared by _____.
2. That we are the owners of said water and/or sewer system and that there are no outstanding claims for services rendered, materials provided, or labor performed in connection with the installation and operation of said system.
3. That said system(s) lies entirely within properly dedicated public rights of way and that there are no portions of said system on any private property or other property as to which we do not have proper licenses and/or easements.
4. Said system(s) is fully operational and all conditions precedent to the issuance and continuation of licensure by applicable public authorities have been met or exceeded.
5. The total construction cost of said water system is _____
6. The total length of pipe in said water system is _____ feet.
7. The total construction cost of said sewer system is: _____
8. The total length of pipe in said sewer system is _____ feet.

WITNESS the following signatures:

GRANTOR :

(Grantor Signature)

STATE OF VIRGINIA, County of Bedford, to-wit

The foregoing Bill of Sale was acknowledged before me this ____ day of _____, 20____, by

_____,
(Name) (Title)

of _____
(Company)

My Commission Expires:

Notary Public

GRANTEE:

(Authorized Agent's Signature for the Bedford County Public Service Authority)

STATE OF VIRGINIA, County of Bedford, to-wit

The foregoing Bill of Sale was acknowledged before me this ____ day of _____, 20____, by

Rhonda B. English, Engineering Manager
(Name) (Title)

of Bedford County Public Service Authority
(Company)

My Commission Expires:

Notary Public

BEDFORD COUNTY PUBLIC SERVICE AUTHORITY
OPERATING POLICY MANUAL

Chapter: System Development
Document Number: 4.11
Page 1 of 2

Issue (Effective) Date: January 20, 2010
Approval Date: January 19, 2010
Approved By: Executive Director

SURVEYED AS-BUILT REQUIREMENTS

Section 1. PURPOSE

In order to maintain proper records of the infrastructure owned by the Bedford County Public Service 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 Inspector 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. Hard Copy of original design plans with Contractor Mark-ups shown.
 - 2. Hard Copies of as-builts with Licensed Engineer or Surveyor stamp and signatures (Full and half sizes).
 - 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.
 - 6. Water or sewer modeling files or .shp 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).
 - 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.

BEDFORD COUNTY PUBLIC SERVICE AUTHORITY
OPERATING POLICY MANUAL

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SURVEYED AS-BUILT REQUIREMENTS

- 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.
 - 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).
 - 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.

Section 4. REVISIONS

- A. This policy was approved and adopted by the Authority's Executive Director on December 16, 2008.
- B. This policy was modified with the following amendment:
 - 1. January 19, 2010, effective January 20, 2010:
 - a. Section 3.A.6 was added to include modeling files.



Bedford County Public Service Authority Engineering Project Survey

Departmental Mission Statement:

To ensure that facilities are designed and built with the least requirements for maintenance and greatest ease of operation while providing superior service to the community; minimizing disruptions and maintenance through accurate location of underground facilities.

In order to provide the best service to you and the community, we ask that you complete this brief survey regarding your experience with the Authority on your recent development.

Project Name (optional):

Date:

Name of Responder (optional):

Please rate our performance on your recent project:

Submitted by: Contractor Developer Engineer Other
(Check all that apply)

Review Phase:

	Strongly Agree 5	Agree 4	No Opinion 3	Disagree 2	Strongly Disagree 1
Staff was courteous and helpful during project review.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Project review fees were fair and reasonable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Response time was satisfactory.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Review comments were clear to understand.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Authority processes and standards were clearly conveyed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Project was carried out consistent with processes and standards provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Developer packet provided appropriate amount of information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments or suggestions on the Plan Review?

Construction and Inspection Phase:

	Strongly Agree 5	Agree 4	No Opinion 3	Disagree 2	Strongly Disagree 1
Inspector was courteous, polite, and professional.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate coordination was maintained during the project.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments or suggestions about the Inspection?

Overall Project:

	Strongly Agree 5	Agree 4	No Opinion 3	Disagree 2	Strongly Disagree 1
Staff was available to answer basic project questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Closeout procedures were clear and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Authority staff made their best effort to close the project smoothly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Project was carried out consistently with previous projects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments or suggestions in regards to our operating policies and procedures?

Comments or suggestions on the Overall Project?

Strongly		No		Strongly
Agree	Agree	Opinion	Disagree	Disagree
5	4	3	2	1

Administration:

Our rate structure was clear and easy to follow.

Information was easily located on our website.

Was there any information not currently posted on the Authority's website that would be helpful to have there?

Thank you for your time!

We will use your answers to try to improve our service to you in the future. If there were any issues to your dissatisfaction, please bear with us as we look at ways that we can improve on these areas in the future and still provide the quality end product that our customers depend on. If there were instances with specific personnel on your project, please feel free to use our Commendation Form from our website, or you may contact the Engineering Manager or Human Resource Coordinator to further discuss any personnel issues that you feel may need to be addressed.

At your convenience, you may mail this survey back to us at the address below, or you may drop it off at our office.

Bedford County Public Service Authority
 Engineering Department
 1723 Falling Creek Road
 Bedford, Virginia 24523
 E-mail: R.English@bcpsa.com