



City of St. Augustine

Public Works Department

Utility Construction and Dedication Requirements

These requirements and this document are subject to change at any time without notice.

This document with checklist has been prepared to familiarize the developer, general contractor, project engineer and utility contractor with City construction, inspection and dedication requirements. Please read this handout carefully and refer to it throughout the project.

This document is not intended to be all inclusive with respect to all possible requirements that may be specific to each project, but is intended as a checklist that may be used before, during and after construction. All utility construction must follow specifications and details in the City's Standards and Specifications Design Manual and Details and the Interim Standards (updated quarterly) available on the City's website, and all pertinent sections of the City of St. Augustine Code of Ordinances.

Please plan ahead. The City must accept ALL utilities to be dedicated to the City prior to installing or unlocking any water meters, and prior to signing off on any Use Permit or Certificate of Occupancy. Dedication includes satisfactory completion of the items listed in this document and as appropriate to the project. Providing these items accurately, diligently and in a timely manner is the responsibility of the developer, the general contractor or utility contractor, and the project engineer – not City staff.

All plans, forms, permits, drawings and other documents related to the project must be submitted to the Public Works Department – Lobby B – 4th Floor – City Hall – 75 King Street or be mailed to the Public Works Department – PO Box 210 – St. Augustine, Florida 32085-0210. These submittals should be transmitted to the attention of Bobbie-Jo Manning, Engineering Development Coordinator, with a cover letter clearly identifying the contents and purpose of the submittal and name of the project. Electronic submittals will not be accepted.

All utility construction must be performed in strict accordance with the approved project plans, permits, specifications, materials checklist and shop drawings. Failure to construct utilities accordingly may result in delays in obtaining service, City refusal to accept the utilities, and may also result in unanticipated costs and construction time while corrections are made. Such delays and costs will not be the responsibility of the City. The City will not accept utilities which are not constructed to City standards and specifications.

All utility construction materials must be in accordance with the completed and approved List of Approved Materials and Manufacturer's checklist (Appendix A – available on the City's website) and the approved shop drawings for the project.

General questions related to the City permitting, review, approval, construction, dedication and acceptance process should be directed to Bobbie-Jo Manning, Engineering Development Coordinator, at (904) 209-4275 or bjmanning@citystaug.com. Technical questions related to utility standards or record drawings should be addressed to William G. Mendez, P. E., Engineering Manager at (904) 209-4274 or bmendez@citystaug.com.



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The following checklist items and processes are necessary for the City of St. Augustine to accept the dedication of water or sewer improvements. In the event that the project is constructed in phases, each of these requirements applies to each project phase.

Requirements for City Pre-Construction Meeting:

Pre-Construction Meeting

Contact Bobbie-Jo Manning, Engineering Development Coordinator at (904) 209-4275 or bjmanning@citystaug.com to schedule the pre-construction meeting.

The Pre-Construction Meeting should be scheduled following approval of the project plans, and prior to the start of construction. The Pre-Construction Meeting, at a minimum, must be attended by the General Contractor's project superintendent, by the Utility Contractor's project superintendent (if different from the General Contractor), by the Developer's Engineer and by the Owner or Owner's authorized representative. City staff members, as appropriate to the project, must be present. The Pre-Construction Checklist (below) and all required documentation must be submitted to the City prior to scheduling the Meeting. A minimum of five (5) business days notice shall be provided to the City to set a pre-construction meeting. Meetings will be held in the City Public Works Conference Room and are subject to City staff member availability and schedules.

Pre-Construction Checklist (items required prior to scheduling meeting):

- City-approved – List of Approved Materials and Manufacturers checklist (Appendix A.)
- City-approved – Shop Drawings for any items *not* listed on the approved checklist (see instructions on Checklist.)
- If necessary, an address map verified by the St. Johns County GIS E-911 Addressing Department, showing all proposed lots and/or units which will have utility service.
- Payment of all utility connection fees (if required prior to construction.)
- Copy of the City Public Works Department Project Approval Letter.
- Summary stating how any outstanding comments, issues or permits listed in the Approval Letter have been addressed.
- Copies of all permits required from other City departments or government agencies.
- List of all contractors and subcontractors (with contact information) who are to perform work on the project.
- Proposed list of Pre-Construction Meeting attendees with company and contact information (mailing address, phone number and email address.)
- Copies of State and local licenses for all contractors proposed to perform work on the project.
- Contractor's current Certificate of Liability Insurance coverage. (If performing work for the City, specific insurance requirements apply, as administered by the City Purchasing Department.)
- Performance Bond and Labor & Materials Bond, if required for the project.
- Anticipated Weekly Construction Schedule.



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Flushing – Inspections – Testing – Connections:

Main Flushing

Contact Xavier “X” Pellicer, P.E., City Inspector, at (904) 209-4273 or (904) 825-7323 or xpellicer@citystaug.com, a minimum of twenty-four (24) hours prior to conducting any main flushing.

Inspections & Testing

Contact Xavier “X” Pellicer, P.E., City Inspector, at (904) 209-4273 or (904) 825-7323 or xpellicer@citystaug.com, a minimum of three (3) working days prior, to schedule water and sewer inspections, pressure tests, chlorinating and Bac-T sampling, CCTV inspections, walk-throughs, pump station start-up inspections, etc.

Connections

Contact Xavier “X” Pellicer, P.E., City Inspector, at (904) 209-4273 or (904) 825-7323 or xpellicer@citystaug.com, a minimum of three (3) working days prior to connections to the City system.

Locate Wire Continuity Testing

Locate wire installation shall be in accordance with City details. Entire locate system shall be inspected by the City prior to backfilling. After backfilling but prior to paving, test entire locate system by a certified utility locator or licensed electrical contractor. Submit successful continuity test report to the City prior to City acceptance of utilities.

Flushing, inspections, testing and connections are generally not allowed on Fridays and weekends.

Preliminary As-Builts and FDEP Clearances:

Preliminary As-builts

Submit two (2) copies of the Preliminary As-builts on 24” x 36” paper at not larger than 1:20 horiz. / 1:2 vert. scale indicating all utilities constructed to be dedicated to the City, and with the BAC-T sample points clearly shown and numbered matching the BAC-T test reports. Preliminary As-builts will be used for FDEP Clearance Requests (see below) and City Walk-Thru Inspections.

FDEP Water Clearance

If a FDEP Water Permit was issued for the project, then FDEP Clearance must be obtained prior to connection to the City system and prior to connecting any water services. Submit three (3) paper copies of the “Certification of Construction Completion and Request for Clearance to Place Permitted PWS Components into Operation” form to the City for signature, along with:

- Two (2) paper copies of the Preliminary As-builts (same item as above; City will keep both copies);
- Three (3) paper copies of the successful BAC-T test results (City will return two copies and keep one);
- Successful Pressure Test results (The City will typically have this and will return a copy with the signed Clearance Request.)

The City will sign and return two copies of the Clearance Request form along with other documents as noted above. It is the Developer or Developers Engineer’s responsibility to transmit the package to FDEP, obtain clearance, and provide a copy of the clearance letter to the City.



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FDEP Sewer Clearance

If a FDEP Wastewater Permit was issued for the project, then FDEP Clearance must be obtained prior to placing the new or modified wastewater facilities in service. Submit three (3) paper copies of the

“Request for Approval to Place a Domestic Wastewater Collection/Transmission System into Operation” form to the City for review and signature, along with the following:

- Two (2) paper copies of the Preliminary As-builts (same item as above; City will keep both copies);
- Successful Pump Station and/or Force Main Test results, if applicable (The City will typically have this and will return a copy with the signed Clearance Request.)

The City will sign and return two copies of the Clearance Request form along with other documents as noted above. It is the Developer or Developers Engineer’s responsibility to transmit the package to FDEP, obtain clearance, and provide a copy of the clearance letter to the City.

Easements – Bill of Sale – Schedule of Values – Warranty – O&M – Certifications:

Utility Easement

Utilities to be dedicated to the City which are *not* installed in dedicated public rights-of-way must be located in a utility easement to allow the City access for maintenance, repairs and meter reading.

A copy of the acceptable City easement form is available upon request. Legal or technical questions related to the easement document should be directed to the City Attorney’s office at (904) 825-1052. The completed, signed, witnessed and notarized form must be submitted to the City Public Works Department. When approved by the City Attorney, the easement document will be returned to the developer for recording at the St. Johns County recording office. Once recorded, a copy of the recorded easement document must be submitted to the City.

Bill of Sale

A Bill of Sale is required to transfer ownership of the utilities to be dedicated to the City. A copy of the Bill of Sale form is available upon request. Legal or technical questions related to the Bill of Sale document should be directed to the City Attorney’s office at (904) 825-1052.

Schedule of Values

A Schedule of Values is required with the Bill of Sale. The Schedule of Values should be provided by the utility contractor, and should include all utilities and appurtenances with associated dollar values.

Warranty Letter

A Letter of Warranty to the City signed by an authorized agent for the Contractor on the Contractor’s letterhead, guaranteeing workmanship, materials and equipment for a period of one year from the date of the letter on all infrastructure and utilities constructed to be dedicated to the City with the project. Letter must be dated within five (5) days following the successful Final Walk-Thru inspection (see below.)

O&M Manuals

Six (6) sets of Operation and Maintenance Manuals for all equipment.

Certifications of Work

Certifications of Work from other agencies as appropriate to the project (COE, FDEP, FDOT, SJC, etc.) stating that the work has been done in accordance with their requirements.



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Walk-Thru Inspections – Final As-Builts – Other Close-Out Documentation:

Preliminary Walk-Thru Inspection(s)

The preliminary walk-thru inspection(s) must be requested by the utility contractor, and can be scheduled *after* receipt of the Preliminary As-Builts. Following this walk-thru, if necessary, a letter will be written by the City Inspector stating the remaining punch list items to be completed by the contractor prior to the contractor scheduling a final walk-thru. Additional walk-thru inspections and punch lists may be generated as required.

Final Walk-Thru Inspection

The final walk-thru inspection must be requested by the utility contractor. Following the successful final walk-thru, a letter will be written from the City stating that a final walk-thru inspection has been made of all utilities to be dedicated, and that all utility construction has been completed to City standards and specifications with no punch list items remaining.

Final As-builts

After Preliminary As-builts have been approved by the City, and after the final walk-thru inspection, submit record drawings on 24" x 36" media at a scale not larger than 1:20 horizontal and 1:2 vertical clearly indicating all infrastructure and utilities constructed to be dedicated to the City. At a minimum, the drawings shall clearly indicate the following: Horizontal and vertical locations of all pipes, valves, appurtenances, taps, manholes, structures, etc. Datum and benchmark information shall be **boldly** displayed on each of the drawings. Minimum of two (2) benchmarks on or adjacent to the site shall be shown. Record drawings shall be provided in NAD 83 State Plane Florida East Coordinate System (US Feet), and contain minimum of four (4) GPS acquired location points of property corners or existing site features within or adjacent to the site. Contractor "red-lines" or "certifications" of the construction plans are not acceptable. Record drawings shall be signed and sealed by a licensed Florida Professional Land Surveyor and the Engineer of Record.

Submittal of Final As-builts to the City consist of:

- One (1) electronic set (CD) in AutoCAD format "DWG" on NAD 83 State Plane Florida East Coordinate System (US Feet);
- Three (3) signed and sealed paper sets;
- One (1) signed and sealed reproducible Mylar set.

Other Close-Out Documentation (*As Applicable to City Contract Projects*)

- Notification of Completion by the Contractor to the City stating that all claims have been paid, discharged or waived;
- Warranty of Title, Lien Release, whereby the Contractor warrants and guarantees that title to all work, materials and equipment covered by the Application for Payment shall have passed to the City free and clear of all liens, claims, security interests, and encumbrances;
- Letter of consent from Surety as to final payment. This in no way relieves obligation to provide performance and payment bonds during the guarantee period;
- Post-construction photographs (if required by contract documents.)



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Following successful submittal and approval of all of the above items, the City will:

1. Process final payment applications for City Contract Projects.
2. Issue a letter accepting dedication of utilities constructed to City standards, listed in the schedule of values and depicted on the record drawings, subject to the one year warranty.
3. Schedule installation of any water meters for which connection charges have been paid, and for which an address map has been provided and verified by the St. Johns County GIS E-911 Addressing Department, if necessary.
4. Unlock any water meters for which a utility account deposit has been received.