

5 Pre-Design Phase

The Pre-design Phase of a Developer-funded project starts when the Developer approaches the District with a request for a due-diligence meeting and renders a deposit towards the actual cost of a Water and Sewer Availability Letter and/or a Water Supply Assessment; and ends prior to submitting the first plan-check for District review.

5.1 About the District's Standards Manual

Products, manufacturing techniques, construction methodologies, and District operational and design parameters are constantly evolving and improving. As such, the District's Standards Manual will be updated and revised periodically. It shall be the responsibility of the user of this manual to always apply the latest edition of the District's Standards Manual as can be found on the District's website (<https://www.jcsd.us/business/development-engineering-services>). **Failure to utilize the latest information contained on the website shall not be grounds for any claims against the District regarding non-compliance to current standards.**

5.1.1 At-Risk Design

Developers and other who intend to proceed with design of water, sewer or other on-site and off-site facilities to be conveyed to the District for the purpose of obtaining service from the District are cautioned not to proceed with the design of such facilities until the District has completed the necessary availability letters, hydraulic studies, fire flow tests, etc., until the District Board of Directors have approved of said letters, studies and test, etc. Developers and others who do proceed with the design of facilities in advance of final written approval by the District do so at their own risk and shall be exclusively responsible for all expenses associated with the redesign of facilities to conform to the Board approved letters, studies and tests, etc. Developers and others may not rely on preliminary indications by the District staff or the District representatives that plans or specifications will be, or are likely to be, approved by the District. Reliance shall not be justified until final approval has been provided by the District, in writing.

5.1.2 At-Risk Construction

Developers and others who intend to construct water, sewer or other on-site or off-site facilities to be conveyed to the District for the purpose of obtaining service from the

District are cautioned not to proceed with construction of such facilities until the District has reviewed and has provided written approval of plans and specifications for the construction of such facilities, in final form. Developers and others who do proceed with construction of facilities in advance of final written approval by the District do so at their own risk and shall be exclusively responsible for all expenses associated with removal, replacement, modification or relocation of facilities to conform to changes in plans and specifications that the District may require prior to final approval, and for denial of service by the District pending completion thereof and acceptance of such facilities by the District. Developers and others may not rely on preliminary indications by the District staff or District representatives that plans or specifications will be, or are likely to be, approved by the District. Reliance shall not be justified until final approval has been provided by the District, in writing.

5.2 General Notes & Requirements

5.2.1 General Notes & Title Block

Developer must acquire the title block files from the District. The title block includes the most up-to-date construction notes for water and sewer improvements.

5.2.2 General Requirements

If water and/or sewer service is desired within the District, service can normally be provided if the following conditions are met:

1. Developer must design (or contract with the District to design), pay for the construction of, and have constructed and dedicated to the District the water and/or sewer facilities in accordance with the requirements of the Jurupa Community Services District. Water and/or sewer improvements must be provided in: (1) all interior development streets; (2) all streets on the boundary of the development (in order to provide for full frontage improvements); (3) any off-site improvements required to provide water and/or sewer service to the site.
2. Developer must obtain and dedicate water and/or sewer right-of-way to the District. Facilities must be in either dedicated road right-of-way or in specially deeded easements to Jurupa Community Services District having a minimum

width of 20 feet for single pipelines and 30 feet for water and sewer pipelines within the same easement. Private roads must meet public street width requirements for easement dedication purposes. No structures, buildings, fences, or other obstructions can be constructed on these easements. The District's standard "Grant of Permanent Easement" form (**Appendix G**) shall be used and shall be formally accepted by the District pursuant to the "Certification of Acceptance of Grant of Easement". After acceptance, the District will record the easement document.

3. Water facilities will include water pipelines and related fittings and appurtenances, and may also include additional offsite facilities such as pump stations, water storage tanks, pressure regulating stations, and water transmission and distribution mains as are necessary to deliver water to the development and to provide adequate pressure and capacity to such development. Sewer facilities will include sewer pipelines, fittings and appurtenances, laterals, manholes and lift stations as are necessary to provide sewer service to the development.
4. The Developer must make the necessary financial arrangements with the District to accomplish the above stated conditions.

5.2.3 Definitions

Wherever words defined herein, or pronouns used in their stead, occur in any of the contract documents, they shall have the meanings here given:

1. "District" - The word "District" shall mean the Jurupa Community Services District, Riverside County, California. The term "Agent", when used with reference to the District, shall include the District's officers, agents, consultants and employees.
2. "General Manager" - The term "General Manager of the Jurupa Community Services District, Riverside County, California" shall mean the person designated by the Board of Directors of the Jurupa Community Services District, Riverside County, California, to have charge, supervision, and administration of the Jurupa Community Services District, Riverside County, California and shall be hereinafter called the "Manager". The Manager may,

at his option, designate a person or persons to represent him for inspecting, and reporting on the work as it progresses.

3. "Contractor" - The word "Contractor" shall mean the successful bidder who is entering into this contract with the Jurupa Community Services District, Riverside County, California, or the Developer, for the furnishing of the material, equipment, and/or services specified in this contract, and the legal representatives of said party, or the agent appointed for said party in the execution of the contract. Said party is referred to throughout the contract documents as if of the singular number and the masculine gender. The Contractor shall hold a valid Contractor's license in accordance with the provisions of Division 3, Chapter 9 of the Business and Professions Code of the State of California, and all amendments thereto.
4. "District Engineer" - "District Engineer" shall mean the California Registered Professional Engineer designated by the District to give the work general engineering supervision. The term "Engineer" shall mean the independently contracting professional consultant retained by the District on an ongoing basis to perform engineering services on behalf of the District and to advise the District's Board of Directors and staff on engineering matters.
5. "Development Engineer" – "Development Engineer" shall mean the California Registered Professional Engineer under the "General Manager's" direction who supervises Development Representatives and is in charge of "Work" to be performed per the District's Standards, Board adapted ordinances, approved procedures, and manuals from the Pre-design Phase to the Final Close-out Phase.
6. "Developer's Engineer" - "Developer's Engineer" shall mean the Registered Professional Engineer designated by Developer to design the proposed water and/or sewer system facilities in accordance with District rules, regulations and standards.
7. "Property Owner" - "Property Owner" shall mean any work site upon which the Contractor shall be required to perform under the contract including private property, property owned in-fee by the District or upon which it holds an appropriate lease, right-of-way, license, or encroachment permit.

8. "Developer" - The term "Developer" shall mean the person, persons, or firm having legal authority to enter into agreements with the District as related to work performed within public rights of way and Public Utility Easements and having legal responsibility of the Engineer and Contractor retained or contracted with by Developer to perform the work.
9. "Owner" - The term "Owner" shall mean the administrator of the Contract, which may be the District or Developer of the overlying project or land development.
10. "County" - "County" whenever used shall mean Riverside County, California.
11. "City" – "City" shall mean either City of Jurupa Valley or City of Eastvale, California.
12. "Contract" - The term "Contract" shall mean the written agreement covering performance of the work including, but not limited to, the formal Contract, bonds and insurance, notice inviting bids, bidder's plan for construction, statement of experience, financial condition and references, bidding sheet, certified data sheet, special requirements, Standards Manual of Jurupa Community Services District - (Latest Edition) and Drawings.
13. "Work" - The term "work" means that which is proposed to be constructed or done under the Contract or permit, including furnishing of all labor and materials.

5.2.4 General Procedure

Procedures for the development of water and/or sewer systems are shown below. The following includes the applicable minimum requirements (Refer to Page 6 for procedure flow chart for developer projects):

1. Developer submits two (2) copies of a project site map showing the boundaries of the area requiring water and/or sewer service and requests a water and/or sewer "Availability Letter" from the District. The appropriate "Availability Letter" fee shall be paid to the District.
2. Board of Directors' approves said service.
3. District issues water and/or sewer "Availability Letter(s)"; and District executes County Health Department form "Sanitation 53."

4. Developer has water and/or sewer plans prepared by a California licensed civil engineer to District specifications.
5. Developer provides for dedicated right-of-way and easement.
6. Developer's Engineer submits engineered drawings to the District as outlined in **Appendix F** of this handbook, along with the appropriate deposit for the first (1st) plan-check. **Drawings must be submitted within two (2) years of the issuance of the "Availability Letter"; otherwise, an updated "Availability Letter" will be required and drawings will not be plan-checked until an updated "Availability Letter" is issued.**
7. Plan-checking process: District reviews and approves plans. The District's approval of the plans prepared by the Developer's Engineer denotes agreement with the Plans as prepared and is not an acceptance of responsibility as to its accuracy. The Developer's Engineer shall be responsible for any errors, coordination with other facilities, and interpretation of Plans. The intent is that the completed facility shall be in general conformance with the approved Plan and in accordance with the requirements of these Specifications. All revisions and changes in the plans must be approved by the District.
8. Developer posts deposits and necessary fees with the District.
9. Developer's Engineer submits original mylars to the District for District signatures after acquiring all approval signatures from City and County Fire Department.
10. Drawings approved by the District will be void 24-months from the date of District's signature until construction starts per the approved plans. Upon such time, drawings must be re-submitted for plan-checking (see above No. 6). Also, drawings will need to be re-submitted for first (1st) plan-check, for drawings submitted over one (1) year from the previous plan-check submittal and anytime if the tract is split into separate tracts. Developer may be subject to fee increase.
11. Developer shall pay all the outstanding balance, deposits for inspection, meter fees, and facility fees. District won't sign the mylar until all the required materials submitted and all the fees are paid to District.

12. Developer enters into a water and/or sewer system construction agreement with the District (at the discretion of the Board).
13. Developer contracts with an appropriately licensed Contractor who has a Contractor's Data sheet on file with the District.
14. Developer/contractor provides insurance certificates to the District.
15. Developer provides "Certification of Streets to Final Grade" to the District. These must be submitted prior to scheduling a pre-construction conference.
16. Developer/contractor coordinates pre-construction conference with the District.
17. District inspects construction of facilities.
18. Developer's Engineer submits a complete set of "as-built" mylar drawings and CAD files immediately after construction. Additionally, the District shall also be given a submittal of all project map and land base information in digital format along with the "as-built" mylar drawings.
19. Developer shall pay off any outstanding balance to District.
20. Developer provides the District with final costs to construct all District facilities (for District capitalization purposes).
21. District accepts improvement facilities and issues "Notice of Final Acceptance," after City accepts the project.
22. Developer dedicates facilities to the District.

In the event that the District makes revisions to any of its rules, regulations or standards as described and set forth herein, all such revisions shall be incorporated and be in effect as if they were in force from the beginning of the procedure and shall therefore be adhered to and/or constructed accordingly, unless otherwise approved by the District.

5.2.5 Requirements of Other Public Agencies

The requirements for the design of water and/or sewer plans and systems specified herein do not waive, nor are they intended to contradict, any requirements required by any other legal governing public agencies.

Engineers designing said plans and systems for inclusion into the District shall be knowledgeable of and shall comply with the following regulations:

1. The California Waterworks Standards, of the California Administrative Code, Title 22.
 - a. City of Eastvale and City of Jurupa Valley adopted County ordinances Riverside County Ordinance No. 460.152, Subdivision Ordinance.
 - b. City of Eastvale and City of Jurupa Valley adopted County ordinances Riverside County Ordinance No. 461.10, County Road Improvement Standards and Specifications.
 - c. City of Eastvale and City of Jurupa Valley adopted County ordinances Riverside County Ordinance No. 499.12, Encroachments in County Highways.
2. Riverside County Ordinance No. 787, Fire Code Standards remain under jurisdiction of the Riverside County Fire Department.
3. Riverside County Environmental Health Department Requirements remain under the jurisdiction of the Riverside County Environmental Health Department.

5.2.6 Revising Approved Water and/or Sewer Improvement Plans

If a revision has to be made to an approved mylar which has been signed by the District, the proposed revisions should be made in "red lines" on a bond copy, then it should be brought to the District for review and approval. Once the red line is approved, the Developer's Engineer may check out the original mylar by bringing in his signed reproducible plan or electronic copy (i.e. pdf) of the original mylar. The District will retain this copy while the originals are checked out for revision. All the delta revision must be made by a technical pen, Rapidograph. Optionally, the District will make another set of reproducibles, at the Developer's expense. After the Developer's Engineer revises the originals per the approved red line plans, the Developer should resubmit both the originals and the red lines to the District for final review and signature.

Revisions to signed plans must be made by the original Developer's Engineer. Should revisions be requested by another engineer who is not the original Developer's Engineer, the revising engineer has two options to follow:

1. The revising engineer should contact the original Developer's Engineer and inform him about the proposed revision and get his approval in writing to make the revisions and to check out the originals; then follow the above procedures. The revising engineer is required to have a signature block signed and sealed for that particular revision on each revised sheet.
2. The revising engineer may process new plans showing all the existing in dashed lines and label as existing and showing the revisions in solid lines. The revising engineer must sign and seal these plans and submit them for District review and signature.

Option 2 does not require the revising engineer to contact and have approval of the Developer's Engineer. Checking out original plans should be done only by the Developer's Engineer; otherwise, a letter from the Developer's Engineer authorizing changes to the plans is required.

It should be noted that if plan revisions are required prior to, or concurrent to, the construction of the project, and if these changes will require an increase in the bond amount, the revised plans will be held until a new estimate has been prepared and a new bond has been placed with the District.

5.3 Water and Sewer Availability Letter Requests

The Developer makes the request for a Water and Sewer Availability Letter using the "Availability Letter Request Sample Letter Template" (**Appendix C**) and submits it to the District with the items identified on the "Requirements and Procedures for Requests of Availability Letters" (**Appendix B**) along with the appropriate Advance Payment of Deposit. The District's Engineer will write the Water and Sewer Availability Letter and complete the County of Riverside Health Department's Sanitation "53" form and submit it to the District. The District will schedule the Availability Request to be presented to the District's Board of Directors for consideration of approval at the next available meeting.

Because of the State of California’s Brown Act, which governs advance notification to the public of Board meeting agendas, the request may not necessarily be scheduled for the next calendared Board meeting. After approval from the Board of Directors, the District will inform the Developer of the approval and provide the Sanitation “53” form.

5.4 Water Supply Assessments

During initial CEQA screening with the Planning Agency, the Developer’s project may be identified as needing a Water Supply Assessment (WSA). The WSA is a more detailed report which must contain specific information required by CEQA on water supply for the project. Preparation of a WSA typically requires considerably more time to prepare than an availability letter. This additional time should be accommodated for within the Developer’s project timeline.

5.5 Pre Design Meetings

The District will conduct a pre-design meeting at no charge to the Developer. The meeting is scheduled after the District’s Board approves the Water and Sewer Availability Letter. The meeting is intended to provide the Developer with important design parameters such as system connection points and conditions of approval placed on the project by the District. The meeting will be attended by the Developer, the Developer’s Engineer, the District’s Development Engineer and other key District personnel. The purpose of the pre-design meeting is to promote an economically efficient process; and acquaint the Developer and the Developer’s Engineer with the District’s policies, standard specifications and procedures, as outlined in the “General Notes & Requirements” (Section 5.2 of the Handbook). As part of the District’s requirements, at this meeting, the Developer and the Developer’s Engineer will be presented with and required to sign for receipt of the Developers Handbook.

5.6 Requests for Hydraulic Analysis

A Developer or their Engineer may request a Hydraulic Analysis to aid in the design of their Project. The appropriate Advance Payment of Deposit will be required prior to commencement of work. The District’s Engineer will perform the necessary calculations for the analysis. The District will transmit the results to the Developer or their engineer.

In some cases a Developer may request a Fire Flow test in-lieu of a Hydraulic Analysis, which is governed by the District's policy on "Fire Flow and Hydraulic Analysis Requests" (**Appendix D**).

The District does not allow a hydro-pneumatic system for water services under both temporary and permanent conditions.

5.7 Requests for Sewer Study

A Developer or their Engineer may request a Sewer Study to aid in the design of their Project. The appropriate Advance Payment of Deposit will be required prior to commencement of work. The District's Engineer will perform the necessary calculations for the analysis. The District will transmit the results to the Developer or their engineer.