

I. INTRODUCTION

A. GENERAL

The Jurupa Community Services District was formed in July, 1956, as a general purpose community services district of the State of California. The boundaries of the District are shown in Appendix A of Section VII.

The District is administered by a five-member Board of Directors and a General Manager.

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, have constructed and dedicate to the District the water and/or sewer systems 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. Water and/or sewer systems 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 EASEMENT form shall be used (Appendix B); and shall be formally accepted by District pursuant to the CERTIFICATION OF ACCEPTANCE OF GRANT OF EASEMENT (Appendix C).
3. Water systems 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 systems 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.

B. 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 "General Manager".

The General Manager may, at their option, designate a person or persons to represent them 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. "Engineer" - "Engineer" shall mean the California Registered Professional Engineer designated by the District to provide general engineering supervision to the various projects, efforts, construction, any work requiring general engineering oversight.
5. "Developer's Engineer" - "Developer's Engineer" shall mean the Registered Professional Engineer designated by Developer to design the proposed water and/or sewer systems in accordance with District rules, regulations and standards.

6. "Owner Property" - "Owner Property" 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.
7. "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.
8. "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.
9. "County" - "County" whenever used shall mean Riverside County, California.
10. "City" – “City” whenever used shall mean city of Jurupa Valley, California or City of Eastvale, California.
11. "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.
12. "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.

C. GENERAL PROCEDURE

Procedures for the development of water and/or sewer systems are shown below. As an option, electronic submittals are acceptable for the entirety of the submittal package. All documents must be clear, legible, properly scaled, and documents not legible will be sent back without review. The following includes the applicable minimum requirements:

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 water and/or sewer "Availability Letter" from District. The appropriate “Availability Letter” fees shall be paid to the District.
2. Board of Directors' approves or denies 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 California licensed civil engineer to District specifications in accordance with applicable provisions specified in the Standards Manual.
5. Developer provides for dedicated right-of-way.
6. Developer's Engineer submits engineered drawings along with plan check fees to District as outlined in Section II of this manual for 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 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 system 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 Engineer. Section I.E. provides the procedure that shall be followed for changes on District approved Plans.
8. Developer's Engineer submits original mylars (digital submittal is acceptable) with all approval signatures to District.
9. Drawings approved by the District will be void 24-months from the date of District's signature. 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 (example: -1, -2).
10. Developer posts deposits and necessary fees with District.
11. Developer enters water and/or sewer system construction agreement with District. (Appendix D)
12. Developer contracts with an appropriately licensed Contractor who has a Contractor's Data sheet (Appendix E) on file with the District.

13. Developer/contractor provides insurance certificates to District. (Appendix F)
14. Developer provides "Certification of Streets to Final Grade" to District (Appendix G). These must be submitted prior to scheduling a pre-construction conference.
15. Developer/contractor coordinates pre-construction conference with District. (Appendix H)
16. District issues "Notice to Proceed". (Appendix H)
17. District inspects construction of systems.
18. Developer's Engineer submits complete set of "As-Built" mylar drawings immediately after construction. Additionally, the District shall also be given a submittal of all project map and land base information on a PDF and DWG (or DXF) digital data disk per the requirements provided in Appendix K. Three (3) disks are required to be submitted along with the "as-built" mylar drawings (refer to Appendix N for atlas map updating procedures).
19. Developer provides District with final costs to construct all District systems (for District capitalization purposes).
20. District accepts improvement systems and issues "Notice of Final Acceptance."
21. Developer dedicates systems to 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.

D. 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.

2. Riverside County Ordinance No. 460.151, Subdivision Ordinance.
3. Riverside County Ordinance No. 461.10, County Road Improvement Standards and Specifications.
4. Riverside County Ordinance No. 787, Fire Code Standards.
5. Riverside County Ordinance No. 499.12, Encroachments in County Highways.
6. Riverside County Environmental Health Department Requirements.

E. 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 blueprint, 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 their signed reproducible plan or electronic copy (i.e. pdf) of the original mylar prior to release of the original mylar to the Engineer so the District can hold them while the originals are checked out to them to make the revision. Optionally, the District will make another set of reproducibles, at the Developer's Engineers expense, to hold. Once the Developer's Engineer revises the originals per the approved red line plans, they should resubmit both the originals and the red lines to the District for final review and signature. Once the originals are signed for the revision, then the procedure would be the same as any newly signed mylar.

Revisions to signed plans must be made by the 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 them about the proposed revision and get their 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 by them 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 bring them in for District review and signature.

Following the second option 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 with 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.