



## **CIP PLAN SUBMITTAL AND REVIEW GUIDE**

As of January 10, 2022

This guidance document provides general plan review requirements on water, wastewater, and reclaimed water capital improvement construction plan submittals. A complete set of plans to be submitted through the AB+C portal, which will be uploaded into AMANDA for review.

### **Preliminary Scoping Review**

- Pipeline Engineering to meet with internal stakeholders to provide technical guidance to scoping limits.
- Pipeline Engineering to provide recommendation on scoping limits or additional improvements to internal stakeholders.

### **30% Submittal-Alignment Check**

- Overall sheet(s) identifying total project limits with key maps for each sheet.
- Proposed routing on scaled drawings. (Plan view only)
- Proposed pipe size, material, and class. Lines 24-inch in diameter and larger should be indicated as a double line to scale, including RCP pipe and box culverts.
- All existing topographic and planimetric features on and near the proposed route.
- All underground utilities, including dry & wet utility lines existing and proposed.
- Concurrent submittal to AULCC for review.
- Submit a Scoping Map, as a separate document from the plans submitted for review. Scoping Map to include proposed pipe sizes and project limits at a minimum.

### **60% Submittal-Detailed Plan and Profile**

- Concurrent submittal for AULCC for review<sup>1</sup>.
- General
  - Pressure Zone required on cover sheet.
  - A general location map including street names (showing Grid numbers & Mapsco page number).
  - Standard and most current Austin Water construction notes.
  - Size, pipe material and location of all proposed main with respect to easements and rights-of-way.
  - Location, size and material of all existing water and wastewater mains, lines, and services.
  - Indicate wastewater flow direction on all plan views for both existing and proposed wastewater mains.
  - Location, size, and description of other utilities where they may conflict with water or wastewater mains or other service lines.

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- Water System
  - Stations of all proposed connections to existing or proposed water mains. Provide water ID numbers and water intersection numbers at all water connection points.
  - Calculated design pressure at highest and lowest lot served and provide fire flow demand in gpm per the International Fire Code. (Show information on Cover Sheet).
  - Retaining walls, including geo-grid, straps, tiebacks depiction of influence zone and anchoring system, and all other components to provide cross sections as requested.
  - Profile views shall be provided for all water mains (including 8 inch lines).
  - The existing ground profile and proposed street finish grade or subgrade.
  - Station numbers and elevations of all utility crossings.
  - Identify pipe size, percent grade and pipe material to be used including ASTM and/or AWWA designation. If an alternate material is to be allowed, both should be listed. (Example: "D.I. Class 350 or 250 or DR14 C900PVC")
  - Station numbers and elevations for starting points, ending points, point of intersection, grade breaks, valves, fire hydrants, air release valves, pressure/flow regulating valves and at intermediate points every 100 feet.
- Wastewater System
  - Station numbers at all proposed connections to existing or proposed wastewater mains. Provide manhole ID numbers and profile numbers or City Job numbers at all wastewater connection points.
  - The location, alignment, and structural features of the wastewater main, including manholes and concrete retards, if applicable.
  - Station numbers for beginning points, ending points, manholes, clean-outs, and other appurtenances.
  - Location of all existing and proposed wastewater services, mains, and manholes.
  - A profile view shall be provided for all wastewater mains.
  - The existing ground profile and proposed street finish grade or subgrade or finished grade, if not under pavement.
  - Station numbers and elevations of all utility crossings.
  - Identify the pipe size, percent grade and pipe material to be used including ASTM and/or AWWA designation. If an alternate material is to be allowed, both should be listed.
  - Station numbers and elevations for starting points, ending points, manholes, clean-outs and at intermediate points every 100 feet.
  - Elevations shall be indicated on the profile showing the finish floor elevations of all flow line elevation of the plumbing where it exists from the structure is to be indicated. If a lot or tract is vacant, side shots may be required from the middle of each lot to ensure gravity service is possible from the lot to the main.
  - Design flows, minimum and maximum, and flow velocities at minimum and maximum dry weather flows.
  - Retaining walls, including geo-grid, straps, tiebacks, depiction of influence zone and anchoring system, and all other components to provide cross sections as requested.
  - Culverts, bridges, and other drainage structures.
- Miscellaneous
  - All proposed W&WW easements dimensioned.
  - AW Standard Details and Standard Construction Notes.
  - All utilities are to be included in plan/profile (including water, wastewater, and reclaim services, and all dry utilities).
  - Geotechnical bore data.
  - Proposed/draft Railroad Right-of-Way Use Agreements.
  - As a supplement to the plans, identification of all special details.
  - As a supplement to the plan's identification of areas under SUE service investigation.
  - Manhole assessment completed and submitted to Pipeline Engineering for review.

## **90% Submittal – Construction Ready**

- Complete design of all components (to include but not limited to thrust restraint, identification of all utility clearances, etc.).
- Financial metes and bounds for all proposed easements and easement documents (these documents are to be reviewed prior to recordation).
- Signed Railroad Right-of-Way Use Agreements (if applicable).
- Completed TXDOT permit (if applicable).
- Most current AW Standard Details and Standard Construction Notes.
- Disinfection plan (if applicable).
- Submit concurrently to QMD.
- Submit for project numbers and GIS numbers.
- Waiver summary sheet added (a list of all requested UCMA waivers).

## **100% Submittal – Final Sign Off**

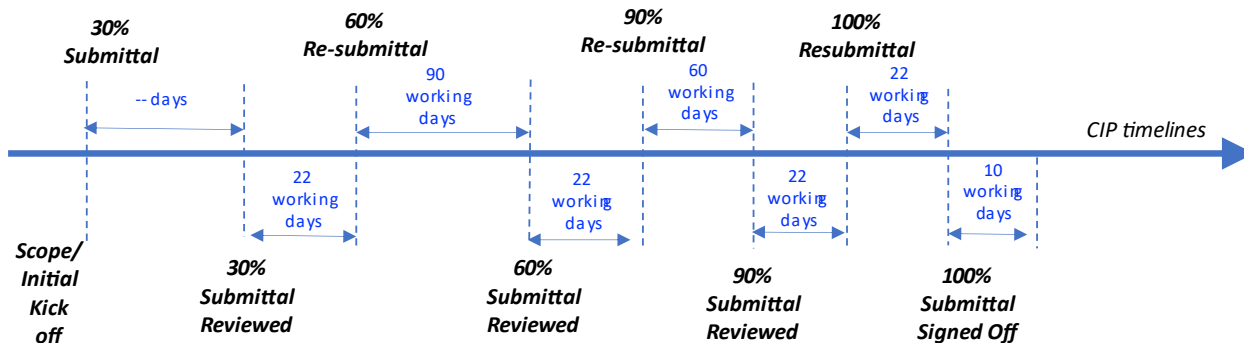
- Cleared QMD comments.
- Design in compliance with TCEQ, COA, ordinances, UCM and standard specifications.
- AW Standard Details and Standard Construction Notes.
- Sign-off of any waivers.
- Recordation numbers and all new easements have been added to plans.
- All GIS numbers and project numbers added to plans.
- Sign-off on Cover Sheet and all related sheets.

## **Timelines for Plan Resubmittals<sup>2</sup>**

- 30% Submittals – 30 days
- 60% Submittals – 90 days
- 90% Submittals – 60 days
- 100% Submittals – 30 days

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Please note that the timelines above can be extended as requested by AW Sponsor in writing, along with providing the reason for the extension.

Pipeline Engineering will respond to all comments within 22 working<sup>3</sup> days. Please note that the timelines above can be extended as requested by AW Sponsor in writing, along with providing the reason for the extension.

### Miscellaneous Guidelines

All corrections for CIP's will return to the original reviewer for AW approval.

GIS numbers are now received by electronic submittal. See link for electronic submittal process <\\austinwater.com\cloud\PipelinePlanReview\CIP Files\CIP Electronic Submittal.pdf>.

Reasons a project will remain in previous submittal.

- Significant design change or scope increase from previous submittal.
- Unresolved conflicts with existing or proposed utilities.
- Exceeding maximum timeline for resubmittal, without a request for extension based on timelines above.

For comments, questions, or feedback on the CIP checklist, please email Daniel Lofton or Roverta Chapa.

<sup>4</sup> Revision 1/10/22