

Livingston Community Water Authority Roles and Responsibilities

	Township Requested Project	Developer Requested Project	LCWA Requested Project	Pre-existing Well Community Well Systems (PCWS)
1. Permitting				
a)	Preparation of Plans	Design by licensed Michigan Engineer hired by entity requesting project.		N/A
b)	Review of Plans	Township engineer will have primary review responsibility. Township engineer to provide basis of design to LCWA engineer for approval.		N/A
c)	Basis of Design	Shown on design drawings by design Engineer. LCWA engineer to integrate project basis into system model to determine system improvements required by project.		LCWA engineer will determine and integrate it into system.
d)	Approval of Plans	LCWA engineer will have final approval authority after receipt of Township engineer's recommendation for approval.	The respective Township Board must approve the concept of any LCWA project into that Township.	N/A
e)	Permit Application to MDEQ	Design engineer will initiate and forward to the Township engineer who will then forward to the LCWA engineer for completion. LCWA Chairman will sign as applicant after item 1d is complete.		LCWA will initiate, sign and file.
f)	Permitting Fees	All permitting fees, if any, will be paid by entity requesting project.		PCWS will escrow fees with LCWA Treasurer.
g)	Escrow Procedure	Those entities that will be reviewing and approving the project plans will forward an estimate of their fees to the LCWA Treasurer. The Entity requesting the project will post an escrow amount equal to the total of the estimates with the LCWA treasurer before reviews are begun.	LCWA will request an estimate from the Township engineer and post the estimated amount with the Township Treasurer before reviews begin.	LCWA will review system and estimate escrow amounts. PCWS will place that amount in a LCWA escrow fund.

Design engineer must be a licensed Michigan engineer

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2. Construction Monitoring					
a)	Construction Inspection	Primary Inspection will be performed by the LCWA Engineer. The Township engineer may inspect those non-water related items on behalf of the Township.			LCWA engineer will do any connection inspection.
b)	Staking of New Water Main and Appurtenances	Staking of water system components will be provided by the design engineer or the LCWA engineer.	Staking of water system components will be provided by the design engineer.	Staking of water system components will be provided by the LCWA engineer.	NA
c)	Staking of Private Utilities	Staking of private utilities will be coordinated with Miss Dig.	Staking of private utilities will be coordinated with Miss Dig.	Staking of private utilities will be coordinated with Miss Dig.	NA
d)	Construction Engineering and Contract Administration including Submittals	Construction engineering and contract administration will be provided by the design engineer or the LCWA engineer.	Construction engineering and contract administration will be provided by the design engineer.	Construction engineering and contract administration will be provided by the LCWA engineer (refer to LCWA Standards Section 01330 for submittal requirements)	NA
e)	Testing	Material testing will be coordinated by the construction engineer. Copies of reports will be provided to LCWA Engineer. Pressure and bacterial testing will be witnessed by the LCWA engineer.	Material testing will be coordinated by the construction engineer. Pressure and bacterial testing will be witnessed by the LCWA engineer	Material testing will be coordinated by the LCWA engineer. Pressure and bacterial testing will be performed by the LCWA engineer	Any testing deemed necessary will be coordinated or performed by the LCWA engineer
f)	Easements	Easements shall be prepared using the LCWA standard easement document. Easements will be recorded by the Township. LCWA shall be provided copies of all recorded easements.	Easements shall be prepared using the LCWA standard easement document. Easements will be recorded by the developer prior to project close-out. LCWA shall be provided copies of all recorded easements.	Easements shall be prepared using the LCWA standard easement document. Easements will be recorded by LCWA.	N/A
g)	As-Built Record Copies	The construction engineer shall be provided with LCWA inspection records and submit as-built drawings to the LCWA engineer upon completion of construction, in accordance with as-built requirements	The developer representative shall be provided with LCWA inspection records and submit as-built drawings to the Township and LCWA engineer upon completion of construction, in accordance with as-built requirements	LCWA shall prepare as-built drawings in accordance with as-built requirements	LCWA engineer will collect any known data and do a GIS field locate of visible structures.
h)	Form of As-Built Records	As-built drawings will be provided in both GIS (shapefiles)and PDF formats for record purposes. LCWA engineer will add the newly constructed water main to the LCWA GIS.			
i)	Escrow Procedure	Prior to the start of water system construction escrow funds (for inspection service) shall be deposited with the LCWA Treasurer based on estimates provided by the LCWA and Township Engineers. If at any time the balance in the escrow falls below the estimate to complete additional funds are required to be deposited.		LCWA will request an estimate from the LCWA engineer and post the estimated amount with the Township Treasurer before construction begins.	LCWA engineer will estimate a five (5) year upgrade and/or maintenance amount. PCWS will escrow that amount with the LCWA Treasurer.

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3. Project Acceptance				
a)	Punch List Preparation	LCWA engineer will prepare the punch list of items needing completion for the water main and forward to the Township Engineer. All other items will be documented by the construction engineer.		See 2c Above
b)	At what point is system turned over?	The entity requesting the project shall provide LCWA proof of all payments for the system inclusive of construction, operational and maintenance costs incurred to date. Recorded Easements, Warrantees, As-Built records, Waivers of Lien, Proof of ownership, Titles, transfer of ownership, receipt of permits, payment of permitting fees and like documentation shall be provided. LCWA may begin providing water upon receipt of the foregoing but that does not constitute acceptance. See items 3d and 3e below.		
c)	Who transfers system.	Township	Developer	N/A
d)	System acceptance by LCWA	The LCWA Board shall vote to accept the system at their next regular meeting following thirty (30) days of providing water to the system provided the system has been deemed by the LCWA engineers and operators as being trouble free. Water consumed during this period is billable to the water consumer. Acceptance shall not be unreasonably withheld.		N/A
e)	Special Condition on Township Financed Projects	If due to financing of a project the facility must remain the property of the Township, a side agreement shall be entered into between the Township and LCWA for operation, maintenance and other items as needed.	N/A	N/A
4. Warrantee				
a)	Duration	Five (5) Years except for equipment where the manufacturer provides a lesser time. In no event shall the time be less than two (2) years from acceptance.		
b)	Warrantee Bond - From / To	From the contractor performing the work. Bonds shall be written by firms with a Minimum Financial Rating from A.M. Best of A++ or A+ (Superior). Bond will be written to LCWA and its constituent entities.		None Required
c)	Who Enforces?	LCWA		N/A
5. Individual Taps into LCWA mains				
A private entity consisting of a person, a property owner or contractor will be allowed to tap-in to a LCWA main under the following circumstances.				
a) Application to LCWA indicating size of tap required on form provided by LCWA.				
b) Written permission of property owner if not owned by applicant, on form provided by LCWA.				
c) Payment of tap in fee inclusive of capacity charges, township cost recovery fees, meter and installation costs.				
d) Filing and recording of easement for water line across property being served to LCWA standards. Permanent permission for LCWA to maintain their equipment such as meters and radio read equipment on or in property being served.				
e) Available Capacity to Serve customer.				
f) Installation of Tap, lead, curb stop to be performed by LCWA or their contractor.				
g) Lead from curb stop to building including piping for a meter location within the building to be by the applicant.				
h) Meter will be installed and owned by LCWA. Installation will be into piping provided by others as will be backflow preventers, drains, etc required by code or LCWA standards.				
i) Payment of all usage charges levied by LCWA.				