

SECTION 11750 – PROCEDURE AND SCHEDULING FOR WASTEWATER LIFT STATION DESIGN, INSPECTION, ACCEPTANCE AND INSURANCE COVERAGE

1. The Developer, Engineer and BCWS Engineering Section will meet to determine necessity, approximate location and service area of the lift station and force main. A Project Manager will be appointed within the BCWS Engineering Section. Copies of the “Sewage Pumping Station Requirements” will be distributed at this meeting.
2. The BCWS Project Manager will work with the Developer’s Engineer to finalize projected ultimate and design flows for station. The Project Manager will inform Maintenance of proposed lift station and solicit input.
3. The Engineer will prepare lift station plans simultaneously with subdivision plans.
4. Four (4) sets of lift station plans are to be submitted (in advance of or simultaneously with subdivision plans) by the Developer/Engineer to the BCWS Engineering Section with appropriate Plan Review Fees and Application.
 - Lift Station Plans forwarded to BCWS Project Manager
 - Project Manager distributes two sets of plans to Maintenance for review of:
 - a. General site layout and characteristics, plan and profile, potential operational or maintenance problems and general compliance with “Sewage Pumping Station Requirements”
 - b. Electrical, control and SCADA design details, schematics, specifications, etc.
 - Project Manager reviews plans for sizing, hydraulic calculations, pump selection, structural design, other technical aspects, detailed compliance with “Sewage Pumping Station Requirements,” and compatibility with proposed subdivision plans. Project Manager may schedule meeting with all involved parties upon request or at his discretion.
5. Revisions will be returned to the Project Manager, who will complete a final review and return all revisions together to the Engineer, keeping at least one (1) copy for records. Step 4 and 5 will be repeated until plans are complete and considered approved plans.
6. Approved plans shall be submitted by the Developer/Engineer to the BCWS Engineering Section:
 - Submit five (5) sets of plans for BCWS: two (2) for the Office, two (2) for Maintenance, one (1) for Inspections
 - Submit four (4) sets of plans with OEPA Review Fees, and three (3) originals and one (1) copy of appropriate OEPA Data Sheets (copy is for BCWS files)
 - Submit “Application to Extend” and Inspection Fees and copy of contractor’s bid
 - Developer/Engineer must submit required plans to Building and Zoning to obtain required permits

7. The Project Manger will ensure that submittals to OEPA are properly completed as well as arrange them for Commissioner's approval.
8. The Engineer will collaborate with other agencies:
 - Work with local power company to arrange for adequate electrical supply to lift station
 - Obtain permits, where necessary, from the Butler County Engineer's Office (BCEO), railroad companies, or other agencies
9. Once all permits are obtained, the estimated construction schedule and copies of all permits, shall be submitted by the Developer/Contractor to the Project Manager who will distribute them to Maintenance, Inspections, etc. Construction may begin with at least two days prior notification to Maintenance and Inspection via the Project Manager.
10. The Inspections Section will inspect sewers and force mains; the Maintenance Section will inspect all other aspects of the lift station. If field changes are required in equipment, materials or construction methods, Inspection or Maintenance shall immediately notify the Project Manager, who will have the responsibility of reviewing the problem and notifying the Developer, Engineer and Contractor, as necessary, of required changes.
11. Upon completion, the Contractor shall arrange for an electrical inspection by the Butler County Building and Zoning Department. After the facility passes this inspection, the Contractor shall arrange for the power company to install an electric meter and connect electric to the station.
12. Once the electric to the station has been turned on, the Contractor shall schedule an inspection by the BCWS Maintenance Section through the Project Manager. A "Punch List" will be created and distributed to all parties involved shortly after the inspection. At the time of this inspection, or once all critical items on the Punch List are completed and re-inspected, the lift station shall be Initially Accepted - thus initiating the one year warranty period. This Initial Acceptance shall be indicated on the appropriate form signed by the BCWS Inspector, the Project Manager, the Contractor and the Developer. The BCWS Purchasing Agent shall be notified of the date of Initial Acceptance and shall arrange for insurance coverage of the lift station by the County's policy to begin on that date. A Maintenance Bond shall be submitted within one (1) week of the date of this Initial Acceptance. At this time, BCWS will begin to issue Permits to Connect to the sanitary sewer (provided the sanitary sewer has also been accepted), and flow will be accepted into the lift station.

Note: **If the lift station has not been put into service with consistent flow within one (1) month of the date on Initial Acceptance, a letter shall be written by the Project Manager indicating the date consistent flow to the lift station does begin. Acknowledgement of this letter shall be signed by the Contractor and the Developer and returned to BCWS. This will effectively extend the warranty period for the station to expire one year after the date indicated on the letter.**

13. Engineer shall submit As-built record drawings (three (3) black-lines).

14. Approximately one (1) month prior to expiration of the warranty period, the Engineering Section shall notify the Project Manager and a final inspection shall be arranged with the Maintenance Section. Any problems that are discovered will be reported to the Contractor and Developer by the Project Manager. Once any problems have been corrected, and the one year warranty period has expired, another form shall be completed and signed by BCWS, the Inspector, the Project Manager, the Contractor and the Developer. The Project Manager shall arrange for the Board of County Commissioners to release the Maintenance Bond and ensure its release by BCWS to the Contractor.

Note: The Maintenance Bond shall not be released without approval of the Maintenance Section and the Project Manager.

END OF SECTION