



## **PROJECT DEPOSIT INFORMATION**

**Updated: November 1, 2011**

### **Introduction**

The purpose of this document is to help inform project proponents (developers) about District guidelines regarding project deposits for plan checking, inspection, and other project related activities. Since the District only has an agreement with the developer, it is the developer's responsibility to help control project costs by overseeing the developer's engineer and contractor.

Two initial examples of how the developer can help control costs:

- Plan check fees are typically calculated on two design checks and one final plan check. If additional design checks are required, the initial plan checking budget will be inadequate. An estimate is always prepared prior to the beginning of work by the District. The developer can help oversee the engineer to ensure the plan checking process is proceeding smoothly.
- Inspection fees are estimated presuming a competent and efficient methodology is used to complete the work. The less a contractor follows the plans and specifications, the more the inspection costs will increase. As the contractor works for the developer, the developer can help ensure inspection costs are kept to a minimum by monitoring the work of the contractor and ensuring that he diligently follows through on completion of work. One of the largest expenses incurred by the District is tracking and following up to ensure the project construction is complete.

The three project phases are outlined below with description of how project deposits are billed against and how to potentially minimize costs.

### **Overview**

When new projects are brought to the Olivenhain Municipal Water District, a deposit is required to pay for plan checking, inspection services and project close out costs. The amount of deposit is dependant on the size and nature of the project. Work done on your project is billed against your deposit. The following guide lists what is billed against your deposit, and more importantly for you, contains ideas about how to minimize project costs. Because each project is different, there may be items listed that don't apply, and there may be additional tasks billed to your deposit that are not listed below.

## **Plan Checking**

If the project is small, and time permits, District staff may complete the plan checking services at the District. If the project is larger, the plans will be sent the District's plan check consultants. Water and recycled water plan checking is currently performed by Boyle Engineering Corporation, and sewer plan checking is performed by PBS&J. If the District's consultants are reviewing your project, District staff will spot check your plans when the plan checking is 95% complete.

What will be charged against your deposit during plan checking:

- Time spent reviewing your plans
- Time spent responding to your plan checks
- Time reviewing project easements (if required)
- Time answering your questions (in person, on the phone and in writing)
- Time spent in project meetings

How to control plan checking costs:

- On the initial submittal, submit complete drawings
- On subsequent submittals, respond to ALL review comments
- Provide requested information promptly
- Complete project easements efficiently and promptly
- If your plans are being reviewed by the District's plan check consultants, direct questions, submittals and other correspondence to the plan check consultant

## **Inspection**

During project construction, daily inspection will be performed to ensure construction conforms to District standards. Similarly to plan checking, inspection may be performed by District staff, or may be performed by hired consultants.

What will be charged against your deposit during inspection:

- Time spent at the preconstruction meeting
- Time spent inspecting your project
- Time installing water meters
- Time spent on pipeline shutdowns
- Time in meetings discussing your project (either at the job site, or if necessary, at the District offices)
- Time spent repairing District facilities that were damaged during construction

How to control inspection costs:

- Construct the project per the plans and District standards
- Schedule your inspector's time in advance so he is on site when required
- Construct District facilities ONLY when the inspector is on site, work performed without inspection will be removed and reinstalled at your cost
- Only request a water meter installation when your project is ready for installation (if you have questions regarding the meter installation, talk with your inspector)
- Complete everything on the punch list before calling for reinspection
- Keep accurate and updated red-lines

## **Project Closeout**

Project closeout is the time after the construction is complete. During this time, the as-built process is completed, the project is brought to the District's Board for acceptance, a notice of completion is filed with the County of San Diego, bonds are released and the remaining project deposit is returned.

What will be charged against your deposit during project closeout:

- Red-line/as-built review
- Time spent in meetings discussing your project
- Time spent completing outstanding easements
- Time preparing the District Board memorandum
- Time preparing and filing the notice of completion

How to control project closeout costs:

- Keep accurate and updated red-lines during construction
- Submit complete red-lines and as-builts
- Ensure that all required easements were completed during the inspection and construction phases (project closeout will not be completed without all required easements)

If you have any questions about project deposits, please contact George Briest, Engineering Manager, Karen Ogawa, Engineering Supervisor, or Cindy Pecile, Engineering & Right of Way Coordinator at (760) 753-6466.