

SECTION 3.1 DISTRICT CAPITAL IMPROVEMENT PROJECTS

3.1.1 PURPOSE

The purpose of this section is to provide an overview and general information regarding District Capital Projects.

3.1.2 GUIDELINE

Capital projects are those that construct, repair, maintain or replace District facilities, which have a regional benefit and either totally or partially funded by the District. In some cases, a Developer project may include agreements for payment (Reimbursement Agreement), worked out between the Developer and the District, for the construction of one or more capital projects.

Design of capital projects as well as preparation of project plans and contract documents are either performed in-house, by a District approved Design Consultant, or a combination thereof.

3.1.3 STANDARD TERMS AND DEFINITIONS

Wherever technical terms or pronouns occur in these guidelines or in related documents, the intent and meaning shall be interpreted as described in Standard Terms and Definitions.

3.1.4 DEVELOPMENT OF CAPITAL PROJECTS

Capital projects are identified from master plans, maintenance and rehabilitation needs, regulatory action, city and county facility conflicts and public response. Capital projects include, but are not limited to the following types of projects:

- A. Distribution, Transmission and Collection Systems for potable water, recycled water, or sewer:
 - 1. Pipelines
 - a. Pressure mains
 - b. Gravity mains
 - c. Low Pressure Force Mains
 - 2. Pump Stations
 - 3. Surge Tanks
 - 4. Storage Reservoirs
 - a. Seismic analysis and retrofit
 - b. Maintenance and rehabilitation
 - c. Corrosion protection
 - d. Coatings
 - 5. Pressure Reducing Stations
 - 6. Large Meters

7. Valve Replacement

8. Structures

B. Treatment Plants

C. Pavement Maintenance and Rehabilitation

D. Corrosion protection

E. Fencing and Security Systems

F. Asset Management/Condition Assessment

G. Flow Studies/Hydraulic Modeling

After a capital project is identified and prioritized, staff will proceed with a feasibility study, design and construction. Staff will usually present the design or study to the Board of Director's for its review and approval.

3.1.5 CAPITAL COSTS

At a minimum and as applicable, development of total capital cost shall include Project Definition, Pre-Design, Design, Construction, Construction Contingency (for unforeseen conditions), Engineering Assistance during Construction, Construction Management, District labor, non-construction contingency (i.e. environmental, unforeseen construction management or design), Commissioning, and Closeout.

Cost estimates shall be provided at each stage of a capital project. Allowable contingency shall be based on industry standards or as determined by the district.

3.1.6 SCHEDULING

All projects shall develop a project schedule to accommodate specific requirements established by the project for each district. Project schedule shall include relevant milestones, including start and end dates for all phases of the project, notices to proceed (NTPs), specific deliverables, etc. Key schedule constraints, such as seasonal and/or environmental restrictions, right of way, or permit acquisition shall be clearly identified in the project schedule.

3.1.7 ENVIRONMENTAL REVIEW

Each capital project shall include a review of environmental assessment to determine if the proposed project constitutes a project under the California Environmental Quality Act (CEQA). As determined based on the review, district shall follow approved guidelines for implementing the CEQA.

3.1.8 APPROVAL PROCESS

The District has capital projects approved on an annual basis by its Governing Board. Each year, staff will develop a capital project request that describes need, scope and estimated cost.

3.1.9 DESIGN AND CONSTRUCTION OF CAPITAL PROJECTS

Design and construction of capital projects can either be performed by staff or require the services of an outside consultant or contractor. Use of consultants or contractors will follow the policies for consultant and contractor selection as established by the Administrative Code. Consultants and contractors are directed to use the Standards Design Guidelines, as a guide, project specific guidelines will take precedence and provided separately.

It is the responsibility of the user of these documents to make reference to and/or utilize industry standards not otherwise directly referenced within this document. The Engineer of Work may not deviate from the criteria presented without prior written approval of the District's Engineer.

END OF SECTION