

Water Authority Work Orders

By: Jeremy Shell

November 2023



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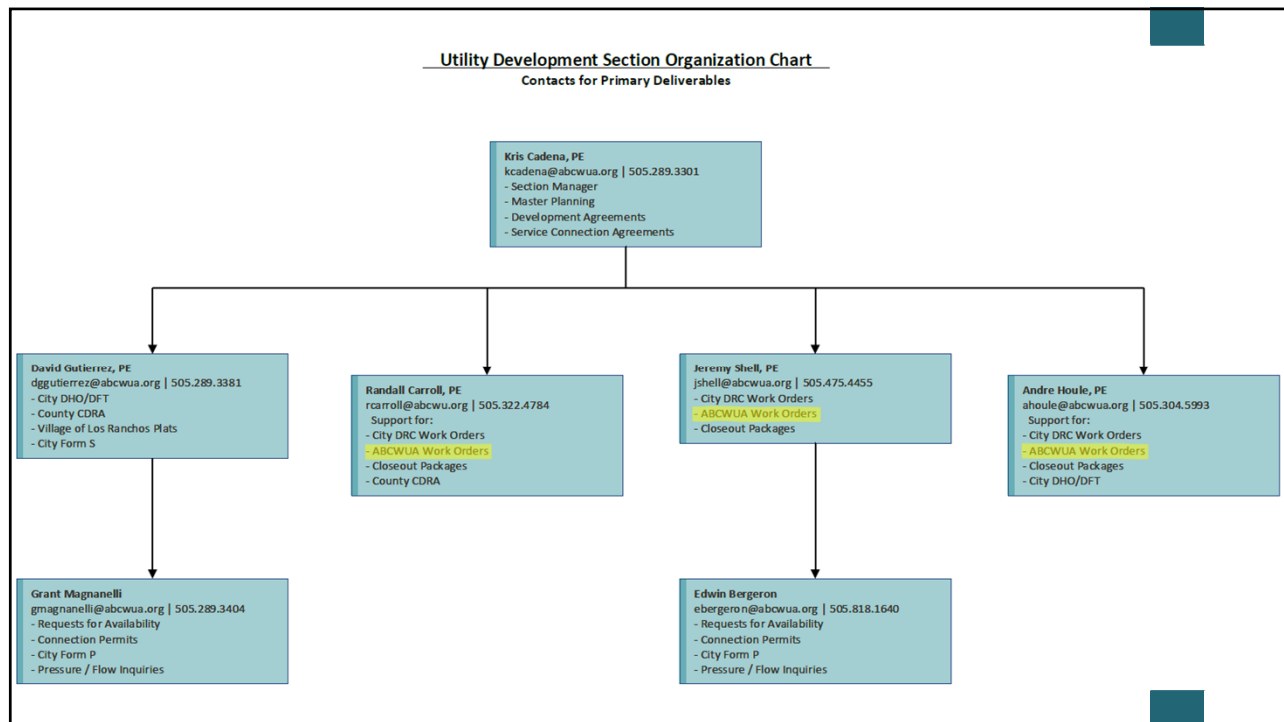
Overview of presentation:

- Utility Development Section Organization Chart
- What is a Water Authority Work Order?
 - ABCWUA processes and jurisdiction
- Water Authority Work Order Flowchart
- Website and Available Resources



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What is a Water Authority Work Order?

- A Water Authority Work Order is one of the processes a project can go through as a mechanism for designing and constructing linear ABCWUA infrastructure within City of Albuquerque, Bernalillo County, and Village of Los Ranchos right-of-way and/or public easement as required to support a development.



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Process for ABCWUA Infrastructure

- Any developer funded project that includes design and construction of ABCWUA infrastructure in support of a development must be reviewed and approved by the Utility Development Section.
 - Water Authority Work Order
 - City DRC Work Order
 - Connection Permit



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Connection Permit Jurisdiction

Routine Connections

- All potable water, non-potable water, and sanitary sewer service connections
- Fire hydrants (public and private)
- Fire suppression lines
- Water meter vaults (for water meters three inches or larger)
- General purpose water valves (excluding transmission line valves)
- Sanitary sewer manholes (excluding interceptor line manholes)
- Vacuum sewer valve pits
- Any incidental construction for the above items to public water or sanitary sewer mains



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Water Authority Work Order Jurisdiction

- Potable and non-potable distribution or transmission water lines
 - Sanitary sewer collector or interceptor lines
 - Sanitary sewer lift stations and force mains
 - Sanitary sewer vacuum stations and mains
-
- Private on-site utilities are not constructed under any ABCWUA process and should be coordinated with the authority having jurisdiction.
 - Should routine connections be warranted to support a project in addition to one of the items listed above, the routine connections should also be included on the Work Order plan set. An additional Connection Permit would not be required.
 - Design and construction of larger components such as water reservoirs, pump stations, wells, treatment facilities, etc. are typically coordinated through the Water Authority's Centralized Engineering group.



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Which Process Do I Go Through?

City DRC Work Order

- If the project includes infrastructure meeting the Memorandum on DRC Jurisdiction, then any and all ABCWUA infrastructure must be included on a city work order plan set. Required infrastructure is typically tied to an infrastructure list. It is always a good idea to confirm process with the City when improvements are within Albuquerque. Design must be performed by a licensed professional engineer.

Water Authority Work Order

- If the project includes at least one item included in the Water Authority Work Order Jurisdiction and does not meet any DRC Jurisdiction items (for projects within the City of Albuquerque municipal limits), then any and all ABCWUA infrastructure must be included on a water authority work order plan set. Design must be performed by a licensed professional engineer.

Connection Permit

- If the project does not include any items included in the Water Authority Work Order Jurisdiction nor the DRC Jurisdiction (for projects within the City of Albuquerque municipal limits), then the items included in the Connection Permit Jurisdiction can be constructed by going through the connection permit process. Design can be performed by contractor or engineer.



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City DRC Work Order

- The Water Authority has a representative on the Design Review Committee (DRC). Therefore, if this process is warranted, a submittal is only required to be made to the City. The City shares the plans with the Water Authority for review and comment and will attend the DRC hearings.

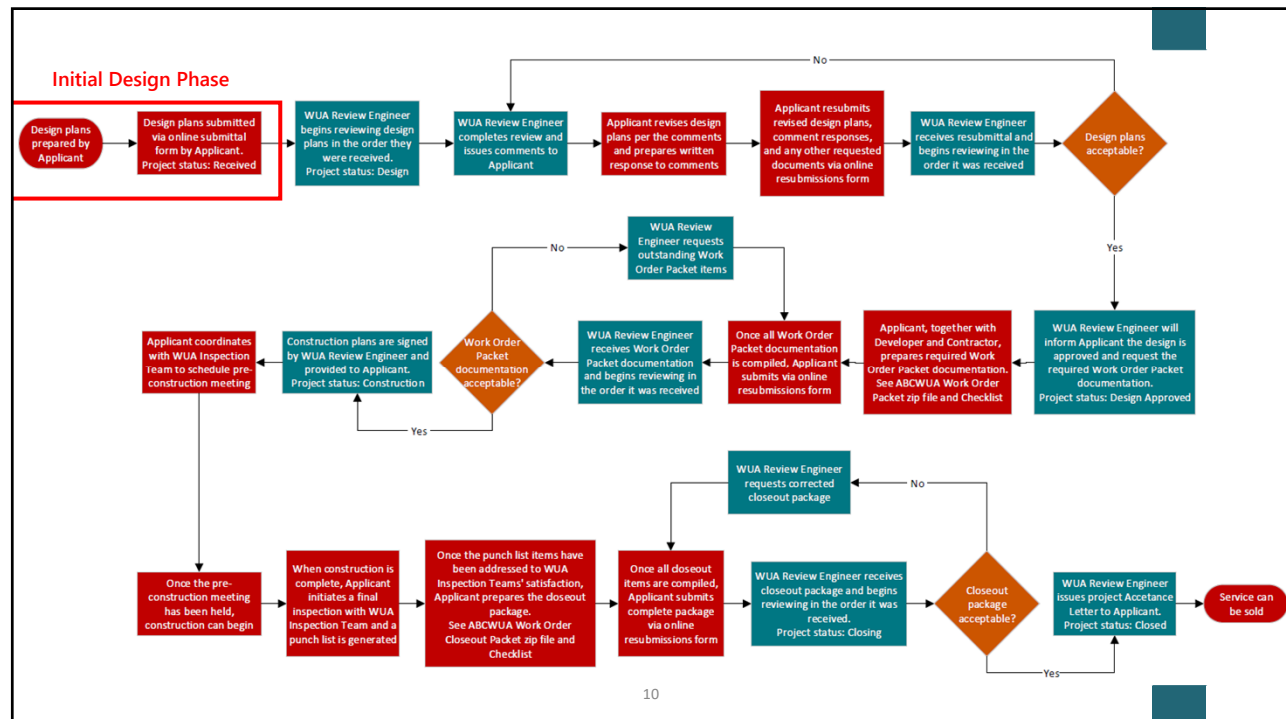
Bernalillo County and Village of Los Ranchos

- Unlike City DRC Work Orders, the Water Authority is not directly involved in any County or Village plan review process for construction of public infrastructure. Consultants must make a separate Water Authority Work Order submittal in addition to any County or Village plan submittal requirements.



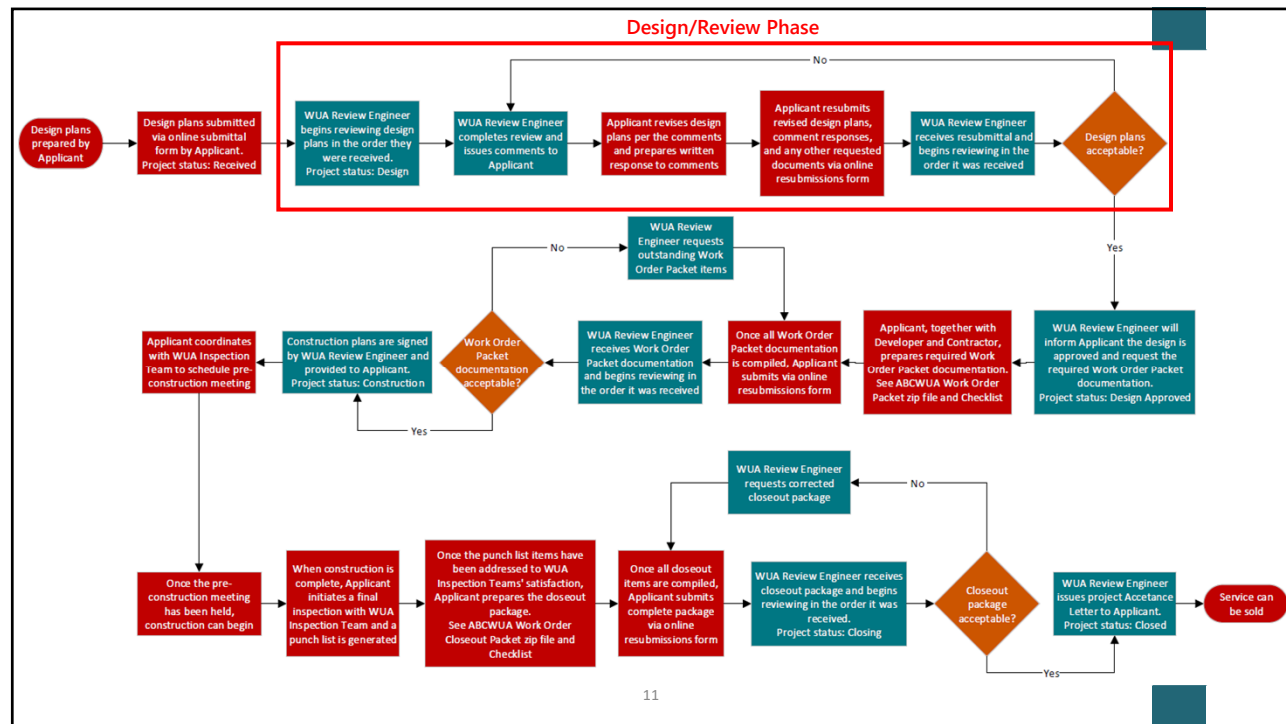
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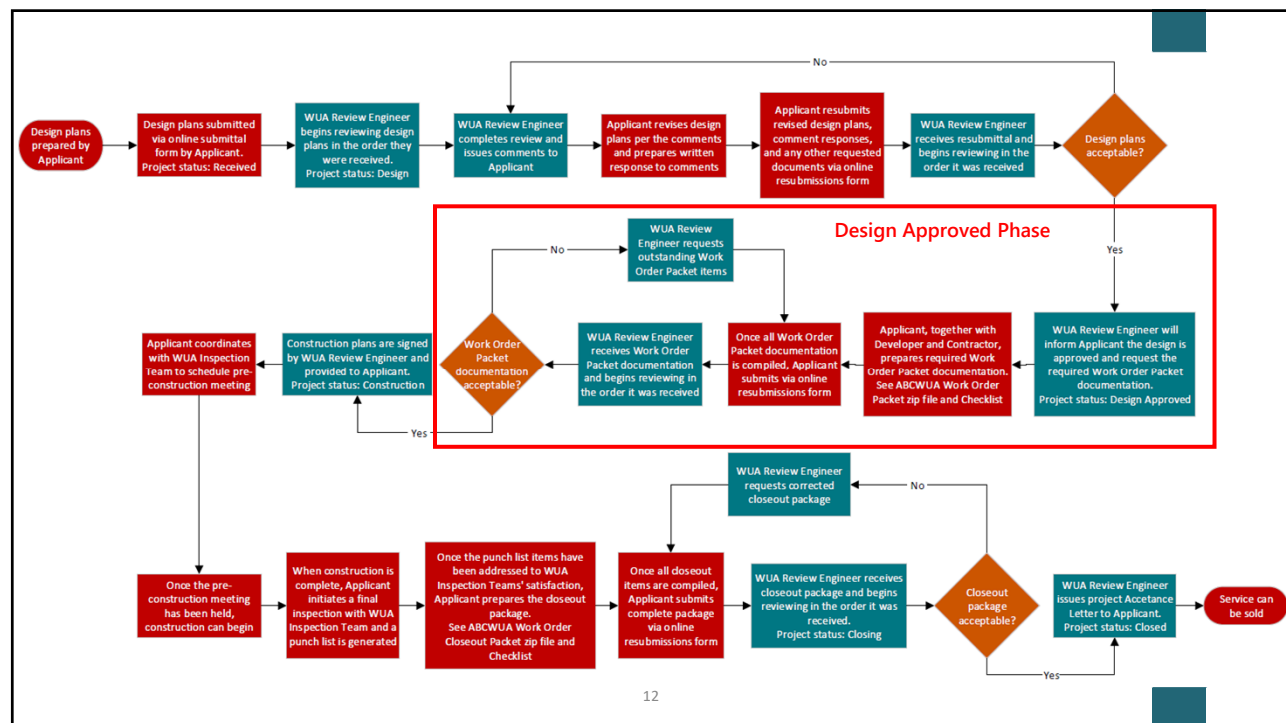


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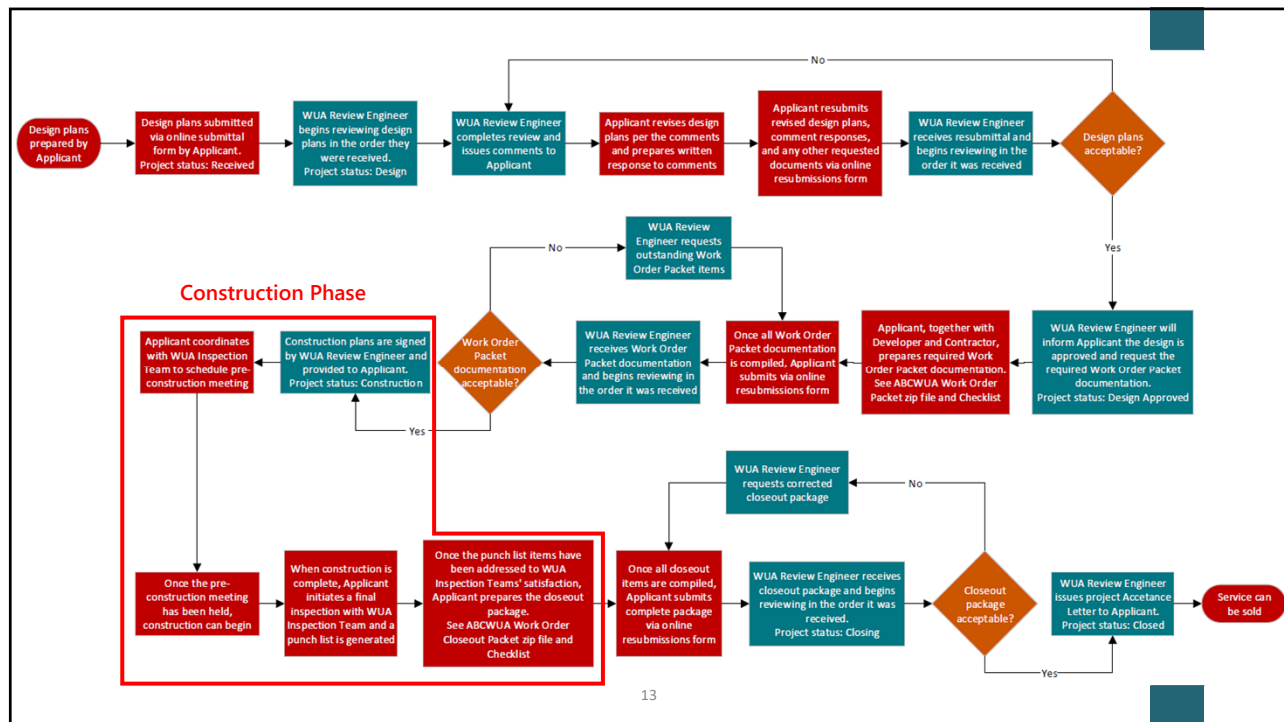
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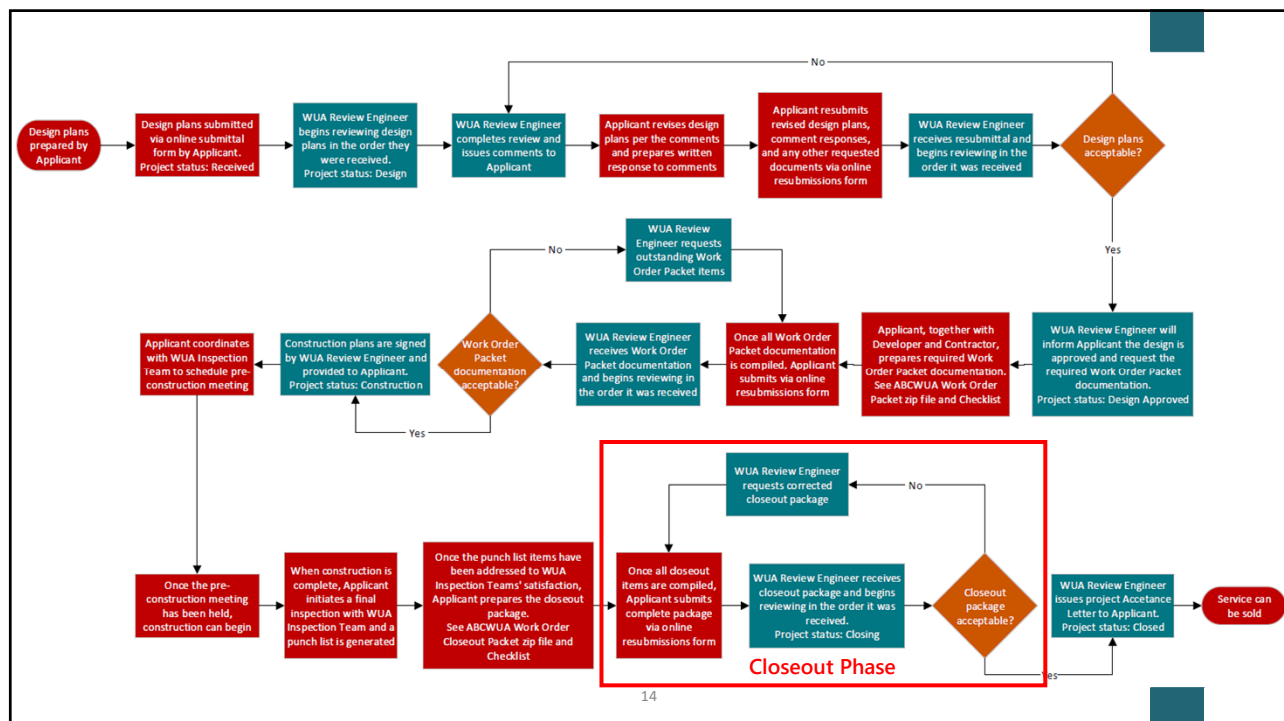
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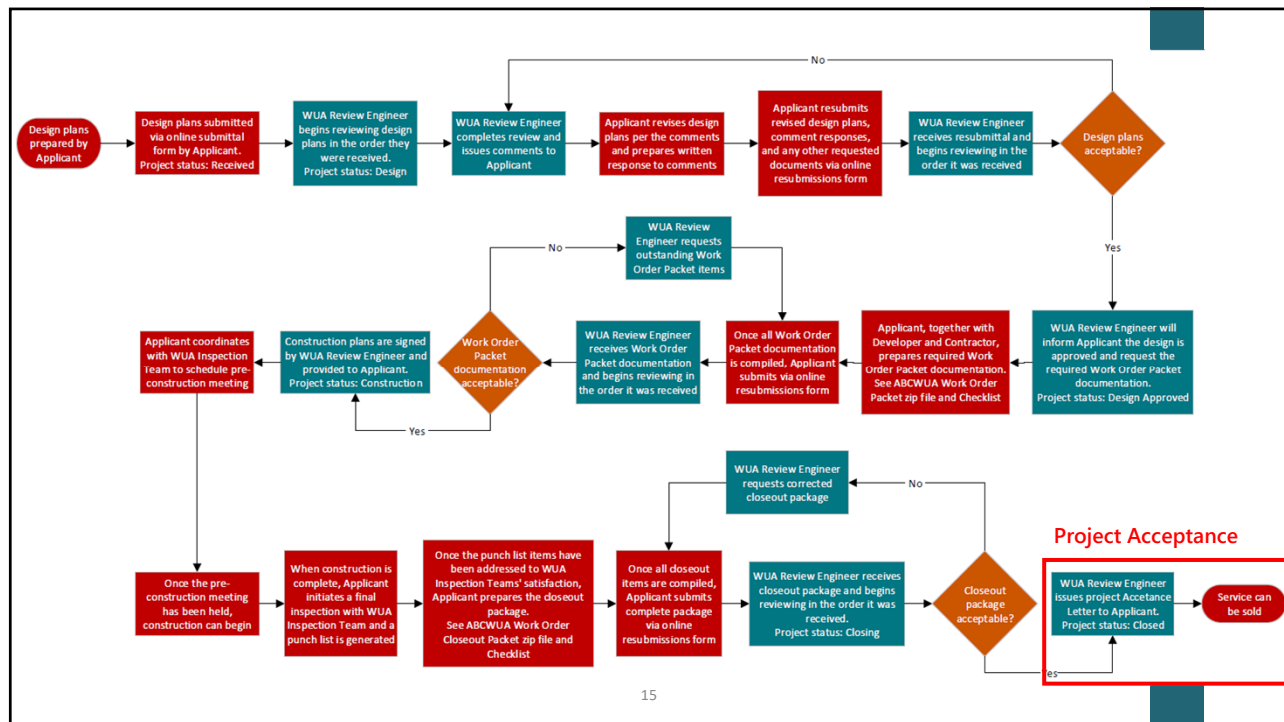
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ABCWUA Website



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CONSTRUCTION INFORMATION FOR BUILDERS

For Builders

- Construction Information
- Contractor Registration
- Availability Statements
- Water Authority Work Orders**
- Connection Permits
- Flow Inquiries
- Pro Rata Inquiries
- Water Off and On Procedures
- Well Line Shutoff
- Water Main Shutoff
- Carnuel Customers
- Do Business with Us
- Payments

Water & Sanitary Sewer Construction Information

Here you can find information related to construction of public water and sanitary sewer infrastructure. Information is provided for Water and Sewer Availability Statements, Water and Sewer Permits, Water Shutoff Requests, and the Water Authority's Approved Products List.

Related Links:

To Cancel a Shut-off or Turn-on Distribution Line Request, please notify us via email at main_shutoff@abcwua.org.

To Cancel a Shut-off or Turn-on Well Line Request, please notify us via email at well_line_shutoff@abcwua.org.

- 2012 EPA Construction General Permit Detail
- 90 Day Grace Period Transition to Ductile Iron Meter Plates
- ABCWUA Water and Sewer Template and Plot Style
- Approved Products List
- Availability Statements
- City of Albuquerque Standard Specifications for Public Works Construction
- Lead Free Brass Transition Memo
- Online Water Main Shut-off Request Form
- Shut-off and Turn-on Request Procedures
- Water Authority Standard Specifications and Drawings

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Please review/download the documents below to ensure all requirements for Work Order Plans have been met.

Download zip file of ABCWUA Work Order Packet

Water Authority Work Order Check List

Work Order Agreement Information Sheet

Availability Statement Request

Pro Rata Forms

Figure 8

Figure 21

Water Authority Standards General Notes

Approved Products List

Performance & Warranty Bond

Labor & Payment Bond

Payment of Fees

Water Authority Close Out

Download zip file of ABCWUA Work Order Closeout Packet

Work Order Closeout Check List

Affidavit of no Liens

Check Water Authority Work Order Status

WORK ORDER STATUS

Resubmittal (Only input files if this was requested by the Water Authority Review Engineer for Water Authority Work Orders)

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Water Authority Work Order Webpage

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SCROLL DOWN TO FIND THE FORM FOR STARTING THE WORK ORDER PROCESS

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RESUBMISSIONS

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Please fill out the form below to start your Work Order process.

Project Information

Project Name: *
Description: *
Availability Statement Number: *
County PWCO Number (if applicable):
County Plat Number (SRP/SC, if applicable):
City DRB Project Number (if applicable):
Will you be requesting pro rata assessment with this project?
Comments or Notes:

Contact Information

Engineer's Name: *
Engineer's Firm: *
Engineer's Phone: *
Engineer's Email: *
Developer/Property Owner's Name: *

Attachments

Construction Plans: *
Existing Plat: *
Proposed Plat:
Construction Cost (estimate, bid, contract, invoice):
Additional Project Files:
Please type the characters *

Send

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<div>  Work Order Tracking Site </div>						
Work Order will be addressed in the order that they are received. This tracking site allows requestors to understand and follow the status of their request(s).						
<div> <div>Filer Status:</div> <div>All Statuses</div> <div>Filter Text:</div> </div>						
Project Number	County Ref	Submitted Date	Project Name	Status	Engineer	Comments
W20230007	W20230007	6/5/2023	American Sign Language Academy	Received	Unassigned	
W20230006	W20230006	5/15/2023	C0972 Gibson & Alumni - Canes	Design	Andre & Jeremy	
W20230005	W20230005	5/10/2023	7626 Edith Blvd NE - Celestino PI Private Roadway	Design	Randall & Jeremy	
W20230004	W20230004	4/19/2023	APS Sierra Vista Elementary School	Design	Jeremy Shell	comments issued. pending resubmittal. JS
W20230003	W20230003	3/22/2023	Resturant Depot 1901 Manual	Cancelled	Andre Houle	on hold pending further field investigation by the applicant as per AS 230218. depending on results of said field investigation, the process could change to connection permit. JS 4/7/23
W20230002	W20230002	3/15/2023	Tracts 25-A-1, 25-A-2, 25-A-3 MRGCD Map 22	Design	Jeremy Shell	REMEMBER TO INCORPORATE AS-BUILT CONDITION INTO HYD LOSS SPREADSHEET. Coordinate w collections and airvac.
W20230001	W20230001	1/25/2023	Love's Gas Station Central	Design	Andre Houle	comments issued by Andre. pending resubmittal. JS 4/10/23
VLR2022-001	VLR2022-001	10/31/2022	Osuna & 4th Trailhead at Chamizal	Construction	Randall Carroll	approved for construction
Lands of Arthur Esquibel	Lands of Arthur Esquibel	8/8/2019	Lands of Arthur Esquibel	Cancelled	David Gutierrez	1st Review provided 8/8/19 - Developer decided not to move forward due to cost of the project being more than expected.
904260	904260	5/8/2020	Upper Petroglyph Sanitary Sewer Interceptor Phase 1-A	Inactive	David Gutierrez	moved to inactive 5/25/23 JS Waiting on AMAFA to approve road grades and side slopes. RWS 6-7-22

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Check Water Authority Work Order Status

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Water Authority Work Order Resubmittal ✕

Project Information

Project Number:

Project Name: *

Attachments

Upload *

Upload

Upload

Upload

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This helps us prevent spam, thank you.

CLOSE

Be sure to include responses to comments in addition to the revised plans!

28

Tips for Design Approval

- Design to all applicable rules and regulations
 - DPM, standard specifications and details, etc.
- A commitment of service in the form of an availability statement or serviceability letter and development agreement (whichever is applicable) is required to be in place prior to approval
- Any required easements or right-of-way dedication must be established prior to approval
- Outstanding pro rata must be paid prior to approval
 - Note that pro rata can also be assessed for new infrastructure if applicable
- If the project has an infrastructure list, ensure all the items are included on the plan set
- Be aware of and allow extra time for obtaining an additional required permitting from other agencies as these are required to be in place prior to approval.
 - NMDOT permits, MRGCD license agreements, special permitting for open space/federal lands



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Design Plans Approved



Water Authority Agreement Phase



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For Builders ^

- Construction Information
- Contractor Registration
- Availability Statements
- Water Authority Work Orders
- Connection Permits
- Flow Inquiries
- Pro Rata Inquiries
- Water Off and On Procedures
- Well Line Shutoff
- Water Main Shutoff
- Carnuel Customers
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- Construction Services
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The Water Authority Work Order is specific to developer funded design and construction of Water Authority infrastructure (i.e. public water lines, public sanitary sewer lines, and/or public non-potable lines) along public rights-of-way that is not owned by the City of Albuquerque (City) such as unincorporated areas of Bernalillo County and the Village of Los Ranchos, or on private property within Water Authority easements. The City of Albuquerque may make exceptions and allow the use of a Water Authority Work Order in lieu of a City Work Order in certain instances that meet specific criteria of the City. The design engineer shall coordinate with the City for this determination. The Water Authority Work Order is coordinated directly with the Water Authority and is independent of any other agency submittals although it usually includes final approvals from the overlying jurisdiction such as the County, Village of Los Ranchos or Middle Rio Grande Conservancy District (MRGCD). The City is not involved in the approvals for the Water Authority Work Order. Format and content of plan sets shall follow DPM Chapter 4 – Construction Plans Standards.

This online form allows the consultant to submit plans for review and comment. Initial and subsequent submissions are reviewed in the order that they are received. The engineer of record shall ensure that the plans reference all applicable Albuquerque Bernalillo County Water Utility Authority (ABCWUA) standard details, specifications and approved products prior to submission. Review comments are provided in writing and plans may or may not be marked up. For project documentation and revision control, prior to a resubmittal, the engineer of record shall ensure that all previous comments have been addressed in writing and on the revised plan set. The written response to comments is required as there may be multiple reviewers involved with any particular project.

Check Water Authority Work Order Status

WORK ORDER STATUS

Resubmittal (Only input files if this was requested by the Water Authority Review Engineer for Water Authority Work Orders)

RESUBMISSIONS

Please review/download the documents below to ensure all requirements for Work Order Plans have been met.

<p>Download zip file of ABCWUA Work Order Packet</p> <p>Water Authority Work Order Check List</p> <p>Work Order Agreement Information Sheet</p> <p>Availability Statement Request</p> <p>Pro Rata Forms</p> <p>Figure 8</p> <p>Figure 21</p>	<p>Water Authority Standards</p> <p>General Notes</p> <p>Approved Products List</p> <p>Performance & Warranty Bond</p> <p>Labor & Payment Bond</p> <p>Payment of Fees</p>	<p>Water Authority Close Out</p> <p>Download zip file of ABCWUA Work Order Closeout Packet</p> <p>Work Order Closeout Check List</p> <p>Affidavit of no Liens</p>
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31

Developer:

- ☐ Availability/Serviceability Statement (executed copy signed by Executive Director)
- ☐ Development Agreement (only applies if development is outside of Adopted Service Area - must have a Serviceability Letter executed first.)
- ☐ Figure 8 – Request for determination of outstanding Pro Rata (any outstanding pro rata for the property being development must be paid prior to final approval)
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Contractor: These items are sent to our Legal Counsel through the Executive Services Coordinator

- ☐ Agreement between Developer and Contractor with the proposal for the work.
- ☐ Certificate of insurance
 - Water Authority must be additionally insured and listed in the accord 101 and specified on the certificate.
- ☐ Performance and Warranty Bond – in the amount of the proposal for Water Authority items.
- ☐ Labor and Payment Bond – in the amount of the proposal for Water Authority items.

Engineer/Designer:

- ☐ Design Plans – Include Engineer estimate for each review
 - Initial Review
 - Follow up reviews as needed with written responses to the ABCWUA written comments.
- ☐ Final signature set – approved by reviewing Engineer
- ☐ Project Description including a listing of infrastructure to become the property of the Water Authority (including quantities).


Approval:

- ☐ All documents above must be completed as applicable
- ☐ Engineering Fees must be paid –
 - Currently 3.25% (plus tax) is charged in the amount of the engineer's final estimate of Water Authority items.
 - The ABCWUA reviewing engineer will generate a TREASURER'S REPORT OF DEPOSITS (a.k.a. Deposit Sheet) and send it to New Services.
 - New Services will contact Developer with instructions for payment.
- Prior to the pre-construction meeting the ABCWUA reviewing engineer must approve the material submittals.

The work order plans cannot be approved until all of the above-mentioned items have been satisfied.

- ☐ Once all applicable documents have been received
 - Approved plans are provided,
 - a pre-construction meeting shall be coordinated with the Water Authority Inspection team with a minimum of two weeks' notice.

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Submit all required documentation as a single and complete package

Incomplete packages will not be reviewed



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Submit online through the resubmissions link



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1. ☐ Certificate of Substantial Compliance
2. ☐ Project Description
 - Include location, length of pipe (public water, non-potable, and public sewer), number of fire lines, water and sewer services, etc.
3. ☐ Contractor's Final Invoice (or latest invoice showing final cost of ABCWUA infrastructure).
 - a. This must be itemized (lump sum costs are not acceptable) to show costs of each item of public water, public non-potable, and public sanitary sewer infrastructure.
 - b. Subtotals of water, non-potable, and sanitary sewer infrastructure must be shown as well as an overall total.
4. Material submittals
 - a. ☐ Please include the current Water Authority approved product list with indication of items used. **DO NOT** include submittals for non-Water Authority infrastructure.
 - b. Include any submittals for items not on the Water Authority Approved Products List and that were approved by the Water Authority.
 - c. Do NOT include submittals that do not pertain to the public water, public non-potable, and public sanitary sewer infrastructure.
5. ☐ Inspector logs
 - a. Include pictures of surface features, pipes, overall project, other pertinent infrastructure installed.
 - b. Include notes explaining the inspection being observed, and any issues that are observed and resolved.
6. ☐ Construction survey notes (if applicable)
7. ☐ Final inspection punch list
 - a. Include a letter from the engineer of record stating items have been corrected and date they were corrected.
 - b. Include a list of attendees for the final inspection.
8. ☐ Correspondence
 - All correspondence must be included and provided regarding the construction process.
9. ☐ Requests for Information (RFIs)
10. ☐ Change Orders
 - a. Must include all applicable changes in cost on the final invoice and be noted as a changed item including the associated costs.
 - b. Discuss the reason for the change order.
11. Test reports
 - a. ☐ Hydrostatic
 - b. ☐ Potability – tested by Water Authority inspection team and provided by Water Authority testing lab.
 - c. ☐ Low Pressure Air and Mandrel
 - d. ☐ Sanitary sewer video inspection
 - To include proper formatting and must be submitted to the Water Authority Engineer and include all associated files (refer to sanitary sewer video inspection requirements document)
 - e. ☐ Materials Testing – include tests applicable to Water Authority infrastructure. **DO NOT** submit test reports for non-Water Authority items (e.g. lot compaction, paving, subgrade, base course, curb and gutter, sidewalk, etc.)
 - i. ☐ Concrete (i.e. manhole bases, valve and manhole collars, etc.)
 - ii. ☐ Density – water and sanitary sewer infrastructure
 - IF any test failed the retests must be provided and noted clearly.

12. As-builts (Certification from both surveyor and engineer)
 - a. ☐ Digital .pdf copy (to scale)
 - b. ☐ Confirm all recording information for easements has been included
 - c. ☐ Include latest plat
13. ☐ Easements (if applicable)
14. ☐ Deeds approved by Water Authority Legal (if applicable)
15. ☐ License agreements (if applicable)
16. ☐ Affidavit that all material and labor suppliers have been paid and that no liens have been filed for payment
 - Developer and Contractor warrant the work as complete and fit for purpose.

All closeout packages submitted to the Water Authority shall be in PDF format and grouped according to the closeout package checklist. Closeout packages shall be complete and free of errors. Incomplete closeout packages will not be accepted and will delay the closeout process, ultimately delaying service for the project.

17. ☐ Asset management onboarding workbook
 - Vertical and horizontal asset management workbook will be completed by the Water Authority engineer using the contractor's final invoice.



42

<ol style="list-style-type: none"> 1. <input type="checkbox"/> Certificate of Substantial Compliance 2. <input type="checkbox"/> Project Description Include location, length of pipe (public water, non-potable, and public sewer), number of fire lines, water and sewer services, etc. 3. <input type="checkbox"/> Contractor's Final Invoice (or latest invoice showing final cost of ABCWUA infrastructure). a. This must be itemized (lump sum costs are not acceptable) to show costs of each item of public water, public non-potable, and public sanitary sewer infrastructure. b. Subtotals of water, non-potable, and sanitary sewer infrastructure must be shown as well as an overall total. 4. Material submittals a. <input type="checkbox"/> Please include the current Water Authority approved product list with indication of items used. DO NOT include submittals for non-Water Authority infrastructure. b. Include any submittals for items not on the Water Authority Approved Products List and that were approved by the Water Authority. c. Do NOT include submittals that do not pertain to the public water, public non-potable, and public sanitary sewer infrastructure. 5. <input type="checkbox"/> Inspector logs a. Include pictures of surface features, pipes, overall project, other pertinent infrastructure installed. b. Include notes explaining the inspection being observed, and any issues that are observed and resolved. 6. <input type="checkbox"/> Construction survey notes (if applicable) 7. <input type="checkbox"/> Final inspection punch list a. Include a letter from the engineer of record stating items have been corrected and date they were corrected. b. Include a list of attendees for the final inspection. 8. <input type="checkbox"/> Correspondence All correspondence must be included and provided regarding the construction process. 9. <input type="checkbox"/> Requests for Information (RFIs) 10. <input type="checkbox"/> Change Orders a. Must include all applicable changes in cost on the final invoice and be noted as a changed item including the associated costs. b. Discuss the reason for the change order. 11. Test reports a. <input type="checkbox"/> Hydrostatic b. <input type="checkbox"/> Potability – tested by Water Authority inspection team and provided by Water Authority testing lab. c. <input type="checkbox"/> Low Pressure Air and Mandrel d. <input type="checkbox"/> Sanitary sewer video inspection To include proper formatting and must be submitted to the Water Authority Engineer and include all associated files (refer to sanitary sewer video inspection requirements document) e. <input type="checkbox"/> Materials Testing – include tests applicable to Water Authority infrastructure. DO NOT submit test reports for non-Water Authority items (e.g. lot compaction, paving, subgrade, base course, curb and gutter, sidewalk, etc.) i. <input type="checkbox"/> Concrete (i.e. manhole bases, valve and manhole collars, etc.) ii. <input type="checkbox"/> Density – water and sanitary sewer infrastructure If any test failed the retests must be provided and noted clearly. 	<ol style="list-style-type: none"> 12. As-builts (Certification from both surveyor and engineer) a. <input type="checkbox"/> Digital .pdf copy (to scale) b. <input type="checkbox"/> Confirm all recording information for easements has been included c. <input type="checkbox"/> Include latest plat 13. <input type="checkbox"/> Easements (if applicable) 14. <input type="checkbox"/> Deeds approved by Water Authority Legal (if applicable) 15. <input type="checkbox"/> License agreements (if applicable) 16. <input type="checkbox"/> Affidavit that all material and labor suppliers have been paid and that no liens have been filed for payment Developer and Contractor warrant the work as complete and fit for purpose. <p>All closeout packages submitted to the Water Authority shall be in PDF format and grouped according to the closeout package checklist. Closeout packages shall be complete and free of errors. Incomplete closeout packages will not be accepted and will delay the closeout process, ultimately delaying service for the project.</p> 17. <input type="checkbox"/> Asset management onboarding workbook Vertical and horizontal asset management workbook will be completed by the Water Authority engineer using the contractor's final invoice.
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43

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Submit online through
the resubmissions link

4



44

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Only include Water Authority related items



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Partial closeouts are not allowed!



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Itemized costs, not lump sum



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Project number/name
Project location
Date
Weather
Personnel/equipment
Work description
Photos



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Need all CCTV files, not just the videos, for upload to our system



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Capture any field changes and populate all as-built blanks



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Once the Water Authority has issued the acceptance letter, the following actions occur concurrently:

- The Water Authority infrastructure has been accepted for ownership, operation, and maintenance
- Infrastructure can be put into operation and service can be sold
- Infrastructure is booked as a Water Authority asset

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52



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