

**DISTRIBUTION DIVISION  
CONSTRUCTION SERVICES BRANCH**

# Contractors Informational Booklet

Newport News Waterworks (NNWW) welcomes you to our water distribution system covering the following Jurisdictions; Newport News, Hampton, Poquoson, York County and parts of James City County. This booklet is designed for you, the Contractor approved to perform pipeline installation for the Newport News Waterworks Department, with the intent of providing you information you will need to properly execute work on NNWW water distribution system. The following accrued information derives from and is partnered with the 2009 NNWW Distribution Standards for Materials & Construction book including its' 2014 Addendum.

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### APPROVAL REQUIREMENTS

Prior to starting any work involving the Newport News Waterworks' distribution system the contracting firm selected to perform such work must be an APPROVED Contractor (i.e., has submitted required documents and completed interview), and have at least one CERTIFIED person in their employment.

### CERTIFICATION REQUIREMENTS

A CERTIFIED person (i.e., someone who has successfully completed Waterworks' certification test) shall be on-site during all phases of pipeline installation, and will be held accountable for the workmanship. It is our suggestion that this person be a foreman or superintendent and also be the one responsible for the "As-Built" drawing(s).

### INSPECTION REQUIREMENTS

Specific situations; such as, all service pipeline installations, and certain offsets (adjustments) of mains; will require 100% inspection by the Waterworks. Call Pipeline Inspection Supervisor to schedule a pre-construction meeting with the inspector.

### KEY WATERWORKS PERSONNEL

[Kurt Salmon, 'Dutchie' Corley, & Doug Lutterloh are located at 425 Industrial Park Drive, NN, Va 23608 at Lee Hall Maintenance & Operations Center; BJ, Shekee & Kenny are on the fourth floor of 700 Town Center Drive, NN, VA 23606]

NAME	POSITION	TELEPHONE NO.	
		OFFICE	CELLULAR
<b>Kurt Salmon</b>	<b>Supervisor, Pipeline Inspection</b>	<b>757-234-4843 (off)</b>	<b>757-503-1856 (cell)</b>
<b>Hilda Corley (Dutchie)</b>	<b>Engineering Technician Sr. (7:30-3:00)</b> [receives "As-Built" drawings – see 'Document submittals' section]	<b>757-234-4881 (off)</b>	
<b>B.J. Fox</b>	<b>Construction Records Coordinator</b> [receives non "As-Built" documents - see 'Document submittals' section]	<b>757-926-1074 (off)</b>	
<b>L. Doug Lutterloh</b>	<b>Water Distribution Superintendant</b> [schedules SCDA installations 4" or larger]	<b>757-234-4882 (off)</b>	<b>757-879-3660 (cell)</b>
<b>Shekee Drummond</b>	<b>Staff Technician [for all meter installations, first point of contact to confirm fee(s) payment prior to release of meter work order(s)]</b>	<b>757-926-1084 (off)</b>	

## PIPELINE INSTALLATION PREREQUISITES

- Prior to commencement of water pipeline work, the Contractor shall be responsible for the following:
  1. At least 72 hours in advance, notify Construction Services of intent (see 'Key Waterworks Personnel' section). Verify that drawing(s) issued by Newport News Waterworks have been provided to Waterworks personnel (**NOT** site plans).
  2. At least 48 hours before any excavation, notify "Miss Utility" at 1-800-552-7001 or at 811; adhere to all applicable provisions of Virginia Underground Utility Damage Prevention Act.
  3. Right-of-Way permit(s) and/or approval for roadway/lane closure shall be procured from the appropriate jurisdictional agency.
- The curb & gutter structures shall be in place, or a curb & gutter waiver shall have been applied for and approved before pipeline installation may begin. If a curb & gutter waiver has been granted, be sure the Developer's engineering/surveying personnel stake the proposed pipeline route and record field measurements as the work progresses. ***The engineer or surveyor will be required to certify the actual location of the pipeline and appurtenances on the "As-Built" drawing(s). The Commonwealth of Virginia State Certification Seal including the certified individuals signature as well as a statement of certification will be required before the "As-Built" drawing(s) will be accepted.***
- Pipeline materials (pipe, valves, hydrants, tees, bends, and gaskets) must be available for on-site inspection.

## PIPELINE TIE-IN PREREQUISITES

Except as noted below, the newly laid piping **will not be** connected (tied in) to the existing Distribution System until the required documents have been submitted and accepted.

### EXCEPTION

If the new piping consists of a short distance and serves only one appurtenance such as a fire hydrant or a fire suppression (sprinkler) system, then the documents, with the exception of the "As-Built" drawing(s), must be submitted **prior** to tapping the existing main. An offset in existing piping would also require document submittal **prior** to starting the work. The "As-Built" drawing(s) will be submitted at the conclusion of the project.

## DOCUMENT SUBMITTALS

### 700 Town Center Drive

Prior to tie-in to an existing main, the following documents must be submitted and accepted (between 8:00 a.m. and 4:30 p.m.) at **700 Town Center Drive, Suite 400 (4<sup>th</sup> floor), Newport News, VA:**

1. **Material Affidavit** - Must be a notarized original; do not submit via fax.
2. **Statement of Cost** – Indicate Total cost of project's waterlines
3. **Maintenance Bond**
  - ◆ Two years
  - ◆ \$2500

**NOTE:** documents similar to the above, but separate, must be submitted for 'Contractor-installed service pipelines'. (See DISTRIBUTION STANDARDS book for details.)

### 425 Industrial Park Drive

Prior to tie-in to an existing main, the following document(s) **must be submitted (in person)** and accepted (between 7:30 a.m. and 3:00 p.m.) at **425 Industrial Park Drive, Newport News, VA 23608. E-MAILED OR POST OFFICE MAILED AS-BUILT DRAWINGS WILL NOT BE ACCEPTED.**

#### **“As-Built” Drawing(s)...**

- ◆ **Must be original prints in color furnished by Waterworks** and acceptable for reproduction. Copies from originals **will not** be accepted. Dirty, torn and/or wrinkled original prints are difficult for Waterworks to reproduce and may be subject to being rejected during review.
- ◆ **ALL** new data must be marked in **RED INK** to illustrate actual location and configuration of newly installed water main(s) and appurtenances such as valves, tees, hydrants and bends. Provide dimensions between pipeline and fittings center-to-center. Data must be filled in/completed in the data block for valves, hydrants & blow-offs. Any field changes must be noted.
- ◆ **INCLUDE** all profile sheet(s) – no exceptions. Mark any field modifications in elevation.
- ◆ **INCLUDE** engineer's or surveyor's statement of certification, seal and signature if a curb & gutter waiver was in force at the time of the pipeline installation

## AS-BUILT DRAWING CHECK LIST

Prior to submitting the As-Built drawing(s), **please verify that the following data has been noted on the drawing(s):**

### **DIMENSIONS**

- PIPE LENGTHS...measure center-to-center between fittings
- LOCATION OF FITTINGS & VALVES... measure center-to-center between fittings, and if applicable between fitting & fixed reference point such as a utility pole, manhole, etc.
- VALVE COVER...measure from grade to top of operating nut
- HYDRANT BURY DEPTH...measure from grade line to bottom of hydrant elbow

### **FIELD MODIFICATIONS**

- SIZE OF PIPE or ANGLE OF BEND(S)
- LOCATION or CONFIGURATION...provide sketch for clarification
- FITTING OR VALVE ADDED OR DELETED...provide sketch for clarification
- NOTE AREA(S) OF POLYWRAP AND/OR MJ PIPE, IF APPLICABLE

### **CURB & GUTTER WAIVER**

- IF WAIVER HAS BEEN APPROVED FOR PIPELINE INSTALLATION PRIOR TO COMPLETION OF CURB & GUTTER, DRAWING(S) **MUST BE** STAMPED AND SIGNED (*directly on print*) BY A CERTIFIED LAND SURVEYOR OR PROFESSIONAL ENGINEER (registered by Commonwealth of Virginia)

### **DO's & DON'T's**

- DO** MAKE NOTATIONS IN **RED INK**; DARK & LEGIBLE
- SIGN** CONTRACTOR'S CERTIFIED REPRESENTATIVE (title block; above project no.)
- ADD** CONTRACTOR'S CERTIFICATION NUMBER NEXT TO SIGNATURE
- DO NOT** USE HIGHLIGHTER (does not reproduce well)
- DO NOT** FILL IN DATA BELOW PROJECT NUMBER (title block)
- DO NOT** SUBMIT A COPY OF WATERWORKS DRAWING
- DO** SUBMIT **ALL** SHEETS...INCLUDING PROFILE (no exceptions)
- DO** PROVIDE ALL DATA FOR NEWLY-INSTALLED VALVES & HYDRANTS

## ABBREVIATIONS & DRAWING SYMBOLS

Most of the abbreviations and drawing symbols found on the Waterworks' drawings are consistent with the industry standards; however, the following tables are provided to clarify some commonly used abbreviations & symbols that are unusual:


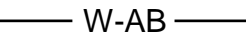



ABBREVIATION	DEFINITION
Aband.	Abandon, Abandoned, or Abandonment
BOC	Back Of Curb
CIP	Cast Iron Pipe
DCDA	Double Check Detector Assembly (fire suppression system)
DIP	Ductile Iron Pipe
EOP	Edge Of Pavement
GIP	Galvanized Iron Pipe
PF	Pipe Found (property line marker)
UP	Utility Pole













## DRAWING SYMBOLS

Unless otherwise noted, the following symbols are employed to illustrate water pipelines and appurtenances in *plan views*.

**Note:**

Valves, fire hydrants, and blow-offs are identified by a letter within a hexagon...the identifying letters correspond to columns in the data block.

SYMBOL	DEFINITION
	Pipe 6" & larger (Existing – Black; Proposed – Blue) Pipe smaller than 6" (Existing – Black; Proposed – Blue)
	Abandoned and its Appurtenances (Existing – Black) <i>Text identifies if pipe is abandoned</i>
	To Be Abandoned Pipe and its Appurtenances (TBA – Orange) <i>Text identifies if pipe is to be abandoned</i>
	Tapping Sleeve (or saddle) & Valve (Existing – Black; Proposed – Blue; TBA - Orange)
	Tee (Existing – Black; Proposed – Blue; TBA - Orange)

SYMBOL (CONT'D)		DEFINITION (CONT'D)
		Fire Hydrant...shown with tee & hydrant branch valve. (Existing – Black; Proposed – Blue; TBA - Orange)  <i>Note: if an arrow is part of symbol, it indicates direction steamer nozzle (front of hydrant) should face</i>
90° 	45° 	Bends: 90°, 45°, 22-1/2°, 11-1/4° (Existing – Black; Proposed – Blue; TBA - Orange)
22-1/2° 	11-1/4° 	
CAP 	PLUG 	Cap & Plug - (Existing – Black; Proposed – Blue; TBA - Orange)
		Meter (angle valve) (Existing – Black; Proposed – Blue; TBA - Orange)
		SCDA (Single Check Detector Assembly) (Existing – Black; Proposed – Blue; TBA - Orange)
		Existing Reducer (Existing – Black; Proposed – Blue; TBA - Orange)
		Cross (Existing – Black; Proposed – Blue; TBA - Orange)
		Blow-Off Assembly (Existing – Black; Proposed – Blue; TBA - Orange)

## MISCELLANY

1. Projects with water mains on private property (not within a public right-of-way) require submittal of an easement (plat & deed) **prior** to release of work orders for installation of service pipelines and/or SCDA (as applicable).
2. Traffic control is the Contractor's responsibility (in accordance with the Virginia Work Area Protection Manual).

## MISCELLANY (CONT'D)

3. Final inspection of projects that have water main(s) beneath paved roadways ***will not*** be performed until after ***ALL*** paving has been completed, and at that time if there is any corrective action required, a letter identifying such items will be transmitted to the Contractor.
4. The responsibility to measure and record “As-Built” data rests with the Contractor. It is recommended that the Contractor perform a preliminary review of the “As-Built” drawing(s), with the inspector, prior to submitting the “As-Built” drawings for acceptance; however, the Contractor's “As-Built” drawing(s) should reflect the data as recorded by the Contractor and ***NOT duplicate the inspector's data.***
5. **Separate documents** (*material affidavit, statement of cost, maintenance bond and As-Built drawings*) are required for **each** agreement; this includes projects that have been split into phases.
6. Please call [757-234-4839] to schedule an appointment for submittal of **certified As-Built drawings** for projects with **curb & gutter waiver**.