

**DISTRIBUTION DIVISION
CONSTRUCTION SERVICES BRANCH
(Revised 6/2021)**

Contractors' Informational Guide

Newport News Waterworks Department (NNWD) 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 NNWD's water distribution systems. The following accrued information derives from and is partnered with the 2021 NNWD "Distribution Standards for Materials & Construction" book including Addendums.

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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 NNWD APPROVED Contractor (i.e., has submitted required documents and completed interview), and must have one NNWD CERTIFIED person in their employment.

CERTIFICATION REQUIREMENTS

An NNWD CERTIFIED person (i.e., is someone who has successfully completed NNWDs' 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 chief project overseer (i.e., foreman or superintendent) as well as being 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 NNWD. Call the Pipeline Inspection Supervisor to schedule a pre-construction meeting with the inspector.

KEY WATERWORKS PERSONNEL

Staff locations: *Lee Hall Maintenance & Operations Center at 425 Industrial Park Drive;
 **City Center, 700 Town Center Drive, 4th Floor

NAME	POSITION	TELEPHONE NO. OFFICE / CELLULAR
*Kurt Salmon ksalmon@nnva.gov	Acting Superintendent, Construction Services and Pipeline Inspections	(757) 234-4843 (off) (757) 503-1856 (cell)
*Hilda Corley (Dutchie) hcorley@nnva.gov	Engineering Technician (8:30-3:00) [receives "As-Built" drawings – see document submittals section]	(757) 234-4881 (off)
** <i>Vacant</i>	Construction Records Coordinator [receives non "As-Built" documents – see 'Document Submittals' section]	
*Doug Lutterloh dlutterloh@nnva.gov	Water Distribution Superintendent [schedules SCDA installations 4" or larger]	(757) 234-4882 (off) (757) 879-3660 (cell)
** <i>Vacant</i>	Water Distribution Coordinator [schedules SCDA and meter installations 2" or smaller...contact Staff Technician <u>first</u>]	
**Shekee Drummond sdrummond@nnva.gov	Staff Technicians [for all meter installations, <u>first</u> point of contact to confirm fee(s) payment prior to release of meter work order(s)]	(757) 926-1084 (off)
**Kenny Morgan kmorgan@nnva.gov	Staff Technicians [for all meter installations, <u>second</u> point of contact to confirm fee(s) payment prior to release of meter work order(s)]	(757) 926-1085 (off)

PIPELINE INSTALLATION PREREQUISITES

- Prior to start 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 NNWD 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

Newport News City Center Oyster Point (CCOP)

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

- **Material Affidavit** - Must be a notarized original; do not submit via fax.
- **Statement of Cost** - Indicate Total cost of project's waterlines
- **Maintenance Bond** - Two years
\$5000

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

Newport News Lee Hall Operations Center (LHMOC)

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 mailed via USPS "As-Built" drawings WILL NOT be accepted.**

"As-Built" Drawing(s)...

- ◆ Must be NNWD original color prints furnished by NNWD and acceptable for reproduction. **Copies** from originals **are not acceptable and will not be accepted.** Abused original NNWD color printed "As-Built" drawings submitted back to NNWD from the contractor/developer/engineering firm for review and are severely dirty, torn and/or wrinkled, moisture smudged and/or faded are difficult for NNWD 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 modification in the 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... if applicable measure center-to-center between fittings and between fitting & fixed reference points (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 NNWD DRAWING
- Do** SUBMIT **ALL** SHEETS...INCLUDING PROFILE (no exceptions)
- DO** PROVIDE ALL DATA FOR NEWLY-INSTALLED VALVES & HYDRANTS

DRAWING ABBREVIATIONS

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 may be unfamiliar to industry standards:



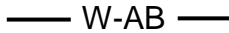



ABBREVIATION	DEFINITION
Aband	Abandon, Abandoned, or Abandonment
BOC	Back Of Curb
CIP	Cast Iron Pipe
DCDA	Double Check Detector Assembly (fire suppression system)
SCDA	Single Check Detector Assembly (fire suppression system)
DIP	Ductile Iron Pipe
EOP	Edge Of Pavement
GIP	Galvanized Iron Pipe
PF	Pipe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

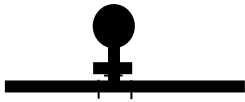


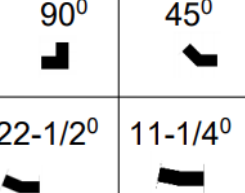

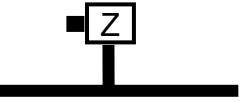



DRAWING SYMBOLS

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 Pipe smaller than 6" (Existing–Black; Proposed–Blue)
	Abandoned and its Appurtenances (Existing–Black) <i>Note: Text identifies if pipe was abandoned</i>
	To Be Abandoned (TBA - Orange) and its Appurtenances <i>Note: 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	DEFINITION
	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>
	Gate Valve (Existing–Black; Proposed–Blue; TBA - Orange)
	Butterfly Valve (Existing–Black; Proposed–Blue; TBA - Orange) <i>Note: small circle/dot to one side indicates location of side gear operator</i>
	Bends shown: 90°, 45°, 22-1/2°, 11-1/4° (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)
	Reducer (Existing–Black; Proposed–Blue; TBA - Orange)
	Cross (Existing–Black; Proposed–Blue; TBA - Orange)
	Blow-Off Assembly (BOA) (Existing–Black; Proposed–Blue; TBA - Orange)

MISCELLANEOUS

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 of service pipeline installation and/or SCDA (as applicable).
2. Traffic control is the Contractor’s responsibility (in accordance with the Virginia Work Area Protection Manual).
3. Final project inspection of projects that have water main(s) beneath paved roadways **will not** be performed until after **ALL** paving is complete. At that time if there is any corrective action required, a letter identifying such items will be transmitted to the Contractor.

MISCELLANEOUS
(CONT'D)

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's" for acceptance; however, the Contractor's "As-Built" drawing(s) should reflect the data as recorded from the field by the Contractor and **not duplicate the inspector's field 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) 234-4881 to schedule an appointment for submittal of **certified "As-Built" drawings** for projects with **curb & gutter waiver**.