

Section 01732

PROCEDURE FOR WATER VALVE ASSISTANCE

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Operation of existing valves is by City of Tomball employees. Operation of new valves by the Contractor's employees is included in the project.

1.02 MEASUREMENT AND PAYMENT

- A. No separate payment will be made for this item. Include the cost of valve operation and valve assistance in Unit Price bid for valves and water mains.

1.03 PROCEDURE

- A. Perform activities listed in Exhibit A attached to this section.

1.04 SUBMITTALS

- A. Submit request for work order planning meeting as noted in 01330 - Submittal Procedures.
  - 1. Include information listed in Step 1 of Exhibit A, attached to this Section.

1.05 CANCELLATION

- A. The Contractor, Construction, and Public Utilities Division may cancel the agreed scheduled valve assistance appointment at no extra cost to either party. The Contractor shall notify the City Inspector 24 hours in advance. The City Inspector shall notify Central Operation Service (COS) immediately of the cancellation. Cancellation may be caused by bad weather, unforeseen delays by either party, preparation work taking longer than anticipated, etc.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

END OF SECTION

**EXHIBIT A**

**PROCEDURE FOR VALVE ASSISTANCE**

- NOTE:**
- 1. DO NOT OPERATE EXISTING WATER VALVES.**
  - 2. OPERATE ALL NEW WATER VALVES INSTALLED UNTIL ACCEPTED BY THE CITY.**
  - 3. UTILITY MAINTENANCE DIVISION TO WITNESS THE TESTING OF ALL NEW WATER VALVES PRIOR TO SCHEDULING SUBSTANTIAL COMPLETION INSPECTION.**

**Telephone: (713) 837-0500 (24 Hrs.)**

The following procedure will be used by Utility Maintenance Division personnel when completing a service request from individual City Inspectors for operation of existing water valves.

**ROUTINE VALVE ASSISTANCE REQUEST (NON-EMERGENCY JOBS):**

**Step 1.** a. The City Inspector shall schedule a work order planning meeting by calling the Central Operation Service (COS) at **(713) 837-0500** a minimum of 3 days in advance (excluding weekends, holidays, inclement weather days, and the day of the call) and providing the following information:

Location of Work (Street Intersection)	Project #
Project Description	Contractor (Company Name)
Job Superintendent's Name	Superintendent's Office #/Mobile #/Pager #
Contractor's Emergency Information	Name and Phone#/Mobile #/Pager #
City Inspector/Senior Inspector	Name, Phone#/Mobile #/Pager #
Date & Time assistance is requested	

- b. The COS will create a work order for each wet connection, cut and plug, etc. which will be designated as a ACode 40" (Private Contractor).
- c. The COS will give the City Inspector the work order number. This work order number must be used as a reference in all communications regarding this request for Valve Assistance.
- d. The valve personnel must have the work order number on his/her route sheet. When the valve personnel arrive at the job site for the **WORK ORDER PLANNING MEETING** (between the City Inspector, Contractor, and the Utility Maintenance valve personnel), he/she should verify the street intersection and work order number with the City Inspector before beginning the **WORK ORDER PLANNING MEETING.**

- e. During the **WORK ORDER PLANNING MEETING** between the City Inspector, Contractor, and the Utility Maintenance valve personnel, the work to be performed will be outlined and **the actual date the work is to be performed will be mutually determined by the City Inspector and the Utility Maintenance Division valve personnel, based upon relevant factors such as preparatory work needed, customer requirements, etc.**
- f. The valve personnel will perform the work specifically outlined in the work order requested. Also, the Utility Maintenance Branch valve personnel will only operate the existing water valves. The City Inspector must contact COS and request a new work order for additional work.
- g. The valve personnel will contact the dispatcher and advise when the job is complete. Valve personnel will list all appropriate information on his/her Crew Activity Report.

**Step 2.** Should valve personnel not be able to keep an appointment to provide valve assistance, Utility Maintenance Branch will provide notification to the appropriate City Inspector by phone at least 24 hours prior, with that fact and rescheduling information, if available.

**Step 3.** The City Inspector will notify COS if the valve personnel have not arrived at the site within 30 minutes of the scheduled appointment. **If the Contractor is not ready when the valve operator arrives to provide valve assistance, the Contractor shall pay a penalty of \$50.00 per hour to the City.**

**Step 4.** The Contractor will not be due delay claims or downtime if Utility Maintenance Branch has notified the City Inspector that they will not be able to provide the valve assistance as scheduled.

**Step 5.** Test new valves installed in the presence of the City Inspector before the substantial completion inspection is scheduled. Place new valves in the open position at or before substantial completion.

**Step 6.** Construction Division will notify in writing to the Utility Maintenance Division 2 months before the warranty expires to report any problems they have with the new water lines. Construction Division will notify Contractor about the problems.

**EMERGENCY REQUEST FOR VALVE ASSISTANCE PROCEDURE:**

**Step 1.** The City Inspector will request emergency Valve Assistance due to a broken main/service, etc. by calling COS at (713) 837-0500 provide the following information:

Location of Work (Street Intersection)	Project #
Project Description	Superintendent's Office #/Mobile #/Pager #
Contractor (Company Name)	Name and Phone#/Mobile #/Pager #
Job Superintendent's Name	Name, Phone#/Mobile #/Pager #
Contractor's Emergency Information	
City Inspector/Senior Inspector	
Date & Time assistance is requested	

**Step 2.** COS will create an emergency work order number and describe the work to be performed.

**Step 3.** COS will give the City Inspector the emergency work order number. Reference work order number in all communications regarding request for Valve Assistance.

**Step 4.** COS will contact the designated valve personnel and assign the emergency work order. The dispatcher will follow the standard COS procedures if this situation occurs after normal working hours.

**Step 5.** The valve personnel must have the emergency work order number on his/her route sheet. When the valve personnel arrive at the job site for the emergency work, he/she should verify the street intersection and the emergency work order number with the City Inspector prior to beginning the work requested for operating the existing water valves. The valve personnel will coordinate the verification of the street intersection and the work order number with City Inspector prior to performing the work.