

**UTILITY DIVISION
VALVE ASSISTANCE PROCEDURES**

PART I: GENERAL

1.1 GENERAL REQUIREMENTS

- A. The City of Friendswood employees shall operate all existing valves. The Contractor's employees may operate new valves included in the Work prior to acceptance by the City. **Under no circumstances shall The Contractor be permitted to operate existing valves.**

1.2 PROCEDURE

- A. Perform activities listed in this Section. Utility Division personnel shall also follow these procedures when completing a request, Document 01095 – Utility Division Valve Assistance Request Form, from individual Contractors, through Project Manager, for operation of existing water valves.

1.3 CANCELLATION

- A. The Contractor, the Project Manager, or Utilities Division may cancel a scheduled valve assistance appointment at no extra cost or payment to the Contractor. The Contractor shall notify the Project Manager a minimum of twenty-four hours (24 Hrs) in advance of scheduled valve operation. The Project Manager shall notify the Department of Public Works immediately upon receipt of cancellation notice. Cancellation may be caused by bad weather, preparation work taking longer than anticipated or unforeseen delays by one (1) or more of the three (3) parties.

PART II: PRODUCTS – NOT USED.

PART III: EXECUTION

3.1 ROUTINE VALVE ASSISTANCE REQUEST

- A. When notified by the Contractor, the Project Manager shall schedule a work order planning meeting by sending Document 01125 – Utility Division Valve Assistance Request Form to the Department of Public Works and providing information shown below. The work order planning meeting shall be conducted a minimum of three days (3 D) prior to the date requested for valve operations; excluding weekends, holidays, inclement weather days, and the day of the call. The Contractor will provide a map using the City's GIS public portal or sheets from the Civil Utility Drawings as part of the request. The Utility Division will coordinate with The Contractor and Project Manager to identify valves and potential customers to be impacted by the valve operation request.

The Utility Division shall not be held responsible for notification to said customers or for customers impacted in addition to the service area identified. The Contractor shall reference 01030 Work Restrictions for notification requirements.

1. Project Name.
 2. Project Number.
 3. Location of the Work requested.
 4. Date and time assistance requested.
 5. Contractor's Name.
 6. Superintendent's Name.
 7. Superintendent's Phone Number.
 8. Project Manager's Name.
 9. Project Manager's Phone Number.
- B. The Department of Public Works shall create a work order for each wet connection, cut and plug, etc.
- C. The Department of Public Works shall give the Project Manager the work order number. This work order number must be used as a reference in all communications regarding this request for Valve Assistance.
- D. When Utility Division personnel arrive at the job site for the Work Order Planning Meeting between the Project Manager, the Contractor, and Utility Division personnel, they will verify the street intersection and work order number with the Project Manager before beginning Work Order Planning Meeting.
- E. During Work Order Planning Meeting, the work to be performed will be outlined and the actual date the work shall be performed will be mutually determined by the Project Manager, the Contractor and City's Utility Division personnel, based upon relevant factors such as preparatory work needed, customer requirements, etc.
- F. Utility Division personnel shall perform work specifically outlined in the work order requested. Also, Utility Division personnel shall operate only existing water valves. The Project Manager shall contact the Department of Public Works and request a new work order for additional work.
- G. Utility Division personnel will contact the Public Works and advise when the job is complete. Utility Division personnel will list all appropriate information on the Work Order.
- H. Should Utility Division personnel not be able to keep an appointment to provide valve assistance, Utility Division shall provide notification to appropriate Project Manager by phone at least twenty-four hours prior (24 Hrs), with that fact and rescheduling information, if available.
- I. The Project Manager shall notify the Department of Public Works if Utility Division personnel have not arrived at the site within thirty minutes (30 Min) of scheduled appointment. If the Contractor is not ready when Utility Division personnel arrives to provide valve assistance, the City shall charge the Contractor sixty-five dollars (\$65.00) per hour, per employee, starting thirty minutes (30 Min) after the scheduled appointment time, minimum one hour (1 Hr) charge.

- J. The Contractor shall not be due delay claims or downtime if Utility Division has notified the Project Manager that they will not be able to provide valve assistance as scheduled.
- K. Test installed new valves in the presence of the Project Manager and the Utilities Supervisor during the substantial completion inspection. Place new valves in open position on or before the Date of Substantial Completion.
- L. The Project Manager shall notify, in writing, the Department of Public Works one month (1 Mo) before the one-year (1 Yr) maintenance bond expires to report any problems they have with new water lines. The Project Manager shall notify the Contractor about these problems.

3.2 EMERGENCY REQUEST FOR VALVE ASSISTANCE PROCEDURE

- A. When notified by the Contractor, the Project Manager shall request emergency Valve Assistance due to a broken line/service, etc. by calling the Department of Public Works at (281) 996-3380 and providing the following information:
 - 1. Project Name.
 - 2. Project Number.
 - 3. Location of the Work requested.
 - 4. Nature of the emergency.
 - 5. Contractor's Name.
 - 6. Superintendent's Name.
 - 7. Superintendent's Phone Number.
 - 8. Project Manager's Name.
 - 9. Project Manager's Phone Number.
- B. The Department of Public Works shall create an emergency work order number and describe the work to be performed.
- C. The Department of Public Works shall give the Project Manager the emergency work order number. Reference work order number in all communications regarding request for Valve Assistance.
- D. The Department of Public Works shall contact Utility Division personnel and assign the emergency work order.
- E. When Utility Division personnel arrive at the job site for emergency work, they shall verify the street intersection and emergency work order number with the Project Manager prior to beginning the work requested for operating existing water valves. Utility Division personnel shall coordinate verification of street intersection and work order number with the Project Manager prior to performing work.

3.3 AFTER HOURS EMERGENCY VALVE ASSISTANCE

- A. If, after normal working hours, it becomes necessary for valve assistance, the Contractor or the Project Manager shall call the Police Dispatcher at (281) 996-3300 and supply said dispatcher with the following information:
 - 1. Caller's Name.
 - 2. Caller's Title.

3. Caller's Employer.
 4. Nature of the emergency.
 5. Location of the emergency.
- B. The Dispatcher shall follow standard procedures and notify the Utility Division Person On-call and relay this information.
 - C. The Utility Division Person On-call shall notify the Project Manager of the emergency, and both shall go to the location and assess the emergency.
 - D. The Utility Division Person On-call shall determine if other personnel are needed, and procedure to call them in as needed. The Utility Division Person On-call shall document all activities, equipment, personnel and time used, and will send it to the Department of Public Works the following regular business day.

END OF DOCUMENT