

## DISCUSSION ITEMS

### PROJECT REVIEW

- Introductions – Owner, Engineer, Contractor, RPR
- Project Description – Development Type, Site Location, etc.

### PERMITS & EASEMENTS

- Owner is responsible for obtaining all applicable permits. He/she will be responsible for supplying to the WWTA copies of all such documents before construction may begin. The Hamilton County Building Inspection Department is located on the First Floor of the DRC.
- Easements must be designated by recorded plat or easement documents, at the discretion of the Chief Engineer. The Design Engineer is responsible for preparing draft easement documents, if necessary. He/she will be responsible for supplying copies of all such documents to the WWTA at least one week before the pre-construction meeting may be scheduled.

### CONSTRUCTION PERMIT & ROADS

- ROADS must be at sub-grade prior to installation of sewer lines; *having passed inspection by Hamilton County Inspectors*
- All Road Cut Permits must be obtained from Hamilton County

Initial \_\_\_\_\_

### EROSION CONTROL – per HCWQP

Hamilton County Land Disturbing Permit must be obtained prior to construction.

Erosion and sediment controls must be installed prior to land disturbance. Sediment basins (if required) must be installed per design, including specified outlet structures.

For more information, please refer to the Hamilton County Best Management Practices Manual  
(<http://www.hamiltontn.gov/waterquality/BMP.aspx>).

A copy of any applicable TDEC NOC for the site must be provided to the HCWQP when the Land Disturbing Permit application is submitted.

Initial \_\_\_\_\_

## CONTRACTOR'S RESPONSIBILITIES

- Contractor is responsible for providing proof that they are licensed in the State of Tennessee for Municipal and Utility Construction of Underground Piping (Classification MU-A).
- Contractor to ensure all lot lines and manhole locations are staked prior to installing any sewer lines.
- Contractor is responsible for physically locating and recording all tee and service line connections so they can be located in the field.
- Contractor is responsible for providing all applicable tee and service line connection locations to the Design Engineer for the purpose of creating record drawings.
- Contractor is responsible for determining the location of existing underground utilities.
- For gravity lines, cut sheets must be submitted, if required, to the Design Engineer prior to construction.
- Contractor must provide all traffic control.
- Contractor must have a copy of WWTA details and specifications onsite during construction.
- All SHOP DRAWINGS must be submitted to the Design Engineer for approval.
- Approved plans must be kept on the construction site.
- Contractor must have a COMPETENT SAFETY PERSON on the job site.

COMPETENT SAFETY PERSON NAME: \_\_\_\_\_

COMPETENT SAFETY PERSON CONTACT NUMBER: \_\_\_\_\_

## REVIEW OF PLANS AND WWTA STANDARDS

- Review plans for problem areas and exceptions.
- Review manhole standards and details.
- Review service line standards and details.
- Review check dam standards.

Contractor is responsible for complying with current WWTA Standard Details and Specifications.

Initial \_\_\_\_\_

## WORK HOURS

- Contractor to maintain work hours in accordance with all applicable municipal ordinances.
- Any variation in work hours must be coordinated with the RPR in advance and approved by the WWTA—Saturday work must be approved by Thursday.
- RPR must be notified 2 business days before beginning work.

## MISCELLANEOUS

- The Contractor will photograph and/or videotape the site and easement prior to construction, and, if required, submit those videos to the WWTA.
- Contractor will be responsible for retesting and reflushing the sewers after all other utilities are installed.
- The sewer system under construction must be plugged to protect the existing sewers.
- At the end of construction the WWTA will videotape the sewer line. If the line has to be re-taped, the Developer will be charged at the applicable inspection rate.
- Sewer must be COMPLETED and the main extension project must be closed out with all needed paperwork before the final plat will be signed and/or any connection permits are sold.
- A warranty from both the owner and contractor must be provided for design, workmanship, & materials.
- A written certification of the value of the sewer must be provided. This generally includes the cost of design, easements, "inspection", and construction.
- The cost of inspection must be paid before project close out.
- The Design Engineer is responsible for submitting through email a preliminary record drawing for review and approval by the WWTA, upon receipt of the construction approval letter. Final submittal of CERTIFIED RECORD DRAWINGS is to be in mylar and in electronic formats. The AutoCAD file must be in State Plane Coordinates.
- All permanent sewer easements must be shown on the final plat, recorded, and dedicated to:

Hamilton County Water & Wastewater Treatment Authority  
If no plat is to be recorded then an easement document must be recorded at the register of deeds office before project close out after first being reviewed by WWTA.
- ADDITIONAL ITEMS DISCUSSED

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## CHANGE ORDERS

- All Change Orders must be received in writing.
- The Chief Engineer will review each claim for Change Order and, within 30 days of receipt, take one of the following actions in writing:
  1. Deny the Change Order in whole or in part, or
  2. Approve the Change Order.

I have read the above requirements for Change Orders. I understand and recognize that this outlines the procedure for approval of or denial of Change Orders for all Hamilton County WWTA projects, and I recognize that I will be held to this standard, and understand that the WWTA will not honor Change Orders that do not meet these requirements.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**SECTION 01740**  
**GUARANTEES AND WARRANTIES**

In accordance with Section VII(B), Paragraph 16 of the "WWTA Sewer Use Rules and Regulations for Wastewater Collection Systems", the applicant for a public sewer extension, or the Contractor working for the WWTA, shall provide an agreement to repair or cause to be repaired at no cost to the WWTA any defects in the work, including but not limited to, defective equipment, materials, or supplies, breaks, leaks, and faulty construction or workmanship occurring within the time frame specified below after acceptance of the project from the Hamilton County WWTA. The warranty for repair shall include all required parts, material, labor, equipment, as well as factory trained technician support on-site as required to make all necessary repairs. This form shall be completed by the applicant and submitted to the WWTA along with a copy of the contractor's warranty form submitted by the contractor to the applicant.

**WARRANTY PERIOD:**

1. Gravity and Low Pressure Sewers: all materials and workmanship shall be covered by warranty for a period of 1 year.
2. Pump Station and Force Mains:
  - a. Force main and all appurtenances: all materials and workmanship shall be covered by warranty for a period of 1 year.
  - b. Pumps and motors: all materials and workmanship shall be covered by warranty for a period of 5 years.
  - c. Pump controllers: all materials and workmanship shall be covered by warranty for a period of 2 years.

Project: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: Hamilton County Water & Wastewater Treatment Authority (WWTA)

Applicant: \_\_\_\_\_

I (We), \_\_\_\_\_ do hereby warrant all equipment,  
(Applicant)

materials, products, and workmanship provided in conjunction with the above referenced project from defects as described above occurring within the time frame specified from the date of acceptance of the project in writing by the Hamilton County WWTA.

If, during the warranty period (a) any equipment, materials, or products furnished and/or installed are found to be defective in service by reason of faulty construction process, structural and/or mechanical design or specifications, or (b) any equipment, materials, or products furnished and/or installed are found to be defective by reason of defects in material or workmanship, or (c) any portions of the work or materials are damaged in any way whatsoever by other work or activities in the vicinity over which I (we) have direct or indirect responsibility or authority, I (we) shall, as soon as possible after receipt of written notice from the WWTA Executive Director or authorized representative, and at no cost to the WWTA, repair or cause to be repaired such defective equipment, materials or products, or replace such defective equipment, materials or products.

**APPLICANTS'S  
GUARANTEES AND WARRANTIES**

In the event of multiple equipment failures of major consequence prior to the expiration of the warranty described above, the affected equipment shall be disassembled, inspected, and modified or replaced as necessary to prevent further occurrences. All related components which may have been damaged or rendered nonserviceable as a consequence of the equipment failure shall be replaced. A twelve (12) month extension to the warranty against defective or deficient design, workmanship, and materials shall commence on the day that the item of equipment is reassembled and placed back into operation and accepted by the WWTA. As used herein, multiple equipment failures shall be interpreted to mean two (2) or more successive failures of the same kind in the same item of equipment or failures of the same kind in two (2) or more items of equipment. Major equipment failures may include, but are not limited to, cracked or broken housings, piping, or vessels, excessive deflections, bent or broken shafts or structural members, broken or chipped gear teeth, overheating, premature bearing failure, excessive wear, or excessive leakage around seals. Equipment failures which are directly and clearly traceable to operator abuse, such as operating the equipment in conflict with published operating procedures, or improper maintenance, such as substitution of unauthorized replacement parts, use of incorrect lubricants or chemicals, flagrant over-or-under-lubrication, and using maintenance procedures not conforming with published maintenance instructions, shall be exempted from the scope of the warranty. Should multiple equipment failures occur in a given item or type of equipment, all equipment of the same size and type shall be disassembled, inspected, modified or replaced, as necessary, and rewarranted for an additional year.

This warranty commences on the date of acceptance of the above referenced project by the Hamilton County WWTA, and expiration occurs in the specified year from said date, for the type of work as specified herein.

Signature: \_\_\_\_\_  
(Applicant)

Date: \_\_\_\_\_

**NOTARY:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ and \_\_\_\_\_, to me known to be the person(s) described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

IN WITNESS WHERETO, I have hereunto set my hand and Notarial Seal.

\_\_\_\_\_  
**NOTARY PUBLIC**

My Commission Expires: \_\_\_\_\_

End of Section 01740

## CONTRACTOR'S GUARANTEES AND WARRANTIES

In accordance with Section VII(B), Paragraph 16 of the "WWTA Sewer Use Rules and Regulations for Wastewater Collection Systems", the applicant for a public sewer extension, or the Contractor working for the WWTA, shall provide an agreement to repair or cause to be repaired at no cost to the WWTA any defects in the work, including but not limited to, defective equipment, materials, or supplies, breaks, leaks, and faulty construction or workmanship occurring within the time frame specified below after acceptance of the project from the Hamilton County WWTA. The warranty for repair shall include all required parts, material, labor, equipment, as well as factory trained technician support on-site as required to make all necessary repairs. This form shall be completed by the contractor and submitted to the applicant.

### **WARRANTY PERIOD:**

1. Gravity and Low Pressure Sewers: all materials and workmanship shall be covered by warranty for a period of 1 year.
2. Pump Station and Force Mains:
  - a. Force main and all appurtenances: all materials and workmanship shall be covered by warranty for a period of 1 year.
  - b. Pumps and motors: all materials and workmanship shall be covered by warranty for a period of 5 years.
  - c. Pump controllers: all materials and workmanship shall be covered by warranty for a period of 2 years.

Project: \_\_\_\_\_

Location: \_\_\_\_\_

Applicant: \_\_\_\_\_

Contractor: \_\_\_\_\_

I (We), \_\_\_\_\_ do hereby warrant all equipment,  
(Contractor)

materials, products, and workmanship provided in conjunction with the above referenced project from defects as described above occurring within the time frame specified from the date of acceptance of the project in writing by the Hamilton County WWTA.

If, during the warranty period (a) any equipment, materials, or products furnished and/or installed are found to be defective in service by reason of faulty construction process, structural and/or mechanical design or specifications, or (b) any equipment, materials, or products furnished and/or installed are found to be defective by reason of defects in material or workmanship, or (c) any portions of the work or materials are damaged in any way whatsoever by other work or activities in the vicinity over which I (we) have direct or indirect responsibility or authority, I (we) shall, as soon as possible after receipt of written notice from the WWTA Executive Director or authorized representative, and at no cost to the WWTA, repair or cause to be repaired such defective equipment, materials or products, or replace such defective equipment, materials or products.

**CONTRACTOR'S  
GUARANTEES AND WARRANTIES**

In the event of multiple equipment failures of major consequence prior to the expiration of the warranty described above, the affected equipment shall be disassembled, inspected, and modified or replaced as necessary to prevent further occurrences. All related components which may have been damaged or rendered nonserviceable as a consequence of the equipment failure shall be replaced. A twelve (12) month extension to the warranty against defective or deficient design, workmanship, and materials shall commence on the day that the item of equipment is reassembled and placed back into operation and accepted by the WWTA. As used herein, multiple equipment failures shall be interpreted to mean two (2) or more successive failures of the same kind in the same item of equipment or failures of the same kind in two (2) or more items of equipment. Major equipment failures may include, but are not limited to, cracked or broken housings, piping, or vessels, excessive deflections, bent or broken shafts or structural members, broken or chipped gear teeth, overheating, premature bearing failure, excessive wear, or excessive leakage around seals. Equipment failures which are directly and clearly traceable to operator abuse, such as operating the equipment in conflict with published operating procedures, or improper maintenance, such as substitution of unauthorized replacement parts, use of incorrect lubricants or chemicals, flagrant over-or-under-lubrication, and using maintenance procedures not conforming with published maintenance instructions, shall be exempted from the scope of the warranty. Should multiple equipment failures occur in a given item or type of equipment, all equipment of the same size and type shall be disassembled, inspected, modified or replaced, as necessary, and rewarranted for an additional year.

This warranty commences on the date of acceptance of the above referenced project by the Hamilton County WWTA, and expiration occurs in the specified year from said date, for the type of work as specified herein.

Signature: \_\_\_\_\_  
(Contractor)

Date: \_\_\_\_\_

**NOTARY:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ and \_\_\_\_\_, to me known to be the person(s) described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

IN WITNESS WHERETO, I have hereunto set my hand and Notarial Seal.

\_\_\_\_\_  
**NOTARY PUBLIC**

My Commission Expires: \_\_\_\_\_



DATE \_\_\_\_\_

INVOICE NO. \_\_\_\_\_

TO: \_\_\_\_\_

DESCRIPTION	AMOUNT
Project XX-XXX	
RPR Inspection Fee:	
hours straight time @ \$60/hour	
hours overtime @ \$90/hour	
<b>TOTAL DUE</b>	<b>\$ -</b>

IF YOU REQUIRE ADDITIONAL INFORMATION, CONTACT:

Michael Patrick, P.E., Chief Engineer AT (423) 209-7842

Please make check payable to Hamilton County Water & Wastewater Treatment Authority (WWTA)

Mail to: Hamilton County Water & Wastewater Treatment Authority  
P.O. Box 8856  
Chattanooga, TN 37414

Please return the yellow copy of this invoice with your payment.

WHITE-CUSTOMER COPY; YELLOW-CUSTOMER COPY; PINK-FILE COPY; GOLDENROD-WWTA COPY

## HAMILTON COUNTY WATER & WASTEWATER TREATMENT AUTHORITY

The cost of the sanitary sewer system for **(This is determined by using your construction, easements, and engineering cost as the value of the sewer).**

Project: \_\_\_\_\_

\* is \$ \_\_\_\_\_.

\*

\_\_\_\_\_  
Owner/Developer's Signature

\*

\_\_\_\_\_  
Date

\* PLEASE FILL IN SEWER COST, SIGN, DATE AND RETURN



**Development Resource Center**  
1250 Market Street, Suite 3050  
Chattanooga, TN 37402  
Tel: 423-209-7842  
Fax: 423-209-7843

**Michael C. Patrick**  
Executive Director

**Date**

**Owner/Applicant/Developer**

Address

Address

**Subject:**      **Construction Approval Letter**  
**Project Name**  
**Project No. XX-3XX**

Dear **Owner/Applicant/Developer:**

The construction of the **Project Name** has been reviewed by our Resident Project Representative (RPR), and the construction has been approved. Before a resolution can be drafted to accept this construction as an extension of the Hamilton County Water & Wastewater Treatment Authority (WWTA) Sewer System, the following requirements must be met:

- 1) Using the enclosed "Guarantees and Warranties" form, a one-year warranty of the sewer must be provided. A copy of the guarantees and warranties provided to you by your contractor is required as well. We have provided a form for your use, in case your contractor did not provide guarantees and warranties to you.
- 2) The enclosed invoice for inspection must be paid.

Owner  
Project  
Date  
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- 3) Using the enclosed form, a written certification of the value of the sewer system is needed. This is determined by using your easement, construction, inspection, and engineering costs as the value of the sewer system.
- 4) All required twenty (20) foot permanent maintenance easements must either be reflected on the final plat and/or easement documents to be recorded in the Hamilton County Register of Deeds Office.
- 5) Corrected and certified Record Drawings for the collection system must be submitted to our office. Minimum requirements include plan and profile, tee locations, scale, alignment angles, invert elevations and easements. A preliminary record drawing should be submitted through email for review and approval. The Final Record Drawings shall be submitted to our office on Mylar, with the certification seal of both the engineer and surveyor, and a digital CAD file in DXF, DGN, or DWG format. The AutoCAD file must be georeferenced in State Plane Coordinates and be delivered on a flash drive or CD.

Please contact our office if you need additional information regarding these items. Thank you for your cooperation and assistance.

Sincerely,

Michael Patrick, P.E.  
Executive Director

Enclosures

cc: Autumn Friday, Hamilton County Engineering and Water Quality Manager  
Brandon Mauracher, Hamilton County Inspector Highway Department  
Tyler Mowery, Hamilton County Inspector Highway Department  
Billy Fairbanks, Hamilton County Superintendent of Highway Department  
Eric Brooks, WWTA Chief Engineer  
Larry Mowery, WWTA Wastewater Manager  
Caleb Casey, WWTA Project Designer  
Wes Cameron, WWTA Assistant Wastewater Manager



**Development Resource Center**  
1250 Market Street, Suite 3050  
Chattanooga, TN 37402  
Tel: 423-209-7842  
Fax: 423-209-7843

**Michael C. Patrick**  
Executive Director

Date

Owner/Applicant/Developer  
Address  
City, State Zip

**Subject: WWTA Project Number XX-3XX**  
**Project Name**

Dear Owner/Applicant/Developer:

The project referenced has been accepted by the Hamilton County Water & Wastewater Treatment Authority Board during the board meeting held on \_\_\_\_\_, 20\_\_. The project is accepted by Resolution Number \_\_\_\_\_. In accordance with Section 01740 of **WWTA Standard Details & Specifications for the Construction of Sanitary Sewers**, the guarantee and warranty for the project will remain in effect for one year from the date warranty was signed.

Please contact our office at (423) 209-7842 if you have any questions concerning these matters. Thank you for your cooperation.

Sincerely,

Michael Patrick, P.E.  
Executive Director



Development Resource Center  
1250 Market Street, Suite 3050  
Chattanooga, TN 37402

Tel (423) 209-7842  
Fax (423) 209-7843

July 7, 2023

<b>RESIDENT PROJECT REPRESENTATIVE (RPR)</b>	<b>EMAIL</b>	<b>PHONE</b>
Cameron, Wes	<a href="mailto:wesc@hamiltontn.gov">wesc@hamiltontn.gov</a>	(423) 315-3827
Lyles, Joey	joeyl@hamiltontn.gov	(423) 315-3839
Matt Smith	MattS@HamiltonTN.gov	(423) 280-8514
Trent Mynatt	TrentM@HamiltonTN.gov	(423) 443-6064
Kris Green	KrisG@HamiltonTN.gov	(423) 290-3073
Shepherd, Andrew	andrews@hamiltontn.gov	(423) 290-4786
Reece, Jimmy	jimmyr@hamiltontn.gov	(423) 653-6688
Lance Gayer	LanceG@HamiltonTN.gov	(423) 637-3790
Jason Padgett	JPadgett@HamiltonTN.gov	(423) 681-2356
Harris, Ashlee	ashleeh@hamiltontn.gov	(423) 315-3843
Wright, Steven	stevenw@hamiltontn.gov	(423) 240-7484
D'Andrea, Anthony	anthonyd@hamiltontn.gov	(423) 315-3835
Adams, Blake	blakelana@hamiltontn.gov	(423) 490-5367