

VDH Drinking Water Funding Program Guidance Package #8

PLANNING AND DESIGN

Aside from the Environmental Review (See PG #7), the project evaluation process is a five part process consisting of an Application-Notification of Intent, a Preliminary Engineering Conference, a Waterworks Business Operations Plan (if applicable) a Preliminary Engineering Report, and final plans and specifications. These project processing stages assist waterworks owners and their consulting engineers in identifying and solving problems as early in the project evaluation process as possible. Each successive phase expedites the final approval of the project. The technical project evaluation process will be performed by the environmental engineering field office staff of VDH.

Permit Application - Notification of Intent

This form is submitted by waterworks owners to initiate the project evaluation process. The *Code of Virginia* Section 32.1-172B requires a person to apply to the VDH prior to the establishment, construction or operation of a waterworks. Applications also may be completed by telephone and signed during the Preliminary Engineering Conference.

Preliminary Engineering Conference (PEC)

The PEC provides for an exchange of information between all parties. The envisioned project will be discussed in its entirety. The applicant's engineer shall be prepared to set forth water supply problems and the proposed solution in such a manner as to support the conclusions and recommendations. Discussions regarding system problems and technical design standards and construction requirements and ongoing financial commitments will help determine if the project is feasible and, if so, the scope of work for the envisioned project.

This effort will enable the owner to consider many elements that will affect the long-term economic viability necessary to ensure stability of the project. Preliminary thoughts for design exceptions should be formulated at this step.

PEC's are required for all projects involving treatment processes or complex hydraulics. For routine waterline extensions, a telephone conference may suffice at the discretion of VDH.

Waterworks Business Operations Plan (WBOP)

The program restricts assistance to a waterworks that lacks the technical, managerial or financial capability to maintain compliance with the SDWA and the *Waterworks Regulations* (See PG #1).

In addition, Section 32.1-172 of the *Code of Virginia* states that "an application for a permit shall include a comprehensive business plan detailing the technical, managerial, and financial commitments to be made by the owner in order to assure that the waterworks' performance requirements for providing the water supply will be met over the long term".

In addition, the *Code* allows for waiving the comprehensive business plan portion if an applicant has demonstrated an acceptable history of compliance with the *Waterworks Regulations*.

The VDH Capacity Development Program and the field office staff will determine whether a Waterworks Business Operations Plan or another form of certification of technical, managerial and financial capability is required of the applicant.

If a Waterworks Business Operations Plan is required of the applicant, the Capacity Development Program or the field office staff will provide a document outlining the requirements of such a plan.

Preliminary Engineer Report (PER)

A PER is normally required for all projects involving treatment processes or complex hydraulics. The Field Director has the discretion of waiving the requirement for a PER. Information required in the PER is listed in 12 VAC 5-590-200C of the *Waterworks Regulations*. Reports submitted for approval shall be prepared by or under the supervision of a licensed professional engineer legally qualified to practice in Virginia.

Plans and Specifications

Plans and specifications based on the approved PER is required of all projects. Information required in the plans and specifications is listed in 12 VAC 5-590-200 D, E & F of the *Waterworks Regulations*. Plans and specifications submitted for approval shall be prepared by or under the supervision of a licensed professional engineer legally qualified to practice in Virginia.