

DPW and DPU roles in Construction Inspection and Administration

DPW reviews and approves site and subdivision plans; provides performance and defect bond amounts for utilities and streets and drainage improvements, maintains bonds/agreements including the utilities performance bond; issues land disturbing and right-of-way permits; conducts routine and final inspection of infrastructure improvements. DPW's inspection services include per-construction conference, coordinating with contractors and other departments/divisions and reviewing construction record drawings. The utility inspection includes taking water samples and delivering the samples to the City laboratory.

Engineering

- **Plan Review** *Point of Contact - Plan Review Supervisor - 382-6175*
The plan review division of Public Works is responsible for the review and approval of development plans including residential and commercial subdivisions and sites, erosion and sediment control, Chesapeake Bay Preservation Area and preliminary and final subdivision plats. The information regarding plan submittal fees, reviews time, etc. can be found in the Public Facilities Manual, Volume I.
- **Subdivision Inspection/Bonding** *Point of Contact – Project Manager – 382-6274*
This division is responsible for conducting routine inspection of infrastructure improvements, providing inspection reports for bond status, substantial completion, final and defect inspection. The inspection responsibilities include ditching and rough grading of soil drainage management plans and erosion and sediment control measures.
The division provides the developers with bond amounts and fees' administers performance and defect agreements and bonds as part of processing subdivision plats for recordation. The division also processes the sub agreement time extension and bond reduction requests.
- **Permits** *Point of Contact – Permits Engineer – 382-6101*
The Permits Division is responsible for issuing right-of-way and land disturbing permits and administers the related bonds including stormwater and CPBA bonds. The inspection responsibility of the Permits Division include commercial related driveway and public improvements, residential driveway/driveway pipes installation, borrow pits, land fills and franchise utility company activities in the right-of-way.
- **Master Drainage** *Point of Contact – Senior Drainage Engineer – 382-6101*
This division is responsible for the City's Master Drainage plan and watershed data. Responsibilities including planning, budgeting and implementation of master drainage facilities, drainage studies, evaluation of any changes to the Master Drainage plan and determination of drainage pro-rata credits.

DPU reviews site and subdivision plans and provides comments to DPW for inclusion in the review/approval process; processes activation paperwork and maintains utility defect bond/agreement; reviews construction record drawings and conducts final inspection.

Engineering Point of Contact – Utilities Engineer – 382-6328

Public Utilities Engineering reviews and approves any Utility related field changes during construction. Specific inspections performed by Public Utilities Engineering are large meter installations (vaults) and backflow prevention devices. Public Utilities Engineering is also responsible for tracking and maintaining utility activation documents, known as **Utility Activation Package**:

- Construction Record Drawings ([flowchart](#))
- Defect Bonds
- Deeds of Dedication of Utilities
- Deeds of Easement
- Affidavit of No Dues
- Cost of Utility Improvements
- Certificates to Operate
- Backflow Preventer Test Reports
- State Regulatory Approvals
- On-Site Statements of Completion
- Statements of Responsibility

Public Utilities Engineering assists in coordination of final inspections with Public Works and Public Utilities Maintenance and Operations. This coordination includes review and approval of the Construction Record Drawings.

Once notified by Public Works Engineering that the utilities have been installed in accordance with approved plans, Public Utilities Engineering notifies Maintenance and Operations to activate the system and formally notifies the following City departments of the system activation:

- ❖ Police
- ❖ Public Works
- ❖ Fire
- ❖ Inspections
- ❖ Real Estate Assessor

Public Utilities Engineering maintains the Utility Defect Bonds for the specified period. Once notified by Maintenance and Operations at the end of the Defect Period that all defects have been satisfactorily addressed, Public Utilities Engineering releases the Defect Bond.

Maintenance and Operation –*Point of Contact–Water/Wastewater Administrator 382-3400*

- **Water Distribution** is generally responsible for the inspection, maintenance, repair, upkeep and occasional installation of all water mains, valves, fire hydrants, and large meters and vaults. The Division installs, removes, or changes out the meter as needed, and repairs or replaces vaults as needed. The responsibilities for new subdivisions, commercial sites and water line extensions are limited to conducting substantial completion and final inspections.

- **Sewer Division** is responsible for the acceptance of the gravity sanitary sewer lines and appurtenances within the public right-of-way of a developing subdivision or commercial site project as recorded on the Construction Record Drawings. This involves the physical, on site inspection, with a contractor representative and Public Works Inspector of manholes, mainlines, laterals, castings and other items related to the gravity sanitary sewer system in accordance with all necessary State and City regulatory Departments. Upon receipt of the Notice to Activate, Wastewater Collections verifies that there are no plugs in the mainlines and the Sanitary sewer system is activated in accordance with all applicable State and City provisions.

- **Pumping Station Division** is responsible for inspecting the Pump Station structure to include but not limited to shingles, brick, block, paint, mechanical equipment and installation, electrical equipment and installation, doors and accessories, piping, valves, ladders, grates. This division will inspect the quality of installation, material used related to the approved plans and test all mechanical and electrical circuits and equipment to ensure it will work as designed. The Pump Station force main valves and air vents are inspected to ensure operability, access and conformity to the PFM. The following contractors will need to present at all inspections:
 1. Control Panel manufacturer
 2. Electrical Contractor
 3. Mechanical Equipment representative
 4. Force main installation contractor
 5. DPW Inspector familiar with the project

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