



WATER MAIN EXTENSION GUIDELINES

This information is provided for background and general summary purposes only. It does not supersede or amend any regulations or laws governing the subjects discussed. Please consult appropriate source documents for specific information. Those source documents and the information provided here are subject to change without notice from Missoula Water. Missoula Water reserves the right to decline extension of its service area.

MAIN EXTENSION CONTRACT INFORMATION

1. Main extensions require a main extension contract. An overview of project steps is as follows:
 - a. Developer / Engineer brings a project proposal to Missoula Water.
 - b. Missoula Water will prepare a water main extension contract.
 - c. The Water main extension contract will be based on an advance, contribution, or a combination of the two. The type of contract is determined by several factors such as the number of units, the expected build-out, and the expected water usage of the development. If the project meets the requirements for an advance or partial advance type, the costs may be refunded over a 40 year period, without interest, at the annual rate of 2.5% per year. Contributions are not refunded. Developments of 250 lots or more are required to provide water rights, storage, and supply as necessary. Missoula Water will provide water rights, storage and supply as necessary for developments less than 250 lots, and will account for the future cost of those when determining whether the project qualifies for an advance.
 - d. To execute the contract, the developer is required to deposit funds to cover engineering (at a minimum) and construction, Missoula Water costs, and a 5% administration fee prior to construction.
 - e. A professional services agreement will be set up between Missoula Water and the engineering consultant. The engineering consultant works for Missoula Water for the water portion of the project.
 - f. Main extensions must be competitively bid with a group of Missoula Water pre-selected contractors, using an itemized, unit price bid form. If the developer would like to use a contractor who is not part of that group, that contractor will be evaluated for approval through Missoula Water's process.
 - g. Missoula Water will execute a contract with the chosen contractor.
 - h. The main must be installed in accordance with the current Missoula Water specifications and AWWA standards. <http://www.ci.missoula.mt.us/2101/ContractorsEngineers-Information>
 - i. When the project is complete, an actual cost form will be attached to the water main extension contract as Exhibit B. The developer will be billed/refunded the difference from the contract deposit. A signed final contract and any amount billed must be received before the yearly refunds can begin for an advance type contract.
 - j. Each main extension project will likely include four (4) elements, delineated on the bid form as follows:
 - i. Schedule A – Main
 - ii. Schedule B – Fire Hydrants
 - iii. Schedule C – Service Taps
 - iv. Schedule D – Service Lines
 - k. Schedules A and B are included in the advance or contributed contract mentioned above. Schedule C is funded by Missoula Water through service tap deposits. Schedule D is a direct cost to the developer as the service lines are owned by the property owner.

OPERATIONS – PREPARATION FOR CONNECTION

1. Service tap deposits:*

- a. Tap deposits are required for all service taps before the project can begin. These deposits are separate from the deposit paid for the project development and construction. Deposits can be paid by the developer or owner and will be refunded as each service is connected and an account established.

*These are subject to change without notice.

| <u>Size of Service Tap</u> | <u>Deposit</u> |
|----------------------------|----------------|
| 1 inch | \$ 330.00 |
| 2 inch | \$ 500.00 |
| 4 inch | \$ 1,130.00 |
| 6 inch | \$ 1,300.00 |
| 8 inch | \$ 1,525.00 |
| 10 inch | \$ 1,855.00 |
| 12 inch | \$ 2,560.00 |

- b. Please note prior to tapping the main, a buy-in may be required. Contact Missoula Water for more information on a buy-In contract.

2. Addresses:

- a. Addresses are required for each service tap. This is our only method of tracking service connections and tap deposits. When the tap fee is paid, the payer must provide addresses to Missoula Water prior to beginning the project. Contact Loretta Willoughby, 523-5061, for further information regarding tap deposits, tap applications or for any questions about service connections.

3. Meter Pit or Utility room:

- a. Meter pits are required on all new residential construction for meters 1 inch or smaller.
- b. Meter pits should be 2 feet to 5 feet inside the property line. Meter pits must be easily accessible (allow a clear area 4 foot radius around meter pit). Meter pit lids are to be placed at ground level and the meter pit must not be buried or covered by landscaping or fencing materials.
- c. For apartment buildings using meters 1-1/2 inch or larger. Meters will be installed inside the building in an accessible location for commercial services. Meters cannot be installed in a crawl space. Contact Missoula Water personnel to have meter location approved.

4. Backflow Prevention:

- a. Missoula Water requires that all new commercial accounts, and multi-family residential accounts comprised of five (5) or more units, install an approved backflow prevention assembly on the service to the property.
- b. Also, all underground irrigation systems (for both commercial and residential accounts) must include an approved and properly installed backflow prevention assembly.

5. Wells:

- a. If the usage estimates for the development include irrigation usage for water rights and revenues, the water main extension applicant will prohibit the use of auxiliary water supplies, including but not limited to wells and irrigation ditches, through statements on the subdivision plat, deed restrictions on new lots, duly enacted city ordinances, or other lawful means, with the exception of existing residences as described below. Upon connection to Missoula Water's system, properties served by existing private wells may be required to either permanently abandon the well to the satisfaction of Missoula Water, or install an approved backflow prevention assembly on the water service to the property. Backflow assemblies on the water service may require annual testing and inspection. The backflow system installation must be inspected by an authorized Missoula Water representative. Please see WG.2 Backflow Requirements located on our website <https://www.ci.missoula.mt.us/2102/StandardsGuidelines>

6. Fire Hydrants:
 - a. Fire hydrants will be installed by the developer as a part of the main extension contract. Missoula Water will require written verification from the City or Rural Fire Department regarding the number and locations of the fire hydrants and the fire flow requirements for the development.
7. Hydrant Flow Tests:
 - a. Upon completion of a new main installation the fire hydrants need to be inspected and tested to verify flow. This is accomplished during the walkthrough inspection. It is the responsibility of the developer to ensure the conditions are suitable for flow testing the hydrants. If there is risk of damaging the current construction area, the hydrants will not be tested, which may delay the activation of the main.
8. Construction Water:
 - a. Missoula Water has four hydrant locations around the Missoula area that are available for construction use. Water trucks must be inspected for cross connection/backflow and a construction account established before accessing those hydrants. If a developer wishes to have construction water on site, they can install a frost free fill station and meter. Contact Dennis Bowman, 721-5570 for instructions on this installation.
9. Procedure For Activating Main:
 - a. We will not activate the main until all of these procedures have been completed:
 - i. All samples have been collected and have passed appropriate testing.
 - ii. Successful pressure test of mains and service lines.
 - iii. Walkthrough inspection has been completed; including verification that all valves are in the proper position. (Note: Valves are to be operated only by Missoula Water personnel.)
 - iv. Engineer has sent certification letter to DEQ
10. Safety on the Job:
 - a. Safety, health, risk control and loss prevention are of paramount importance to Missoula Water and should be to developers, contractors and their employees. The contractor must be one of Missoula Water's pre-selected contractors who have been reviewed and evaluated by Missoula Water to determine that they have the required knowledge, experience, resources and history to ensure that the project will be successfully completed with a minimum of risk and loss.
 - b. Missoula Water requires that its contractors maintain certain dollar levels of insurance and specific endorsements. These include general liability, automobile liability, worker's compensation, work-comp coverage for their principals and officers who may enter the jobsite, employers liability, owner's protective liability when specific dollar levels of a contract are reached, a listing of Missoula Water as additional insured, a waiver of subrogation, and the option of excess or umbrella coverage substituting for some of the previous.
 - c. All insurance carriers must be A rated (at a minimum) by AM Best.
 - d. The Contractors shall require their sub-contractors to hold and maintain a similar level of insurance coverage and abide by the same standards of conduct, safety, health and risk avoidance to which they are being held by Missoula Water.
 - e. Missoula Water personnel will, during the course of a project, visit jobsites and observe progress and activities. Missoula Water employees and contractors are not permitted to continue to work at a jobsite where "imminent danger" violations of OSHA standards exist and are not corrected at once. Where deficiencies are noted these persons will respectfully intervene to express their concerns and attempt to proactively and amicably resolve the issue.