

North City Water District Code

Title 4: Construction

Chapter 1: WATER SYSTEM CONSTRUCTION STANDARDS

4.01.010 District Standards and Materials Adopted.

- A. Technical specification for the design and construction of District water mains shall comply with the Technical Specifications included as **Appendix 4A** and as modified from time to time. Meter size requirements shall be as established in Chapter 6 the Uniform Plumbing Code as it is now in effect and may be amended from time to time.
- B. Standard details. Construction of District water mains shall comply with Standard Details included as **Appendix 4B** as modified from time to time.
- C. The District Operations Manager or District Manager may require or allow deviations from or modifications to the Technical Specifications or Standard Details in specific instances; however, such deviation or modification is solely at the discretion of the District Operations Manager or District Manager.

4.01.020 Water Meter Accessibility.

Meters must be located within the city right-of-way or a utility easement. Each meter must be located in such a manner that it is accessible to the reader, is not obstructed by physical barriers, is out of any traffic pattern, and is not in a backyard or adjacent to a rockery.

- A. Customers shall maintain a minimum clearance of three feet around and seven feet above a water meter in order to allow access by District personnel to read, maintain and repair the meter.
- B. If a customer's vegetation or other obstruction intrudes within the minimum clearance established in subsection A of this section, the customer will be notified of the interference. If the customer does not remove the interference, District personnel are authorized to do so.

4.01.030 Hydrant Accessibility.

Hydrants must be located within the city right-of-way or a utility easement. Each hydrant must be located in such a manner that it is accessible to the utility staff or Fire Department, is not obstructed by physical barriers, is out of any traffic pattern, and is not in a backyard or adjacent to a rockery.

- A. Maintain a minimum clearance of three feet around and seven feet above a hydrant in order to allow access by District and Fire Department personnel to maintain, test, and repair the hydrant.
- B. If a property owner's vegetation or other obstruction intrudes within the minimum clearance established in subsection A of this section, the property owner will be notified of the interference. If the property owner does not remove the interference, District personnel are authorized to do so.

Chapter 2: SMALL WORKS ROSTER

4.02.010 Small Works Roster Process.

- A. If a small works roster is established, it shall consist of all responsible contractors who have requested to be on the roster and who are properly licensed to work in the state. The District may create a single general small works roster or a small works roster for different categories of anticipated work, or may contract with an outside agency such as the Municipal Research & Services Center (MRSC) or the Shared Procurement Portal (SPP) for provision of such roster(s).
- B. If the District does not contract with an outside agency (such as MRSC or SPP) as provided in the preceding subsection, at least twice each year, the District shall cause notice of the existence of the small works roster to be published in a newspaper of general circulation within the District. The notice shall solicit the names of the contractors for the small works roster.
- C. Whenever a public works project with an estimated cost (as determined by the Operations Manager) of less than the amounts specified in RCW 39.04.155 is done by contract, the District may use the small works roster process set forth below without a formal call for bids and advertising;
 1. The District shall secure telephone or written quotations, or both, from the appropriate contractors on the roster. Whenever possible, the District shall invite at least five contractors to submit quotations. Once a contractor has been afforded an opportunity to submit a quotation, the contractor shall not be offered another opportunity.
 2. The District's invitation for quotations shall include an estimate of the scope and nature of the work to be performed, and the materials and equipment to be furnished.
 3. The District shall award the contract to the lowest responsible bidder.
 4. Immediately after an award of a contract is made, the District shall record the bid quotations obtained for the contract. The bid quotations shall be open to public inspection and available to the public by telephone inquiry.
 5. The notice provisions of RCW 39.04.155 are incorporated herein as now existing and hereafter may be amended.

Chapter 3: CONTRACTING IN EMERGENCIES

4.03.010 Contracting in Emergencies.

1. If the District Manager or Operations Manager declares that an emergency exists requiring the immediate execution of a public work, the District may undertake the work or award a contract for the work without competitive bidding, pursuant to RCW 39.04.020 and RCW 39.04.280(2)(b). See **Appendix 4C** for an emergency resolution template.

2. The District may elect to establish a list of contractors available for emergency response. Listed contractors must have demonstrated compliance with the responsible bidder criteria of RCW 39.04.350. The District shall review and update the list annually.
3. For the purposes of this section, the District adopts the definition of “emergency” as set forth in RCW 39.04.280(3).