



WEST COUNTY WASTEWATER DISTRICT
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**PUBLIC INCENTIVE PROGRAM FOR EFFICIENCY
OF SEWERS (PIPES) PROGRAM GUIDE**

Thank you for helping us protect and preserve our local environment by replacing your privately-owned Sewer Lateral. West County Wastewater District (“West County Wastewater” or “WCW”) strongly encourages participation in this Public Incentive Program for Efficiency of Sewers (“PIPES”) Program to reduce the number of Sanitary Sewer Overflows (“SSOs”) that send raw sewage directly into nearby creeks or storm drains that eventually discharge this pollution into San Francisco Bay. Private Sewer Laterals are the responsibility of the Property Owner, per Title 3, Chapter 3.20 of the WCW Code (<https://www.codepublishing.com/CA/WCWD/#!/westcowastewater03/westcowastewater0320.html#3.20>), as well as WCW Ordinance 2023-03.

On **June 17, 2020** the Board of Directors adopted Resolution No. **2020-28** amending the guidelines and requirements of the Program (available at <https://www.wcwg.org/pipes/>). This Resolution approved the addition of **\$400,000** to the budget, beginning in Fiscal Year (FY) 2021, to fund this Program on a recurring basis. The Program is offered to eligible owners of property located within the boundaries of WCW to help defray a portion of the cost of partially or completely replacing pre-approved defective Sewer Laterals. The eligible reimbursement amount can be viewed in this guide.

The following list provides the *minimum* requirements necessary to take advantage of the Program:

1. A DVD or USB containing a video inspection. The video inspection shall be completed by a competent person and performed within a year prior to the date of Application. Competency shall be demonstrated by submitting a high-quality video meeting the requirements contained on the Sewer Lateral Inspection Report Form. In addition to submitting the high-quality video, competency may be demonstrated by listing the pertinent California Contractors State License Board (CSLB) license type/number and/or Pipeline Assessment Certification Program (PACP) certification number.
2. A completed Sewer Lateral Inspection Report Form
3. A completed and signed application
4. Noncollusion forms
5. Three (3) or more Sewer Lateral replacement bids from Contractors holding an A, B, C-34, C-36 or C-42 license with the CSLB. In addition to this requirement, an Owner-Builder will also be required to submit (1) line-item estimate that excludes the cost of labor, but includes the cost of the equipment, materials and supplies proposed to be utilized. An Owner-Contractor will be required to submit (1) line-item estimate that includes the cost of labor, equipment, materials and supplies proposed to be utilized. A line-item estimate provided an Owner-Contractor will be accepted by WCW as one (1) of the three (3) required bids.
6. Proof of property ownership (i.e. recorded grant deed, utility bill with the Applicant’s name, etc.)

All applicable bid(s) shall be created within ninety (90) days prior to the date of Application.

The following list provides important Program notes:

1. Contact WCW's Office three (3) business days after submitting the video inspection and Lateral Inspection Report Form to receive the Sewer Lateral video inspection letter.
2. Any Sewer Lateral replacement work performed prior to receiving an approval letter from WCW will not be eligible for a Disbursement.
3. Work performed on shared Sewer Laterals which are not separated prior to inspection, are not eligible for a Disbursement. Shared Sewer Laterals are most prominent in the Rollingwood area.
4. The Program is not limited only to residential properties.
5. WCW reserves the right to change or modify the details or provisions of this Program at any time for any reason.
6. WCW reserves the right to suspend or terminate this Program at any time for any reason, and will suspend or terminate the Program if funds are exhausted.

The definitions, detailed Program guidelines, flow chart of required steps, Sewer Lateral Inspection Report Form, Program Application, Noncollusion Declarations and FAQs are included on the following pages.

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DEFINITIONS

As used in this Program, the following words and phrases shall have the following definitions:

A. **“Air Testing” or “Air Tested”** shall mean and refer to a method whereby a Public Sewer Main or a Sewer Lateral is pressurized with air for the purpose of detecting leaks or defects in the pipe being tested.

B. **“Application”** shall mean and refer to a form and process that an Eligible Property Owner shall complete and follow before replacing a Defective Sewer Lateral in order to be pre-approved for a Disbursement under the Program. All Applications will be prioritized by WCW and reviewed for pre-approved.

C. **“Backwater Overflow Prevention Device”** includes, but is not limited to, backwater overflow devices and backwater check valves, pressure relief devices, shutoff systems, and any other devices WCW may approve for the purpose of preventing or minimizing the possibility that raw sewage will back up into any structure or for any similar purpose.

D. **“Building Drain”** shall mean and refer to that part of the lowest piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building or structure and conveys it to the Sewer Lateral beginning two (2) feet outside the Building Wall.

E. **“Building Sewer” or “Sewer Lateral”** shall mean and refer to that part of the generally horizontal piping of a drainage system which extends from the end of the Building Drain and which receives the discharge of the Building Drain and conveys it to a Public Sewer Main or private sewer main that ultimately discharges into WCW’s sewer system. The Sewer Lateral begins at the wye or point of connection with the public sewer, private sewer, individual sewage disposal system or other point of disposal and terminates at the point of connection to the Building Drain two (2) feet outside the building wall.

F. **“Building Wall”** shall mean and refer to a component part of a structure built, erected, framed and designed for the housing, shelter, enclosure or support of persons, animals, or property of any kind.

G. **“Closed Circuit TV Inspection”** shall mean and refer to a process whereby a camera is placed into, run through and videotapes the inside of a Sewer Lateral or Public Sewer Main for the purpose of detecting leaks or other obvious defects.

H. **“Complete Replacement”** shall mean and refer to replacement of a Defective Sewer Lateral in its entirety.

I. **“Contractor”** shall mean and refer to a business, company or entity that is duly licensed by the State of California. Acceptable licenses include:

1. Class “A” (General Engineering Contractor).
2. Class “B” (General Building Contractor).
3. Class “C-34” (Pipeline).
3. Class “C-36” (Plumbing).
4. Class “C-42” (Sanitation System).

J. **“Defective Sewer Lateral”** shall mean and refer to any Sewer Lateral that displays obvious leaks or defects upon the completion of Closed Circuit TV Inspection that is deemed by WCW, in its discretion, to be defective.

K. **“Disbursement” or “Incentive Disbursement”** shall mean and refer to an amount of money equal to or less than the Eligible Cost that is reimbursed by WCW to an Eligible Property Owner or his/her designee.

L. **“Eligible Cost”** shall mean and refer to a maximum incentive of \$4,500, or 50% of the lowest submitted bid for replacing the entire Sewer Lateral. Program eligible reimbursement cost will be determined as follows:

1. Within high combined I/I areas, complete Sewer Lateral replacement of more than 100 feet in length, or more than 10 feet in depth (deepest portion), will be eligible for **up to \$4,500 maximum or 50% of the lowest submitted bid, whichever is less.**

2. Within high combined I/I areas, complete Sewer Lateral replacement of 100 feet or less in length and 10 feet or less in depth (deepest portion), will be eligible for **up to \$3,000 maximum or 50% of the lowest submitted bid, whichever is less.**

3. Outside of high combined I/I areas, complete Sewer Lateral replacement of more than 100 feet in length or more than 10 feet in depth (deepest portion), will be eligible for **up to \$3,000 maximum or 50% of the lowest submitted bid, whichever is less.**

4. Outside of high combined I/I areas, complete Sewer Lateral replacement of 100 feet or less in length and 10 feet or less in depth (deepest portion), will be eligible for **up to \$1,500 maximum or 50% of the lowest submitted bid, whichever is less.**

5. Within high combined I/I areas, partial Sewer Lateral replacement will be eligible for **up to \$1,000 maximum or 50% of the lowest submitted bid, whichever is less.**

6. Outside of high combined I/I areas, partial Sewer Lateral replacement will be eligible for **up to \$500 maximum or 50% of the lowest submitted bid, whichever is less.**

M. **“Eligible Property Owner”** shall mean and refer to any Property Owner legally connected to WCW’s Public Sewer Main by a Defective Sewer Lateral.

N. **“I/I”** shall mean and refer to inflow/infiltration. Inflow is groundwater or stormwater that enters into sanitary systems at points of direct connection to a Sewer Main. Source of inflow include, but are not limited to: manhole covers with holes, improperly connected area drains, improperly connected downspouts, improperly connected storm drain lines, roof vents, etc. Infiltration is groundwater or stormwater that enters into sanitary sewer systems through deteriorated portions of Sewer Laterals or Sewer Mains. Source of infiltration include, but are not limited to: cracked/damaged pipes, deteriorated laterals, deteriorated manholes, exfiltration from storm drain lines, tree root penetration, etc.

O. **“Owner-Builder”** shall mean and refer to any unlicensed individual or property owning entity within the boundaries of WCW that is legally connected to WCW’s Public Sewer Main and plans to partially or completely replace their Sewer Lateral. No “Owner-Builder” is permitted to complete work that encroaches into the sidewalk and/or street. Additionally, no “Owner-Builder” is permitted to complete sewer lateral work that involves modification to WCW’s Public Sewer Main nor the connection to WCW’s Public Sewer Main.

P. **“Owner-Contractor”** shall mean and refer to any licensed individual or property owning entity within the boundaries of WCW that is legally connected to WCW’s Public Sewer Main and plans to partially or completely replace their Sewer Lateral.

Q. **“Partial Replacement or Repair”** shall mean and refer to replacement of a portion of a Defective Sewer Lateral.

R. **“Program”** shall mean and refer to the Public Incentive Program for Efficiency of Sewers (“PIPES”) Program.

S. **“Property Owner”** shall mean and refer to any individual or property owning entity within the boundaries of WCW that is legally connected to WCW’s Public Sewer Main.

T. **“Public Sewer Main”** shall mean and refer to the sewers owned or maintained by WCW lying within the limits of public streets, roads, easements, reserves, non-exclusive easements or other public rights of way serving or intended to serve two (2) or more separate properties, persons, or parcels. That portion of the Sewer Lateral, which may lie within any public street or right-of-way is not a Public Sewer Main within WCW boundaries.

U. **“Replacement”** shall mean and refer to construction that has been performed on a Sewer Lateral. The extent of the work will be described as a complete replacement (entire Sewer Lateral) or a partial replacement (portion of a Sewer Lateral).

V. **“Sanitary Sewer Overflow (SSO)”** shall mean any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system, including overflows or releases that reach waters of the United States, overflows or releases that do not reach waters of the United States, and backups into buildings and/or private property caused by conditions within the publicly owned portion of the sewer system.

W. **“Sewer Lateral”** see “Building Sewer”.

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PROGRAM DISBURSEMENT GUIDELINES FOR ELIGIBLE PROPERTY OWNERS

A. The Program is available only to Eligible Property Owners. All individuals and entities shall establish their status as a Property Owner with evidence satisfactory to WCW before beginning the Application process (i.e. recorded grant deed, utility bill with the Applicant's name, etc.)

B. Prior to submitting an Application, the Property Owner shall obtain at least three (3) bids from Contractors holding an A, B, C-34, C-36 or C-42 license with the CSLB. In addition to this requirement, an Owner-Builder will also be required to submit (1) line-item estimate that excludes the cost of labor, but includes the cost of the equipment, materials and supplies proposed to be utilized. An Owner-Contractor will be required to submit (1) line-item estimate that includes the cost of labor, equipment, materials and supplies proposed to be utilized. A line-item estimate provided an Owner-Contractor will be accepted by WCW as one (1) of the three (3) required bids. All three (3) of the bids shall be submitted to WCW and attached to the Application, for review and determination of Eligible Cost.

- An Application can only be pre-approved if the Sewer Lateral is determined to be defective and if the Application is received prior to construction.
- Applicants will receive a letter stating the Sewer Lateral replacement is pre-approved for an Incentive Disbursement or the reasons for not being pre-approved. If pre-approved for a Disbursement, payment will only be made if all documentation of necessary items is received by WCW, within ninety (90) days of the date of the pre-approval letter. Once construction is completed, it shall be inspected by WCW. If construction is completed by an Owner-Builder, the work shall be inspected by WCW, and the equipment, materials and supplies shall be paid for in full by the Property Owner before reimbursement is processed. The cost of utilized equipment, materials and supplies shall be verified by receipts. If construction is completed by an Owner-Contractor, the work shall be inspected by WCW, and the labor, equipment, materials and supplies shall be paid for in full by the Property Owner before reimbursement is processed. The cost of utilized labor, equipment, materials and supplies shall be verified by receipts.
- **Disbursements will be based on the lowest of the three (3) submitted bids.**
- When Sewer Lateral Disbursements reach WCW's Program budget amount for a Fiscal Year (July 1st to June 30th), no additional Disbursements will be approved for the remainder of the Fiscal Year.
- Applications will be considered for approval based on the Application's date and time of being submitted, at the WCW Administrative Offices (2910 Hilltop Drive, Richmond, CA 94806), the Water Quality and Resource Recovery Plant (2377 Garden Tract Road, Richmond, CA, 94801) or via e-mail (PIPESProgram@wcwd.org); however, Applications for Sewer Lateral replacements to be performed in high I/I areas will be given quicker processing priority.
- All electronic applications shall be submitted to (PIPESProgram@wcwd.org). Scanned copies and digital signatures are acceptable
- There will currently be no limit on the amount of Applications submitted per Property Owner, per fiscal year; however, only one (1) Application is permitted per Property Owner, per eligible property and other limits may be imposed at any time, at the discretion of the General Manager.

- Staff will inform customers if the Program budget has been exceeded and if Applications will not be funded, in the current Fiscal Year.

C. Prior to submitting an Application, the Property Owner shall establish that the Sewer Lateral is defective and in need of replacement (partial or complete). The Property Owner may establish that the Sewer Lateral is defective and in need of replacement by proving the age of the Sewer Lateral, by declaring the Sewer Lateral is creating an unsanitary condition, or by submitting a Closed Circuit TV Inspection (to be reviewed by WCW staff). All partial replacements of Sewer Laterals *will* require submitting a Closed Circuit TV Inspection to WCW. Complete replacements of Sewer Laterals that are fifty (50) years old or less *will also* require submitting a Closed Circuit TV Inspection to WCW. Complete replacements of Sewer Laterals that are more than fifty (50) years old *will not* require submitting a Closed Circuit TV Inspection to WCW. The age of the Sewer Lateral shall be determined from WCW permit records. If there are no WCW permit records, the age of the Sewer Lateral shall be based on the year that the home was built.

D. If the Closed Circuit TV Inspection establishes, to the satisfaction of WCW, that the Sewer Lateral is defective and requires complete replacement, the Property Owner shall complete and submit an Application to WCW for review and approval. The Application shall be accompanied by at least three (3) bids from Contractors holding an A, B, C-34, C-36 or C-42 license with the CSLB. In addition to this requirement, an Owner-Builder will also be required to submit (1) line-item estimate that excludes the cost of labor, but includes the cost of the equipment, materials and supplies proposed to be utilized. An Owner-Contractor will be required to submit (1) line-item estimate that includes the cost of labor, equipment, materials and supplies proposed to be utilized. A line-item estimate provided an Owner-Contractor will be accepted by WCW as one (1) of the three (3) required bids. All three (3) of the bids shall be submitted to WCW and attached to the Application, for review and determination of Eligible Cost. If WCW approves the Application, the Property Owner shall be deemed to be an Eligible Property Owner, and shall be entitled to receive a Disbursement in the amount of the Eligible Cost, subject to the all of the following terms and conditions:

- The Eligible Property Owner or the Eligible Property Owner's agent shall obtain a permit from, and pay all permit fees to WCW prior to commencing replacement of the Defective Sewer Lateral.
- The Eligible Property Owner or the Eligible Property Owner's agent shall obtain such encroachment and other permits as required by Contra Costa County and/or the City in which the Defective Sewer Lateral is being replaced before commencing the replacement.
- Upon completing the replacement of the Defective Sewer Lateral, and before any backfilling, the Eligible Property Owner or his/her agent shall notify WCW that the Defective Sewer Lateral has been replaced. WCW shall perform an inspection of the new Sewer Lateral in accordance with WCW's currently applicable ordinances, rules and regulations.
- The new Sewer Lateral shall be tested by the Eligible Property Owner's or his/her Contractor, in the presence of WCW personnel and shall pass that test to the satisfaction of WCW, and in accordance with its applicable rules, regulations and ordinances.
- If an Owner-Builder completes the Sewer Lateral construction, the Owner-Builder shall submit a copy of the approved Application along with paid receipts for equipment, materials and supplies, but excluding the labor, used to replace the Defective Sewer Lateral.

- If an Owner-Contractor completes the Sewer Lateral construction, the Owner-Contractor shall submit a copy of the approved Application along with paid receipts for labor, equipment, materials and supplies.

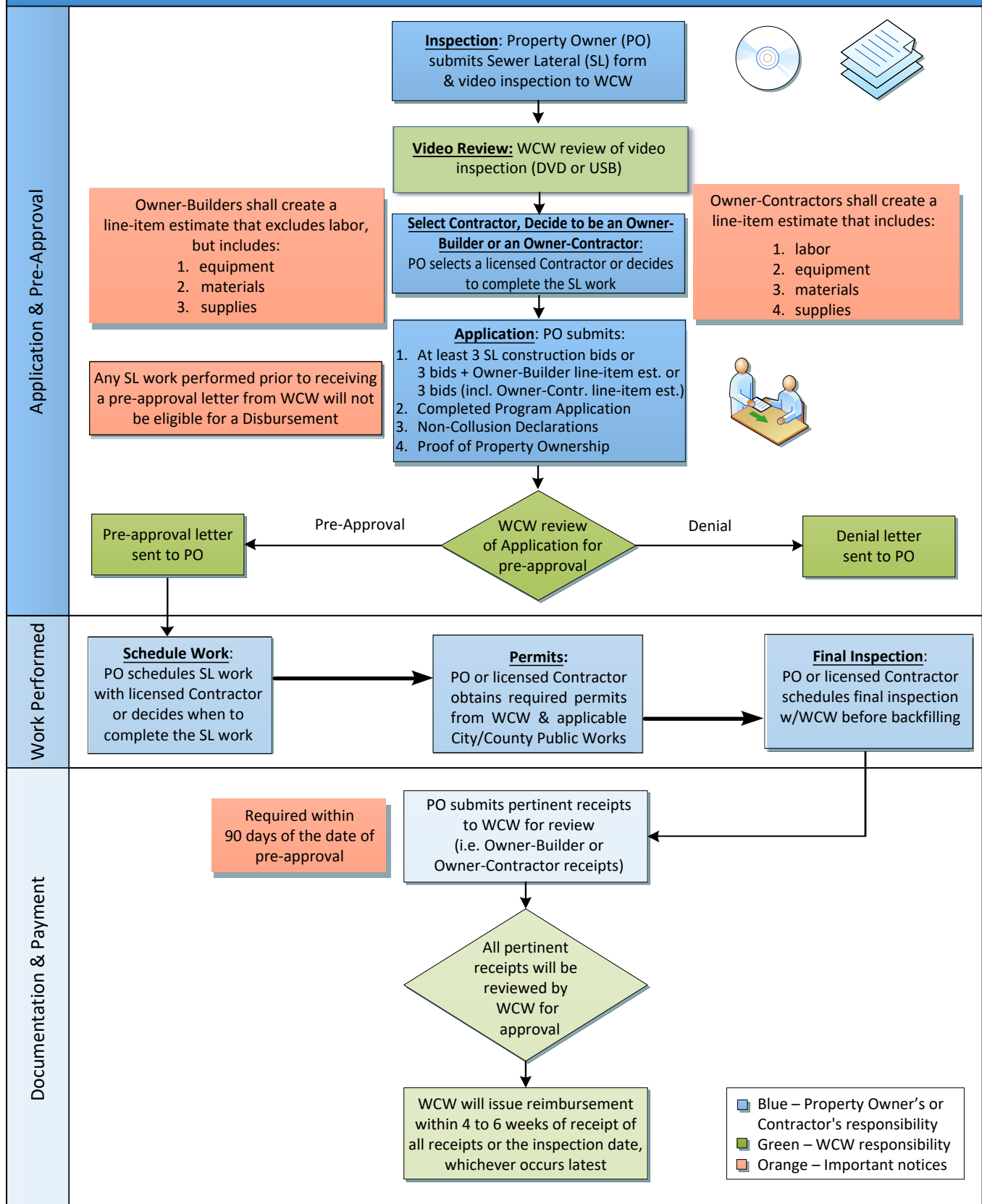
E. WCW shall reimburse the Eligible Property Owner in the normal course of WCW business. Reimbursement can generally be expected to be made within four (4) to six (6) weeks of satisfaction of all of the above conditions, by the Eligible Property Owner. Reimbursements for Sewer Lateral replacements performed in high I/I areas will be given quicker processing priority.

F. WCW reserves the right to change or modify the details or provisions of this Program at any time, for any reason.

G. WCW reserves the right to suspend or terminate this Program at any time, for any reason, and will suspend or terminate the Program, if funds are exhausted.

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Public Incentive Program for Efficiency of Sewers (PIPES) Flowchart





PUBLIC INCENTIVE PROGRAM FOR EFFICIENCY OF SEWERS (PIPES) SEWER LATERAL INSPECTION REPORT FORM

This form shall be completed by the Property Owner and submitted with the Application for the Public Incentive Program for Efficiency of Sewers (PIPES) Program. The video inspection shall meet the following requirements:

1. Video shall be recorded by a competent person. Competency shall be demonstrated by submitting a high-quality video that meets the requirements listed as items 2, 3, 4 and 5 (below). In addition to the submitting a high-quality video, competency may be demonstrated by listing the pertinent CSLB license type/number and/or PACP certification number.
2. Video shall visually verify the property address of the Sewer Lateral (SL) being inspected,
3. SL shall be cleared of significant debris and/or obstructions to provide a clear view.
4. All reasonable efforts shall be made to fully inspect the entire SL, including cleaning and removal of obstructions.
5. Any SL tie-in connections shall to be inspected and their source identified.

Note: Contact the WCW Office three (3) business days after submitting the video inspection to obtain the results. **Applications that do not include this form will be rejected. Submitted DVDs or USBs that do not meet the above requirements will be rejected. Incomplete video inspections, where reasonable efforts to clear the SL were not made, will be rejected.**

Video Recording Date: _____

Company's Name: _____ Video Recorder's Name: _____

CSLB License Type/No: _____ PACP Certification No. : _____

Company's Address: _____

Sewer Lateral's Address: _____

Access Type: _____ (e.g. cleanout, roof vent, toilet, etc.)

Location of connection w/WCW main (street / easement): _____

Inspection notes: _____

No. of Cleanouts: _____ Total length: _____ Pipe material(s): _____ Pipe diameter: _____

Depth at building: _____ Depth at main: _____

Sags: Y / N No. of sags: _____ Distance of sag(s) from the cleanout: _____

Main material: _____ Connection type: _____



PUBLIC INCENTIVE PROGRAM FOR EFFICIENCY OF SEWERS (PIPES) PROGRAM APPLICATION

I certify, by signing this Application, that I am the legal owner of the property described herein. I am aware that submitting this Application does not automatically guarantee disbursement of Program funds. I have read the guide discussing the requirements for the Program and am aware that letters will be issued advising if funds have been obligated and/or disbursed.

I understand that any Sewer Lateral replacement work performed prior to receiving a Program pre-approval letter will not be eligible for a Disbursement.

If approved, funds will be obligated for a period not to exceed ninety (90) days. I understand that all replacement work, inspection(s), and verification of payment (i.e. Owner-Builder paid equipment, materials and supplies receipts or Owner-Contractor paid labor, equipment, materials and supplies receipts) shall be submitted to WCW within this specified ninety (90) day period.

Signature: _____ Date: _____

Property Owner (s) Name: _____

Property Owner (s) E-mail Address: _____ Phone No.: _____

Property Address: _____ APN: _____

City: _____ Zip Code: _____

Mailing Address: _____

City: _____ Zip Code: _____

Owner-Builder: Y / N (circle) Owner-Contractor: Y / N (circle) Contractor: Y / N (circle)

No. of Bids Received: _____ Owner-Builder or Owner-Contractor Est.: _____

CSLB License Type: A / B / C-34 / C-36 / C-42 / N/A (circle) License No.: _____

Owner-Builder / Contractor's E-mail Address: _____ Phone No.: _____

Contractor No. 1's Name: _____ Bid Amount: _____

Contractor No. 2's Name: _____ Bid Amount: _____

Contractor No. 3's Name: _____ Bid Amount: _____

How did you find out about the Program?: _____

Why are you replacing your Sewer Lateral?

☐ Sewer Lateral failure/backup/condition

☐ Home Buying/Selling/Transferring

☐ Home remodel

☐ Other: _____

Staff Use Only

Fiscal Year (FY): _____ No. of Applications Submitted by this Applicant this FY: _____

Video Inspection Completed: Y / N / N/A (circle) Inspection Report Available: Y / N / N/A (circle)

Property Ownership Proof Provided: Y / N (circle) WCW Inspector-Approved: Y / N (circle)

Owner-Builder: Y / N (circle) Owner-Contractor: Y / N (circle) Contractor: Y / N (circle)

No. of Bids Received: _____ Lowest Bid: _____

CSLB Lic. Type: A / B / C-34 / C-36 / C-42 / N/A (circle) Lic. No.: _____

E-mail Address: _____ Phone No.: _____

Sewer Lateral Characteristics

High I/I Area: Y / N (circle) Length [ft]: _____ Depth [ft]: _____ Diameter [in]: _____

Age: _____ Previous Installation Year: _____ Replacement Type: partial / complete (circle)

Permit No.: _____ Inspection Date: _____

Disbursement Amount: _____ Disb. Scenario : 1 / 2 / 3 / 4 / 5 / 6 / N/A (circle)

Application Pre-Approved: Y / N (circle) Reason: _____

Pre-Approval Reviewer's Initials: _____ Pre-Approval Review Date: _____

Application Approved: Y / N (circle) Reason: _____

Approval Reviewer's Initials: _____ Approval Review Date: _____

(Note: This PIPES Application shall expire ninety (90) calendar days from the pre-approval date, unless the Application is cancelled earlier by the Applicant or WCW).



PUBLIC INCENTIVE PROGRAM FOR EFFICIENCY OF SEWERS (PIPES) PROGRAM NONCOLLUSION DECLARATION

State of California)
) ss.
County of _____)

_____, being first duly sworn, deposes and says that he or she is _____ of _____, the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Acknowledged By:

Company Name

Signature

Title

Date



PUBLIC INCENTIVE PROGRAM FOR EFFICIENCY OF SEWERS (PIPES) PROGRAM NONCOLLUSION DECLARATION

State of California)
) ss.
County of _____)

_____, being first duly sworn, deposes and says that he or she is _____ of _____, the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Acknowledged By:

Company Name

Signature

Title

Date



PUBLIC INCENTIVE PROGRAM FOR EFFICIENCY OF SEWERS (PIPES) PROGRAM FREQUENTLY ASKED QUESTIONS (FAQs)

What is the Public Incentive Program for Efficiency of Sewers (PIPES) Program?

Funded by West County Wastewater (WCW), this program helps property owners with the cost of repairing or replacing a defective sewer lateral, which is the pipe that transfers wastewater from a home or building to the public sewer main.

Why is WCW offering the program?

Failing and leaking sewer laterals cause serious problems for property owners, WCW, and the environment. Broken laterals can release sewage into the environment, allow rain into pipes and cause sewage spills, and overtax the treatment system. The incentive disbursement is intended to encourage property owners to correct their sewer lateral problems by mitigating the financial burden associated to repair or replacement.

Am I eligible to receive an incentive disbursement?

One incentive disbursement is available per property owner, per property located within WCW boundaries. Distribution is limited to the funding available each fiscal year.

How do I prove that my sewer lateral needs repair or replacement?

Property owners shall submit a video inspection (USB or DVD) showing the condition of the entire sewer lateral for WCW review, to determine whether repair or replacement is warranted. The cost of completing the video is the responsibility of the property owner.

Why can't I just take a video of the lateral myself with my own camera or phone?

The video inspection will allow WCW to determine the condition of the sewer lateral and view any unpermitted connections that are possible sources of inflow and infiltration (I/I). To ensure the submitted video inspection accomplishes the referenced goals, WCW has determined the video shall be recorded by a competent person, with a sewer lateral camera. Competency shall be demonstrated by submitting a high-quality video. In addition to submitting the high-quality video, competency may be demonstrated by listing the pertinent CSLB license type/number and/or PACP certification number.

How do I submit a video for inspection?

There are two options for submitting a video for inspection: electronic delivery, which is the preferred method, and physical delivery. For electronic delivery, the property owner needs to submit a video of the sewer lateral via email to Inspections@wcwd.org. For physical delivery, the property owner must submit a nonreturnable DVD or USB device containing the video file to West County Wastewater at 2910 Hilltop Drive, Richmond, CA, 94806.

How does the program work?

To participate, a property owner shall first submit a completed lateral inspection form, along with a video inspection (USB or DVD) of the sewer lateral and receive a video inspection letter from WCW requiring repair or replacement. Next, the property owner will submit the noncollusion declarations; at least three quotes for the work; the program application; and proof of property ownership. Owner-Builders and Owner-Contractors will also be required to submit line-item estimates.

Once property owners receive a pre-approval letter from WCW, they arrange for construction and have the completed work inspected by WCW. When the work passes inspection, the incentive disbursement is issued within four to six weeks. Owner-Builders are required to submit all non-labor receipts prior to receiving an incentive disbursement. Owner-Contractors are required to submit all receipts including labor.

Once the work is complete, how do I schedule an inspection with West County Wastewater?

To schedule an inspection after work is completed, email Inspections@wcwd.org.

Once I submit a request, how long will it take for the inspection of completed work to be scheduled?

Inspections will be scheduled as quickly as possible, within 48 hours of receipt of the request.

How much money can a property owner receive through the program?

Specific incentive disbursement amounts will be determined based on the program rules that are reflected on page 4 of the PIPES Program Guide. The maximum incentive disbursement is \$4,500 or 50% of the lowest submitted bid, whichever is less.

How do I apply?

Program applications are available on the program's webpage (<https://www.wcwd.org/pipes/>). Completed applications can be submitted electronically to PIPESProgram@wcwd.org or by drop box or mail at 2910 Hilltop Drive, Richmond, CA, 94806.

When will I receive reimbursement?

Payments are made by check after the work has been inspected and approved by WCW. Funds are typically available within four to six weeks of the inspection.

What is the budget for the program?

Resolution No. 2020-28 approved the addition of \$400,000 to the budget, beginning in Fiscal Year (FY) 2021, to fund this Program on a recurring basis.

Where can I get more information about the program?

Please contact WCW via email to PIPESProgram@wcwd.org or visit the program's webpage (<https://www.wcwd.org/pipes/>).