## **Table of Contents**

Design & Construction Standards Cover Page	1
2024 Revision Summary	2
Forward - Director's Viewpoint	5
Section 1 - Introduction	6
I. Purpose	6
II. Expectations, Outcomes, and Sustainability	6
III. Project Management	7
IV. Project Delivery Methods	7
V. Distribution	8
VI. Preparation of Design Documents	8
VII. Common Historical Issues in the Design and Construction Phase	10
VIII. Use of Autonomous Vehicles (AVs)	12
IX. Attachments	13
Attachment A -PER Minimum Required Table of Contents Chapters	14
Section 2 - Architectural and Landscaping Design and Review Process	23
I. Introduction	23
II. Attachments	23
Attachment A - HRSD Facilities Architectural Guidelines	27
Attachment B - Aesthetics Consideration Log Example	89
Attachment C - Address Sign Specification	90
Attachment D - Safety Signage Specifications for Buildings	91
Attachment E - Landscaping Planting Plan Sample	94
Section 3 - Use of Technical Memorandum for CIP Projects	95
I. Introduction.	95
II. Circumstances for Use	95
III. Approval for Use	95
Section 4 - Monthly Project Status Reporting	96
I. Introduction	
II. Content and Format for Project Status Report (Part 1)	96
III. Content and Format for Project Expenditure Tracking (Part 2)	96
IV. Attachments	96
Attachment A - HRSD Firm Progress Report	98
Attachment B - Design Phase Expenditure Graph	
Section 5 - Capital Project Cost, Schedule, and Risk Reporting	101
I Introduction	101

II. Firm's Responsibilities	102
III. Attachments	103
Attachment A - Sample Project Costs Schedule and Risks Report	104
Attachment B - Sample Project Estimate History and OPPC Classification	
Report	121
Attachment C - Schedule Data Template	122
Attachment D - Project Budget Estimating Template	124
Section 6 - Drawings, Record Drawings, and Valve Guides	125
I. Introduction	125
II. Drawings	125
III. Record Drawings	131
IV. Bid Documents	133
V. Valve Guides	133
VI. Attachments	139
Attachment A - Valve Guide Format and Examples	140
Section 7 - HRSD Building Information Model (BIM) Requirements	143
I. Introduction	143
II. Level of Development (LOD) Tables	143
III. BIM Execution Plan	172
IV. Model File Creation.	172
V. Shared Coordinates	175
VI. Family Creation	175
VII. Shared Parameter File	177
VIII. Contract Drawings	178
Section 8 - PER, Design, and Construction Submittal Requirements	182
I. Introduction	182
II. Requirements for Submittals	182
III. Attachments	187
Attachment A - Major Submittals	188
Attachment B - Equipment Record Template	197
Attachment C - Soil Corrosivity DB Excel Template	220
Section 9 - Real Estate Acquisition and Plats	228
I. Introduction	228
II. Real Estate Schedule vs. Project Schedule	228
III. Easements	228
IV. Design Engineer's Estimate	229
V. Justification Memorandum	229
VI. Phase I, Environmental Site Assessment (ESA)	229

VII. LOCA	ition Map	
VII. Dem	olition of Structures	230
IX. Attach	hments	230
Attac	hment A - Plat Template	
Attac	chment B - Project Acquisition Tracking Log	234
Attac	chment C - Sample - Engineer's Estimate Replacement Value	236
Attac	chment D - Sample - Design Consultant	
Attac	chment E - Sample - RE Consultant	240
Attac	chment F - Sample - Phase I ESA	243
Attac	chment G - Sample - Location Map	467
Section 10 F	Flood Elevation Requirements	468
I. Introdu	ction	468
II. Definit	ions	468
III. Locali	ity Code Requirements	468
IV. Asset	t Protection Requirements	468
V. New F	Facilities	468
Section 11 P	Public Communication Program	470
I. Introdu	ction	470
II. Engag	e with Locality Staff	470
III. Alert F	Public Officials	470
IV. Identi	fy Project Stakeholders	470
V. Partici	ipate in Public Open House/Community Meetings	471
VI. Virtua	al Presentation for Open House	471
VII. Estal	blish a Project Webpage	471
VIII. Web	osite Updates	472
IX. Stake	holder Updates	472
X. Distrib	oute Project Introductory Notice to Neighbors	
XI. Post	Project Signs	
XII. Cons	struction Update Notices	473
XIII. Add	itional Notices	473
XIV. Pos	t Variable Message Boards	474
XV. Traff	fic Advisories/Media Releases	474
XVI. Res	sponse to Public and Media Inquiries	474
XVII. Soc	cial Media Updates	475
XVIII. Att	tachments	475
Attac	chment A - Public Communication Program Checklist	477
Attac	chment B - Stakeholder List-Template	479
Attac	chment C - Willingness To Hold - Example	481

Attachment D - Open House Advertisement - Example	482
Attachment E - Open House Notice - Template	483
Attachment F - Open House Requirements & Guidelines	485
Attachment G - Open House Sign In Sheet	487
Attachment H - Open House Comment Card	488
Attachment I - Advertisement Submission Schedule	489
Attachment J - Virtual Presentation PowerPoint - Example	491
Attachment K - Website-Project Webpage -Template	505
Attachment L - Website-Project FAQ - Template	506
Attachment M - Website - Project Map -Template	507
Attachment N - Stakeholders Notification Update	508
Attachment O - Project Introductory Notice–Template	509
Attachment P - Project Signs Sample	511
Attachment Q - HRSD Project Site - Sign Specifications	513
Attachment R - Sign & Base Specs - Universal Rubber Base System -Product	
Sheet	514
Attachment S - Construction Update Notices - Template	516
Attachment T - Emergency Repair Work Notice	517
Attachment U - Emergency Work - Pump And Haul - Template	518
Attachment V - CCTV Inspection Notice	519
Attachment W - CCTV Notice with cleaning and inspection	520
Attachment X - Smoke Testing Notice-Template	521
Attachment Y - Smoke Testing Door Card Hanger - Template	523
Attachment Z - Survey Notice	524
Attachment AA - Survey Notices Mailing And Tracking -Template	525
Attachment BB -Lateral Work Notice-Template	526
Attachment CC - Reminder Notice To Neighbors - Day Of Work Reminder -	
Template	527
Attachment DD - Completed Work Notice - Adjacent To Home	
Attachment EE - Boring Notice-Property Adjacent	529
Attachment FF - Borings Notice - Property Access	531
Attachment GG - Unplanned Power Interruption Notice -Template	532
Attachment HH - Unplanned Service Interruption Notice - Template	533
Attachment II - Project Closeout Notice -Template	534
Attachment JJ - Media Release -Traffic Advisory Example	
Section 12 - Preconstruction Assessment and Damage Mitigation Procedures	
Attachment A - Sample - Noise and Vibration Impacts (combined map)	
Attachment B - Sample - Noise Generation and Impacts	

Attachment C - Sample - Dewatering Impacts	574
Attachment D - Communications and Contact Tracking Log	575
Attachment E - Pre Exisiting Condition Assessment Right to Access Property	
Form	576
Attachment F - Pre existing Condition Assessment Request Letter Template	
	577
Attachment G - Pre existing condition assessment reporting form template	578
Attachment H - Sample - Precondition Assessment and Damage Mitigation	
Report	587
Attachment I - Sample - Precondition Assessment Field Survey Report	631
Attachment J - Sample Waiver Request	644
Section 13 - Coordination with Virginia Department of Environmental Quality	
(DEQ) for Certificate to Construct and Certificate to Operate	649
I. Introduction	649
II. Approval CTC Process for WQIF	649
III. Abbreviated Administrative Process for Non-WQIF	651
IV. Approval Process for Non-WQIF Project That Involve Greater Than a 25%	
Capacity Increase or Decrease	652
V. On-line Resources within DEQ for Approval Process	652
VI. Attachments	653
Attachment A -Sample Letter - Pressure Reducing Pumping Stations	654
Attachment B - Sample Letter - Pumping Station Replacement	655
Attachment C - Sample Letter - New or Replacement Pipeline	656
Section 14 Coordination of Preconstruction Phase Items	657
Section 15 - Preparation of and Format for Construction Addenda	659
I. Introduction	659
II. Guidelines and Specific Requirements	659
III. Attachments	
Attachment A - Addendum Template	661
Section 16 - Preparation of and Format for Conformed Documents	662
I. Introduction	662
II. Specifications	662
III. Drawings	663
IV. Format and Number of Conformed Documents	664
Section 17 - Tracking of Construction Phase Milestones and Performance	
Metrics	665
I. Introduction	665
II. Completion and Submittal of Construction Milestone Tracking Form	665

III. Performance Metrics	665
IV. Attachments	666
Attachment A - Milestone Tracking Form	667
Section 18 - Expectations for Construction Administration and Construction	
Inspection	668
I. Introduction	668
II. Organization of this Section	668
III. General Expectation	669
IV. Preconstruction	671
V. General Procedures	671
VI. Tie-In, Shutdown and Diversion Procedures	677
VII. Line Stop Procedures	678
VIII. Trenchless Crossing Procedures	678
IX. Damage Assessment and Claims Procedures	679
X. Training	679
XI. Record Keeping	679
XII. Staffing	681
XIII. Verification	681
Section 19 - Use of Air Vent Proving Tool ("Whammy Rod")	683
I. Introduction	683
II. FIRM Responsibilities and Procedures	683
Section 20 - Condition Assessment Protocol	684
I. Introduction	684
II. Pre-Planning Phase	684
III. PER and Design Phase	684
IV. Pipe Coupon Data Collection Form	685
V. Technical Specifications	685
VI. Condition Assessment Guidelines	685
VII. Attachments	685
Attachment A - Coupon Data Collection Form	686
Section 21 - Regulatory Reporting Requirements for Spills	691
I. Introduction.	691
II. Procedures	691
III. Contact Information	691
Section 22 - HRSD Safety Program	692
I. Introduction	
II. Safety Programs	
III. Attachments	

Attachment A - Asbestos Checklist	698
Section 23 - VDOT 2011 Work Area Protection Manual (WAPM)	
Requirements	699
I. Introduction	699
II. Training Requirements for Construction Inspectors	699
III. Personal Protective Equipment (PPE) Requirements	699
IV. Attachments	700
Attachment A - Personal Protective Equipment Requirements for Work Zone	
Operations	701
Section 24 - Pipelines and Appurtenances	702
I. Introduction	702
II. General	702
III. Force Mains	702
IV. Line Stops	710
V. Valves	714
VI. Exposed Service Applications	716
VII. Buried Service Applications	716
VIII. Gravity Interceptors and Manholes	716
IX. Attachments	717
Attachment A - Report of Hydrostatic Pressure Test	718
Section 25 - Checklist for Line Stop Installations.	719
I. Introduction	719
II. Completion and Submittal of "Checklist for Line Stop Installations"	719
III. Attachments	719
Attachment A - Line Stop Checklist	720
Section 26 - Checklist for Tie-Ins to Existing Interceptor Force Mains	723
I. Introduction	723
II. Completion and Submittal of "HRSD Checklist for Tie-Ins to Existing	
Interceptor Force Mains"	723
III. Attachments	723
Attachment A - Tie-in Checklist Attachment	724
Section 27 - Trenchless Crossing Installations.	729
Section 28 - Checklist for Trenchless Crossing Installations	733
I. Introduction	733
II. Completion and Submittal of "Checklist for Trenchless Crossing	
Installations"	733
III. Attachments	733
Attachment A - Trenchless Crossing Checklist	734

Section 29 - Rehabilitation of Sanitary Sewer Systems	740
I. Introduction	740
II. General Evaluation Criteria	740
III. Sanitary Sewer System Rehabilitation	741
Section 30 - Deep Excavation Support Systems	
I. Introduction	
II. Technical Codes, Standards, and Regulations	
III. Excavation Support System Design	748
IV. Miscellaneous	749
Section 31 - Pump Stations	
I. Introduction	751
II. Description of Operations	751
III. General	752
IV. Site Issues and Layout	756
V. Masonry	757
VI. Equipment	757
VII. Conveying Systems	759
VIII. Mechanical	760
IX. Electrical & Instrumentation	762
X. Attachments	765
Attachment A - PS Substantial Completion Checklist	766
Attachment B - Temporary Portable Pump Alarms	769
Section 32 - Treatment Plants	773
I. Purpose	773
II. Abbreviations	775
III. Sewage Treatment Design and Operation	779
IV. SWIFT Facilities Design and Operation	789
V. Solids Handling Design and Operation	791
VI. Access to Unit Processes and Equipment	797
VII. Sampling	797
VIII. Chemical Containment	799
IX. Chemical Feed Systems	800
X. Drain Systems	814
XI. Emergency Eyewash and Showers	815
XII. Equipment Numbering Sequences	815
XIII. Equipment Spare Parts	817
XIV. Miscellaneous Pump Items	
XV. Noise Abatement for Installed Stationary Equipment	818

XVI. Non-Potable Water Systems	818
XVII. Odor Control and Rom Ventilation	819
XVIII. Pipe Insulation and Heat Tracing	826
XIX. Primary and Secondary Clarifiers	826
XX. Process Air Piping	827
XXI. Process Flow Splitting	827
XXII. Scum Handling, Piping, and Pumping	828
XXIII. Grit Septage and Grease, and Biosolids	829
XXIV. Site Lighting	831
XXV. Slide and Sluice Gates	831
XXVI. Solids Piping	832
XXVII. Travel Path (Walkway) Alignment	832
XXVIII. Yard Piping	832
XXIX. Functional Descriptions	833
XXX. Operational Technical Information System (OTIS)	833
XXXI. Equipment Startu, Training, and Turnover	834
XXXII. Flow Metering	834
Section 33 - Electrical and Instrumentation	835
Pump Station – Electrical & Instrumentation Requirements	838
Treatment Plant – Electrical & Instrumentation Requirements	876
DISTRIBUTED CONTROL SYSTEM (DCS) Electrical and Instrumentation	
Requirements	937
Attachments	938
Attachment A - Arc Flash Mitigation & Power Study Specifications	940
Attachment B - Load Bank Connections	956
Attachment C - Variable Frequency Drive Specs	971
Attachment D - Lighting Policy	985
Attachment E - HRSD Electric Motor Specifications	991
Attachment F - Temprary Portable Pump Alarms & Setup Standards	995
Attachment G - SCADA Site Drawing	1000
Attachment H - SWIFT Requirements	1001
Attachment I - Ductbank Directions	1014
Attachment J - Dominion Energy Coordination	1015
Attachment K - SCADA Flowchart	1018
Attachment L - Remote Switch Operator	1019
Attachment M - Remote Open-Close Operator Panel	1020
Attachment N - Ultrasonics Technical Information	1022
Attachment O - Limitorque	1057

Attachment P - Waterpilot FMX-21 Technical Information	1084
Attachment Q - Strategic Automation Configuration Guide	1119
Attachment R - Controlwave & Telog Wiring Details	1230
Attachment S - Solids Treatment Processes	1232
Attachment T - Wet Well Pump Wiring Electrical Backboard Detail	1239
Attachment U - Antenna Installation Detail	1240
Attachment V - Intrinsic Safety Panel Details	1241
Attachment W - Actuator Vault Electrical Backboard Detail	1242
Attachment X - Wet Well Instrumentation Installation Detail	1243
Attachment Y - Collections Systems	1244
Attachment Z - Liquid Streaming	1249
Attachment AA - Hydrogen Sulfide Mitigation for Electrical Room	1255
Attachment BB - Backup Battery Systems	1266
Attachment CC - Cable Routing-Disconnect	1270
Attachment DD - Manufacturers List	1274
Section 34 - Information Technology Hardware Infrastructure	1278
I. Introduction	1278
II. General	1278
III. Specific Requirements	1278
Section 35 - Miscellaneous	1281
I. Introduction	1281
II. Site	1281
III. Concrete	1282
IV. Masonry	1283
V. Metals and Plastics	1283
VI. Thermal and Moisture Protection	1285
VII. Doors and Hardware	1286
VIII. Painting and Coatings	1287
IX. Architectural/Structural	1288
X. Interior Finishes	1289
XI. Miscellaneous Accessories	1290
Section 36 - Standards for Capital Improvement Projects that Involve	
Construction Dewatering Activities	1292
I. Introduction	1292
II. Background	1292
III. Requirements	1293
IV. Receiving Sewer System	1294
V. Contacts	1295

VI. Attachments	1295
Attachment A - Anticipated Schedule from Initial Investigation to General	
Permit Acquisition	1296
Attachment B - Contamination Identification Table	1297
Section 37 - Standard Details	1298
I. Introduction	1298
II. Listing of Standard Details	1298
Attachment A - 100 Series	1302
Attachment B - 200 Series	1309
Attachment C - 300 Series	1337
Attachment D - 400 Series	1373
Attachment E - 500 Series	1379
Attachment F - 600 Series	1396
Attachment G - 700 Series	1426
Section 38 - Suggested Division 1 Items	1450
I. Introduction	1450
II. Potential Division 1 Items	1450
Section 39 - Front End Documents	1454
I. Introduction	1454
II. Responsibilities of the FIRM	1454
III. Standard Front-End Documents	1455
IV. Specific Documents Requiring FIRM Input	1456
V. Attachments	1459
Attachment A - EJCDC 2018 Front Ends	1460
Section 40 - Construction Admin Forms	1613
I. Introduction	1613
II. Contract Administration Forms	1613
Attachment A - Sample Bid Recommendation Letter EJCDC	1615
Attachment B - Notice of Award	1616
Attachment C -Notice to Proceed	1617
Attachment D - Emergency Contact List EJCDC 2018	1618
Attachment E - Field Order	1619
Attachment F - Request for Proposal 2024	1620
Attachment G - Work Change Directive 2018	1621
Attachment H - Change Order 2018	1622
Attachment I - Payment Application 2023	1623
Attachment J - Certificate of Substantial Completion 2018	1630
Attachment K - Notice of Acceptability 2018	1631

Attachment L - Warranty Memorandum 2018	1632
Section 41 - Master Specfication Sections Overview	1633
I. Introduction	1633
II. Listing of Master Specifications Sections	1633
41-01010 Summary of Work 2024	1634
41-01040 Coordination 2024	1637
41-01060 Special Conditions 2024	1639
41-01270 Measurement and Payment 2024	1646
41-01323 Record Documents 2024	1649
41-01340 Submittals 2024	1652
41-01520 Maintenance of Pipeline and Pumping Operations 2024	1660
41-01560 Environmental Protection and Special Controls 2024	1669
41-01650 Facility and System Start-up 2024	1672
41-02510 Ductile Iron Pipe 2024	1678
41-02520 PolyvinylChloridePipe Specification 2024	1686
41-02530 HDPE Pipe and Fittings 2024	1694
41-02531_LineStop Specification 2024	1702
41-02610_Valve Specification 2024	1708
41-02710 Contaminated Groundwater Specification 2024	1714
41-02761 Television Inspection of Pipelines 2024	1717
41-02773 Ultrasonic Pipeline Inspection 2024	1723
41-02774 Condition Assessment Data Collection 2024	1726
41-03700 Concrete Rebuild 2024	1729
41-03800 Embedded Anodes for Concrete Rebuild 2024	1759
41-07160 Reactive Waterproofing 2024	1766
41-07900 Joint Sealant and Expansion Joint Systems 2024	1779
41-09900 Protective Coatings 2024	1794
41-13110 Galvanic Cathodic Protection 2024	1838
Section 42 - VDEQ Project Funding	1852
I. Introduction	1852
II. Checklists	1852
III. Attachments	1852
Attachment A - Initial Meeting - Overview of Procedures 2024	1853
Attachment B - Map to Closing for wastewater projects 2024	1857
IV. Additional Resources	1852