



TOWN OF SMITHFIELD

STANDARD OPERATING PROCEDURE FOR EXTENSION OF SEWERS

Town of Smithfield Sewer Authority

64 Farnum Pike
Smithfield, RI 02917
(401) 233-1041

1. Property owners who would like to extend sewers in their neighborhood must first petition the Town requesting a feasibility study and initial cost estimate for the extension of sewers in their neighborhood must use the Standard Petition Form No. 1 (available in the Sewer Authority Office).
2. **All** property owners affected by the request to extend sewers must sign the petition and state their position with the terms of the petition (Agree or Disagree). At least sixty-seven percent (67%) of the property owners affected by the sewer extension must **agree** to the terms of the petition. The completed petition must be submitted to the Sewer Authority for review of completeness.
3. Once Petition No. 1 has been determined complete, the Sewer Authority will conduct a feasibility study for a proposed sewer extension and will prepare a schematic plan with preliminary cost estimates.
4. A second Petition (No. 2) will be prepared by the Sewer Authority and provided to all property owners affected by the first Petition (No. 1). The 2nd Petition (No. 2) will include the following information:
 - Total estimated costs for the project, including but not limited to design, survey, construction and inspection.
 - Escalation clause for any cost increases between the time of estimate and time of construction.
 - An estimated assessment schedule for reimbursement to the Town by each property owner. The reimbursement will occur over a period of time at a fixed annual interest rate to be determined by the Finance Director
5. The 2nd Petition (No. 2) must be signed by **all** property owners affected by the request to extend sewers with their stated position with respect to the terms of the petition (Agree or Disagree). Again, at least sixty-seven percent (67%) of the property owners affected by the sewer extension must **agree** to the terms of the petition before returning it to the Sewer Authority to review for completeness.
6. When the Sewer Authority determines the 2nd Petition (No. 2) to be complete, a memo will be prepared with attached copies of both Petitions and forwarded to the Town Council for approval of the proposed extension of sewers.

Included in the memo will be a request to advertise for Requests for Qualifications/Proposal (RFQ or RFP) for the design (if not in-house) and/or construction of the sewer extension. If approved, the Council will forward the Petitions to the Town Solicitor to develop an agreement.



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7. After approval, the Sewer Authority will complete a Request for Qualifications or Proposals (RFQ/RFP) to select a professional engineering design firm and/or a construction company to complete the respective aspect of the sewer extension project. The RFQ/RFP will be advertised in both the Providence Journal and on the Town's web site, www.smithfieldri.com. Bid packages will be made available in the Sewer Authority Office.
8. A selection committee will be established to review the RFQ/RFP's and select a design firm and/or a construction company to complete their aspect of the proposed sewer system.
9. The selection committee will forward the bid package from the firm or company selected to complete the design and/or construct the sewer extension to the Town Council for approval.
10. The Contract for the work will be forwarded to the Sewer Authority for review and then to the Town Manager to execute the contract.
11. The selected design firm (if not designed in-house) will submit complete plans, calculations and specifications to the Sewer Authority. The specifications will include a standard construction contract and bond requirements to be executed by the selected construction contractor.
12. The Sewer Authority will forward plans and specifications to the Town's Sewer Consultant for review and approval.
13. After approval by the Town's Sewer Consultant, the Sewer Authority will draft a memo to the Town Council requesting approval to go out to bid for construction (if not done so already).
14. When approved by the Town Council, the Sewer Authority will advertise for construction bids in a Request for Proposals (RFP) and make available copies of Plans and Specifications for bidders to obtain in the Sewer Authority Office.
15. At the Bid Opening the bids will be read aloud in a public meeting area on the prescribed date and time.
16. A Selection Committee will select the contractor and draft a memo to the Town Council recommending the award of contract to the selected contractor.
17. If approved by the Town Council, both the contractor and the Town Manager will sign the contract.
18. The Town Clerk will provide the Contractor in writing, the Notice to Proceed.



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19. Contractor will contact the Town's Sewer Consultant for inspections during construction.
20. Contractor will submit as-built plans to Town Engineer's Office for final approval after construction and testing has been completed and approved.
21. Sewer Authority will issue a Notice to Connect to all applicable property owners in the petition.
22. Property Owners will have 30 days to connect or request a waiver from the Sewer Authority in writing prior to the 30 day expiration date.