

## ***WWMD Construction Process***

Once the bid contract has been signed, construction progresses as follows:

- The contractor has about 100 days to complete the contract depending upon the season and number of upgrades in the contract.
- The CT River Area Health District (CRAHD) issues Orders to Upgrade per DPH regulations to everyone in that contract whether or not they have accepted the Clean Water Funding (CWF). Property owners who have “opted out” of the funding must install an upgrade compliant system within the specified number of days in the contract.
- The contractor then has approximately 2 weeks to complete the designs for the systems and submits them to CRAHD for review and sign off along with the WPCA Site Manager.
- Upon approval of the designs, the contractor completes a Permit to Construct for each property, and submits a Call Before You Dig request.
- The design is added to the homeowners’ Upgrade Package to be reviewed with the Site Manager or Inspector and the Financial Manager. Current procedure includes the signing of an access letter.
- The contractor must maintain the schedule unless change orders (which currently include emergency situations) and bad weather extend it.
- The WPCA field crew is onsite every day observing and documenting the construction for quality control, invoice accuracy, and restoration needs.
- CRAHD inspects, approves the installation, and issues the Permit to Discharge.
- The contractor submits “As Built” drawings to CRAHD and invoices to the WPCA Financial Manager for processing and payment.
- The bills are reviewed and approved by the WPCA for payment.
- The invoices become part of the monthly submissions to the DEEP for CWF reimbursement and loan.
- The homeowner is sent a “Completion Kit” which includes their “As-Built” Permit to Discharge, and Septic System Care brochure.
- The septic tank must be pumped out every 5-years to retain the Permit to Discharge.