



CSC/CFA EBUILDER PROCESS

For System Extension, Developer Relocation,
and Site Utility Projects
DA/DR/SU/DRP Projects

Reference guide APPLICANTS

Presented By: Hala Flores, P.E.
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(This presentation is recorded)



CSC 3.1 and CFA 2.0

Slides 25 and 28 - updated on 11/23/2020
Added slide 26 to reflect CFA 2.2

Purpose

The eBuilder processes (Certificate of Substantial Completion “CSC” and Certificate of Final Acceptance “CFA”) allows the applicant, the contract manager, and EESD to communicate effectively and in a transparent and trackable manner to submit, review, and accept all as built plans and document related information. The process allows the review tasks to loop as necessary to address all comments. The combined CSC/CFA processes applies to all DSD projects and automatically generates three documents:

1. Physical Acceptance Letter
2. Certificate of Substantial Completion with instructional sheet for next steps needed for release of service.
3. Certificate of Based and Final Grading and Paving (the later is required by the County to release their bond).



Pre Workflow



Documents for DA6266B17 - TH - Town Center at Suitland (part 2) - BETA - Temple Hill

Folders

- Documents[113]
 - 00 Doc_Intake[17]
 - 01 DSG Construction Package[5]**
 - 1.01 Contract Drawings[0]
 - 1.02 Permits[0]
 - 1.03 Special Provisions[0]
 - 1.04 200' Sheets[0]
 - 1.05 Signed Systems Extension Permit (SEP)[0]
 - 1.06 Contractor Contact Letter (by applicant)[0]
 - 02 Pre-Construction Meeting[1]
 - 03 Materials Certifications & Inspections[0]
 - 04 Correspondence[0]
 - 05 Construction[11]
 - 05 Reports[2]

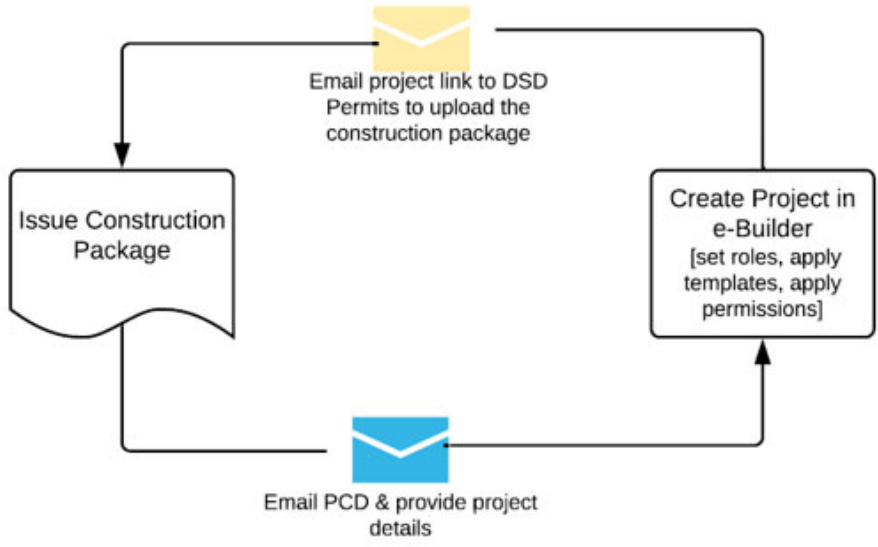
Documents \ 01 DSG Construction Package

Upload | Properties | Create Folder | Subscriptions | Copy To Clipboard: Private URL

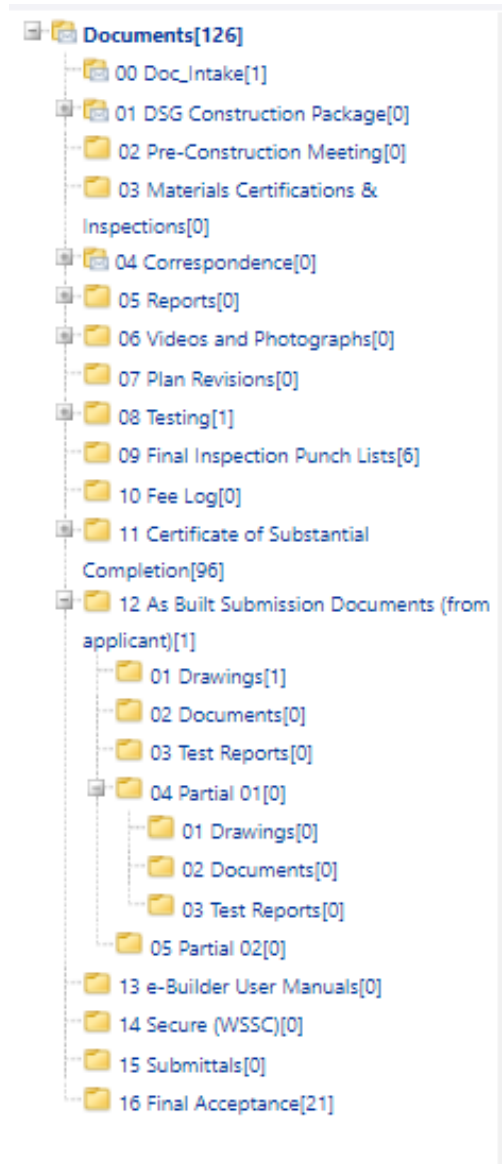
Name
DA6266B17 - Town Center at Suitla (version 1)
6266B17.SignedApprovedPlans.pdf
6266B17.EXESEP.pdf (version 1)
6266B17 Contractor Info.pdf (version 1)



Preceding the start of the CSC/CFA process. The PCD contract support tech creates the project in eBuilder upon receipt of the sign plan notice and sends a link to intake to deposit the construction package. The construction package emailed is housed in Folder 01 and will include the **e-Builder user role form** to be used to assign roles and permissions for the applicant and the applicant engineer. The PCD contract support tech will then send a notification email to the entire applicant team with basic information about the next steps.



Folder Structure





Contract number [redacted]

eBuilder user roles. Instruction sheet

The information provided on this form is to assist WSSC in setting up the project in eBuilder to house documents and track the progress of construction for physical acceptance (PA), certificate of substantial completion (CSC) and certificate of final acceptance (CFA) through eBuilder. It is the responsibility of the developer of this project to fill in all information and to submit a new form with any changes during the construction process.

Who is the Applicant? – The applicant for this process is the person who will be communicating with the WSSC Supervisor of Technical Contracts (Contract Manager) through construction. The applicant will be responding to questions from the Contract Manager during review of document and as-built drawings. The applicant will be acting on behalf of the developer and will be responsible for signing the CSC (Certificate of Substantial Completion) form when issued by WSSC.

Who is the Owner? – The owner is usually the developer of the project. The developer can also be the applicant if they desire to do so. If the applicant and the owner are the same entity then on the form under owner, simply write "Same as Applicant"

Permission to manage the process, upload, download, view, print and receive notifications from within eBuilder will be granted to the Applicant and Owner only. All other roles will only be granted permission to upload and view documents from within eBuilder.

Other user roles may be but are not limited to Contractors, Geotechnical Engineers, Civil Engineers or Land Surveyors. The owner will need to fill out the rest of the user roles to identify what other users will need access to eBuilder to upload documents and/or as-built drawings.

Owner Consent:

I authorize [redacted] to act as the Applicant of this project during the construction phase. I fully understand that the person who we assign to be acting as the applicant listed on sheet two is representing [redacted] (Owner) and has the authority to sign the CSC form when issued by WSSC.

[redacted]
Owner Signature

[redacted]
Date

This Document is Housed in Folder 01 – Part of the DSG Construction Package. For projects that received their construction package before the new process was launched, the CM will be responsible for acquiring this document directly from the Developer/Owner and uploading it in Folder 01.

Either the Engineer (PE) or Surveyor (PLS) Are allowed to certify the asbuilt and are added under the "Applicant Engineer" role

<p>*Utility Contractor: (If other than applicant)</p> <p>Company Name _____</p> <p>Contact person's name _____</p> <p>Contact person's title _____</p> <p>Email Address _____</p> <p>Contact phone number _____</p> <p>(Permission given to view/print and <u>upload</u> to selective folders).</p>	<p>Civil Engineer: (If other than applicant)</p> <p>Company Name _____</p> <p>Contact person's name _____</p> <p>Contact person's title _____</p> <p>Email Address _____</p> <p>Contact phone number _____</p> <p>(Permission given to view/print and <u>upload</u> to selective folders).</p>
<p>*Geotechnical Engineer: (If other than applicant)</p> <p>Company Name _____</p> <p>Contact person's name _____</p> <p>Contact person's title _____</p> <p>Email Address _____</p> <p>Contact phone number _____</p> <p>(Permission given to view/print and <u>upload</u> to selective folders).</p>	<p>Surveyors: (If other than applicant)</p> <p>Company Name _____</p> <p>Contact person's name _____</p> <p>Contact person's title _____</p> <p>Email Address _____</p> <p>Contact phone number _____</p> <p>(Permission given to view/print and <u>upload</u> to selective folders).</p>
<p>Other: (If other than applicant)</p> <p>Company Name _____</p> <p>Contact person's name _____</p> <p>Contact person's title _____</p> <p>Email Address _____</p> <p>Contact phone number _____</p> <p>(Permission given to view/print and <u>upload</u> to selective folders).</p>	<p>Other: (If other than applicant)</p> <p>Company Name _____</p> <p>Contact person's name _____</p> <p>Contact person's title _____</p> <p>Email Address _____</p> <p>Contact phone number _____</p> <p>(Permission given to view/print and <u>upload</u> to selective folders).</p>



It is the responsibility of the owner to notify WSSC in the event any contact information on this sheet needs to be updated.
* Minimal information required for issuance of a SEP or DR permit.

In-correctly filled form - Example



Owner Consent:

eBuilder user roles.

I authorize **CDDI Eneengering** to act as the Applicant of this project during the construction phase. I fully understand that the person who we assign to be acting as the applicant listed on sheet two is representing Caruso Homes (Owner) and has the authority to sign the CSC form when issued by WSSC.

Todd Strait Digitally signed by Todd Strait
Date: 2020.09.09 15:15:52 -04'00'

9-9-2020

Owner Signature Date

Applicant (Primary contact for communicating with WSSC)

Company Name **CARUSO BUILDER HUNTERS MILL, LLC**

Contact person's name **ANDY GARRICH**

Contact person's title **VICE-PRESIDENT OF LAND**

Email Address **agarrich@carusohomes.com**

Contact phone number **240-888-7320**

Owner: (If other than applicant)

Company Name **CARUSO BUILDER HUNTERS MILL, LLC**

Contact person's name **ANDY GARRICH**

Contact person's title **VICE-PRESIDENT OF LAND**

Email Address **agarrich@carusohomes.com**

Contact phone number **240-888-7320**

Utility Contractor:

Company Name **DELMARVA SITE DEVELOPMENT**

Contact person's name **Jim Scaggs**

Contact person's title **Sr. Project Manager**

Email Address **jscaggs@delmarvasite.com**

Contact phone number **443-324-6302**

Professional Engineer: (signing the as-builts)

Company Name **CAPITOL DEVELOPMENT DESIGN, INC.**

Contact person's name **JASON KIM**

Contact person's title **SENIOR DESIGNER**

Email Address **JKIM@CDDI.NET**

Contact phone number **301-937-3501**

The owner should be the formal applicant listed on the plan or the corporate entity form

APPLICANT:	
NAME:	CARUSO BUILDER HUNTERS MILL, LLC
ADDRESS:	2120 BALDWIN AVE, STE 200 CROFTON, MD. 21114
PHONE:	204-822-4526
CONTACT :	GARY EVANS GEVANS@CARUSOHOMES.COM

For old projects, a new corporate entity form maybe required





Sent: Thursday, July 30, 2020 10:02 AM

To: Edwards, Carol <Carol.Edwards@wsscwater.com>; Martin, Latasha (Contractor) <Latasha.Martin@wsscwater.com>; Scott, Christa <Christa.Scott@wsscwater.com>; Smith, Annette <Annette.Smith@wsscwater.com>; Gear, Johnika (Contractor) <Johnika.Gear@wsscwater.com>; House, Markiesha <Markiesha.House@wsscwater.com>; Savoy, Lorelei (Contractor) <Lorelei.Savoy@wsscwater.com>

Subject: (Project Number-Project Name - Notice regarding maintaining files and processes on eBuilder)

Greetings,

An eBuilder folder was created for the subject project. The applicant, professional engineer, and professional land surveyor as listed on the eBuilder user role were added as members to the project's eBuilder folder.

The APPLICANT (insert name) is responsible for initiating the process

The contract manager cannot start reviewing any of the uploaded documents until the process is started by the applicant. The applicant for this process is responsible for communicating with the WSSC Supervisor of Technical Contracts (Contract Manager) through construction. The applicant or the applicant engineer will be responding to questions from the Contract Manager during review of document and Asbuilt drawings. The applicant will be acting on behalf of the developer and will be responsible for signing the CSC (Certificate of Substantial Completion) form when issued by WSSC.

Asbuilt plans MUST be uploaded as individual plan sheets under 25 MB each and shall include the standard Asbuilt certification (refer to the SEP/SU/DR CAD base templates). Signing and sealing requirement for engineers and surveyors are governed by COMAR. The digital seal used on the Asbuilt plans MUST be blue or black as stipulated by COMAR.

Please utilize the following naming convention in uploading the Asbuilt plans : Contract Number _Document type _sheet #.pdf. For example, the 3rd sheet in a sewer asbuilt plan for contract 9999A99 would be named [9999A99_Sewer asbuilt_sheet 3.pdf](#). For resubmittals or corrections, utilize the originally used file name. e-Builder will automatically version submittals with the same file name and will stack the newest submittal to be the readily accessible top version.

Use the email address link below to upload/submit plans and documents for the project

Enter email address for intake folder here

Feel free to contact me or the copied contract manager with any questions.





E-Builder Access and Account Management

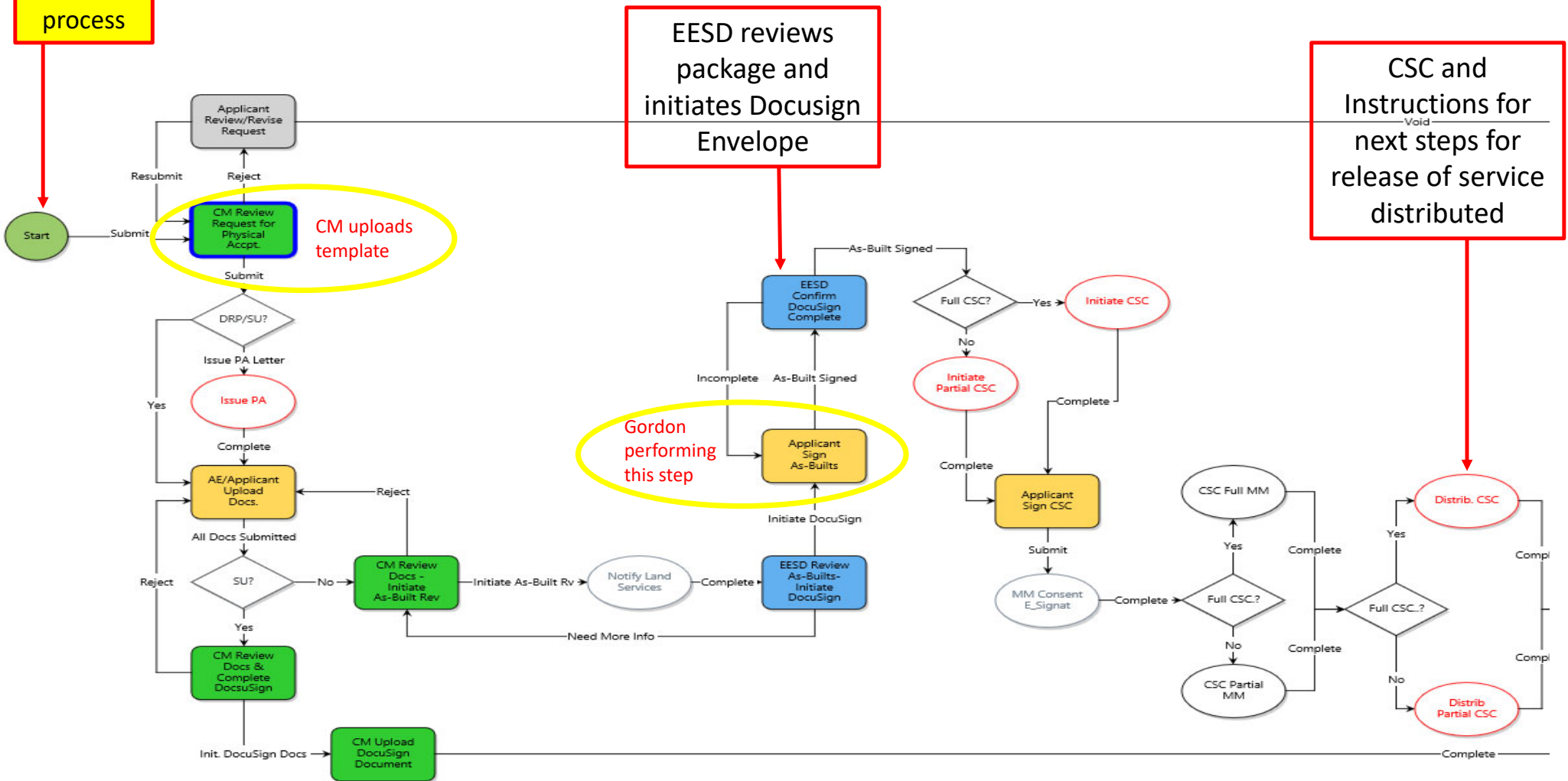
- <https://www.e-builder.net/> (Add it to your favorites, most browsers are supported)
- If you have an existing account, make sure your profile information is updated, specially the email and company name. This information is utilized to make important notifications and will be automatically listed as part of your credentials when signing documents.
- If you have an existing account and it is expired, contact Brian.Stead@wsscwater.com to activate your account.
- If you have an existing account and the email you used with the account is no longer active, contact the contract support tech to update your email information.
- If you don't have an existing account and are listed on the e-Builder user role form as Applicant or Applicant engineer or surveyor, an account will be created for you. You will receive an email from e-Builder with your log-in credentials.

CSC Workflow

Applicant Starts process

EESD reviews package and initiates DocuSign Envelope

CSC and Instructions for next steps for release of service distributed

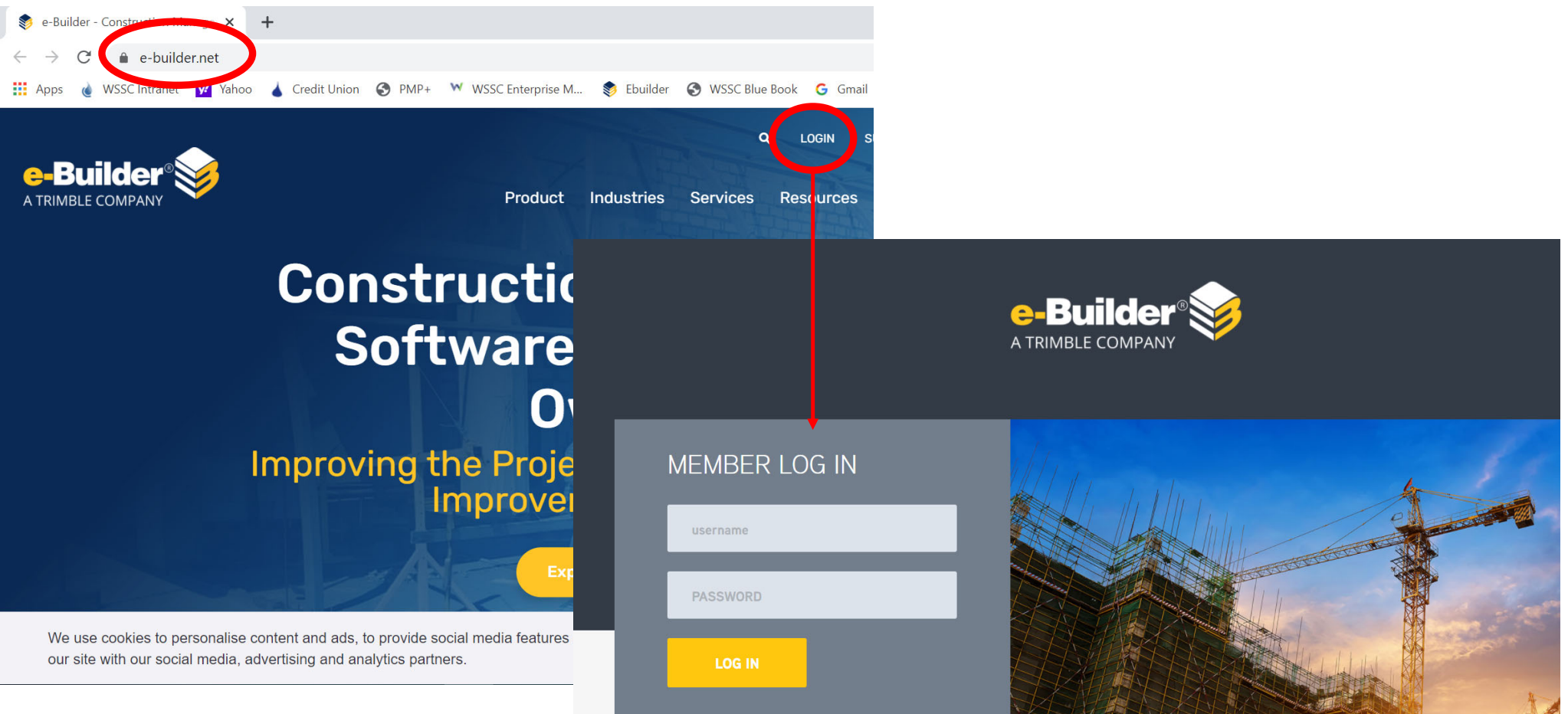


CM uploads template

Gordon performing this step

Applicant Steps for starting the process

1. Log in to e-Builder <https://www.e-builder.net/>



The image shows a browser window with the address bar containing 'e-builder.net'. The website header features the e-Builder logo and navigation links: Product, Industries, Services, and Resources. A 'LOGIN' button is circled in red, with a red arrow pointing to a 'MEMBER LOG IN' modal. The modal includes a 'username' field, a 'PASSWORD' field, and a yellow 'LOG IN' button. The background of the website features a construction site with a crane.

We use cookies to personalise content and ads, to provide social media features on our site with our social media, advertising and analytics partners.

Applicant Steps for starting the process

2. Select project from list or start typing the contract number to filter the project

The screenshot displays the e-Builder web application interface. At the top, there is a navigation bar with the e-Builder logo (A TRIMBLE COMPANY) on the left, a search bar containing 'DA9999', and a 'Switch to Classic style' button on the right. Below the navigation bar is a menu with tabs for Home, Dashboard, Projects, Forms, Processes, Documents (selected), Calendar, Contacts, Bidding, Cost, and Schedule. On the left side, there is a sidebar with the WSSC WATER logo and a 'Recent Pages...' dropdown. The main content area is titled 'Documents' and features a search filter 'All Projects' and a search input field containing 'DA9'. A table of project records is displayed, with columns for Project Name and Depot. A red box highlights the search filter and search input area, and a red circle highlights the search input field.

Project Name	City	Depot
*DA9999A99-Test SEP Project		Gaithersburg
DA9381F92-TH		Temple Hills
DA9381G92 - TH - Villages of Timothy		Temple Hills
DA9381H92 - TH - Timothy Branch		Temple Hills
DA9381J92 - Timothy Branch, Part 7		Temple Hills
DA9381K92 - Timothy Branch, Part 8		Temple Hills
DA9381L92-TH	Potomac	Temple Hills
DA9381M92 - TH - Timothy Branch Part 11		Temple Hills
DA9381P92 - TH - Timothy Branch, Part 9		Temple Hills
DA9381Q92 - TH - Timothy Branch Water Extension Part 22		Temple Hills
DA9752Z93 - Crestwood		Anacostia
DA9867Z93 - Holly Hill and Cedar Lawn		Temple Hills

Applicant Steps for starting the process

3. Click the Processes Tab under the Project Menu
4. Click Start Process
5. Select the Certificate of Substantial Completion Process

The screenshot displays the e-Builder web application interface. The top navigation bar includes the e-Builder logo (A TRIMBLE COMPANY), a search bar, and a 'Switch to Classic style' button. The main navigation menu contains tabs for Home, Dashboard, Projects, Forms, Processes, Documents, Calendar, Contacts, Bidding, Cost, and Schedule. The 'Processes' tab is selected.

On the left side, the 'Project Menu' is visible, with the 'Processes' option highlighted and marked with a red box and the number '3'. The main content area shows a 'Select Process' dialog box for a project titled 'DA9999A99- TEST SEP PROJECT'. The dialog lists various process types, with 'Certificate of Substantial Completion (CSC)' selected and marked with a red box and the number '5'. The description for CSC is: 'This process allows the review of various construction documents and ultimate issuance of certificate of substantial completion for partial and full.'

On the right side of the dialog, the 'Start Selected Process Type' section has a 'Start Process' button highlighted with a red box and the number '4'. Below this are 'Filter', 'Print', and 'Log' buttons.

At the bottom of the dialog, a table lists the process details:

Process	Subject	Step	Date Created	In Step Since	Date Due	Status	Requested Comment	Responsible Actors
CSC - 23	Certificate of Completion - Full	CM Review Request for Physical Acpt.	08.12.2020	08.12.2020		Submitted		Bryan Hall, Applicant Manager - MS Test Account, Jessica Wright

Applicant Steps for starting the process

6. Populate the Start Process Form
7. Attach any documents you wish to upload
8. Click “Save Draft” or “Submit”

e-Builder
A TRIMBLE COMPANY

Certificate of Substantial Completion (CSC)

Start Process Print Check Spelling Submit Save Draft Cancel

Project: *DA9999A99-Test SEP Project
Process: Certificate of Substantial Completion

Details: **Attached Documents (0)** Attached Processes (0) Attached Forms (0)

7 Please attach any supporting documents using the “Attached Documents” tab.
Folder Locations: - Documents should be uploaded into a subfolder in either;
• Documents \ 00 Doc_Intake

General Information

* Project Type: -- Please select an option --
* Description for Partial Request: Provide detail description of the components for the partial, otherwise enter "Full", for Site Utilities enter "N/A".
* Substantial Completion Type: -- Please select an option --
* Service Connections?: Does the line have any service connections and/or abandonments?
* Contractor: -- Please select an option --

Submitter Notes:

Print Check Spelling Submit Save Draft Cancel

-- Please select an option --
-- Please select an option --
DA - System Extension
DR - Developer Relocation
DRP - Developer Relocation - Non DR
SCP-SUP - Site Utilities

-- Please select an option --
-- Please select an option --
Partial
Full
Site Utilities

-- Please select an option --
Yes
No

8

How to accept your future tasks?

1. Either Click the link in the “Required Action” email or accept directly in e-Builder (Required action items will be listed under the Home tab as “workflow in your court”)
2. Click on the Project in your work flow.
3. Click on the process to open it

Workflow in your court

Project	Name	Subject	Step
*SEP Process Testing - UAT	RFS - 8	Release for Service Workflow - Full	Engineering Records
*SEP Process Testing - UAT	RFS - 6	Release for Service Workflow - Partial	Applicant Upload Sign
*SEP Process Testing - UAT	RFS - 2	Release for Service Request for Full	AE/Applicant Upload I
*SEP Process Testing - UAT	RFS - 5	Release for Service Workflow for Partial	Engineering Records F
*DA999A99-Test SEP Project	CFA - 8	Cert. of Final Acceptance	Applicant Request Fin
*SEP Process Testing - UAT	RFS - 7	Release for Service Workflow - Full	Engineering Records F

My first 10 tasks

Project	Task	Finish Date	%	Manager
BRLR5569A13 - LYT - CP - Fort Myer	WSSC Review of Initial Design Package	04.01.2013	0%	Flores, Hala
BR5579A13 - Sagres	WSSC Intial Design Package Review	05.17.2013	0%	Flores, Hala
BRLR5569A13 - LYT - CP - Fort Myer	WSSC Review of Preliminary Design Package	07.08.2013	0%	Flores, Hala
BR5579A13 - Sagres	WSSC Preliminary Design Package Reivew	08.23.2013	0%	Flores, Hala
BRLR5569A13 - LYT - CP - Fort Myer	WSSC Review of Final Design Package	09.09.2013	0%	Flores, Hala
BR5579A13 - Sagres	WSSC Final Design Package Review	10.25.2013	0%	Flores, Hala
BR5579A13 - Sagres	Public Meeting	11.04.2013	0%	Flores, Hala
BRLR5569A13 - LYT - CP - Fort Myer	WSSC Review of Bid Ready Package	11.04.2013	0%	Flores, Hala

Submittal items in your court

Project	Title	#	Rev #	Package #
BRCR5591A13 - LYT - Civil - Sligo Creek III Map 25B WMR	Push-on and Mechanical Joints	56	0	5-02510-0

Processes for [DA999A99-Test SEP Project - Galtherburg]

Filter Processes

Search In: [Certificate of Substantial Completion (CSC)]

Type of Process: [Certificate of Substantial Completion (CSC)]

Status: [All Statuses]

Step Name: [Containing Text]

Process	Subject	Step	Date Created	In Step Since	Date Due	Status	Requested	Reasonable Action
CSC - 23	Certificate of Completion - Full	CM Review Request for Physical Accep	08.12.2020	08.12.2020		Submitted	Bryan Hall, Applicant Manager - MS Test Account, Jessica Wright	
CSC - 13	Certificate of Completion - Full	EESD Review As-Built- Initiate DocuSign	05.28.2020	05.28.2020		Initiated	Gordon D Brown, Tom Meyers, Marc McCormick, Garrett Schulte, Michael Thompson	
CSC - 6	Certificate of Completion - Full	CM Review Docs - Initiate As-Built Rev	04.23.2020	04.23.2020		Submitted	Bryan Hall, Contract Manager - MS Test Account, Jessica Wright	
CSC - 6	Certificate of Completion - Partial	EESD Review As-Built-Complete DocuSign	04.27.2020	04.27.2020		Initiated	Gordon D Brown, Tom Meyers, Marc McCormick, Garrett Schulte, Michael Thompson	
CSC	Certificate of Completion -		05.26.2020			WorkAssigned		
CSC	Certificate of Completion -		09.12.2020			WorkAssigned		
CSC	Certificate of Completion -		05.28.2020			WorkAssigned		
CSC - 1	Certificate of Completion - Partial	CM Review Docs - Initiate As-Built Rev	04.28.2020		04.28.2020	Submitted	Bryan Hall, Contract Manager - MS Test Account, Jessica Wright	
CSC - 13	Certificate of Completion - Full	CM Review Request for Physical Accep	05.24.2020		05.24.2020	Submitted	Bryan Hall, Contract Manager - MS Test Account, Jessica Wright	

How to check on the status of the process

After opening the process form, click on the Show History, Current Actors, or show workflow Diagram located at the top of all process step forms to track the process



Certificate of Substantial Completion (CSC) - 23

Delete Instance

-- Please select an action --

Take Action

Check Spelling

Print

Project:	*DA9999A99-Test SEP Project	Overall Due Date:
Process Document:	CSC - 23	Step Due Date:
	Show History Current Actors	
Current Workflow Step:	CM Review Request for Physical Accpt. Show Workflow Diagram	
Subject:	Certificate of Completion - Full	
Status:	Submitted	

Details

Comments (0)

Attached Documents (0)

Attached Processes (0)

Attached Forms (0)

Attached To (0)

General Information

* Project Type:

DA - System Extension

Service Connections?:

Does the line have any service connections and/or abandonments?

Yes

Show History

Routing History

Routing History History

Details

Show Workflow Cancel

Name: CSC - 22
Status: Submitted

Steps

#	Step Name	Actor	Action	Due Date	Completed	Age(d)	Status
1	Start	Brian Stead	Submit		08.12.2020 08:24 AM		Completed
2	CM Review Request for Physical Acpt.	Current Actors..				30.9	In Progress

Data Fields (22) CSC Review Comments (0) Comments (0) Attached Documents (0) Attached Processes (0) Attached Forms (0)

Data Field	Edit User	Edit Date	Old Value	New Value
Subject	Brian Stead	08.12.2020 08:24AM		[No Subject]
Blank_Txt	Brian Stead	08.12.2020 08:24AM		- -
Commission	Brian Stead	08.12.2020 08:24AM		reinspect all manhole sections prior to guarantee period expiration. Pursuant to MD Code, Commercial Law, § 21-104, each party agrees that

History

Routing History History

Details

Name: CSC - 22
Status: Submitted

History

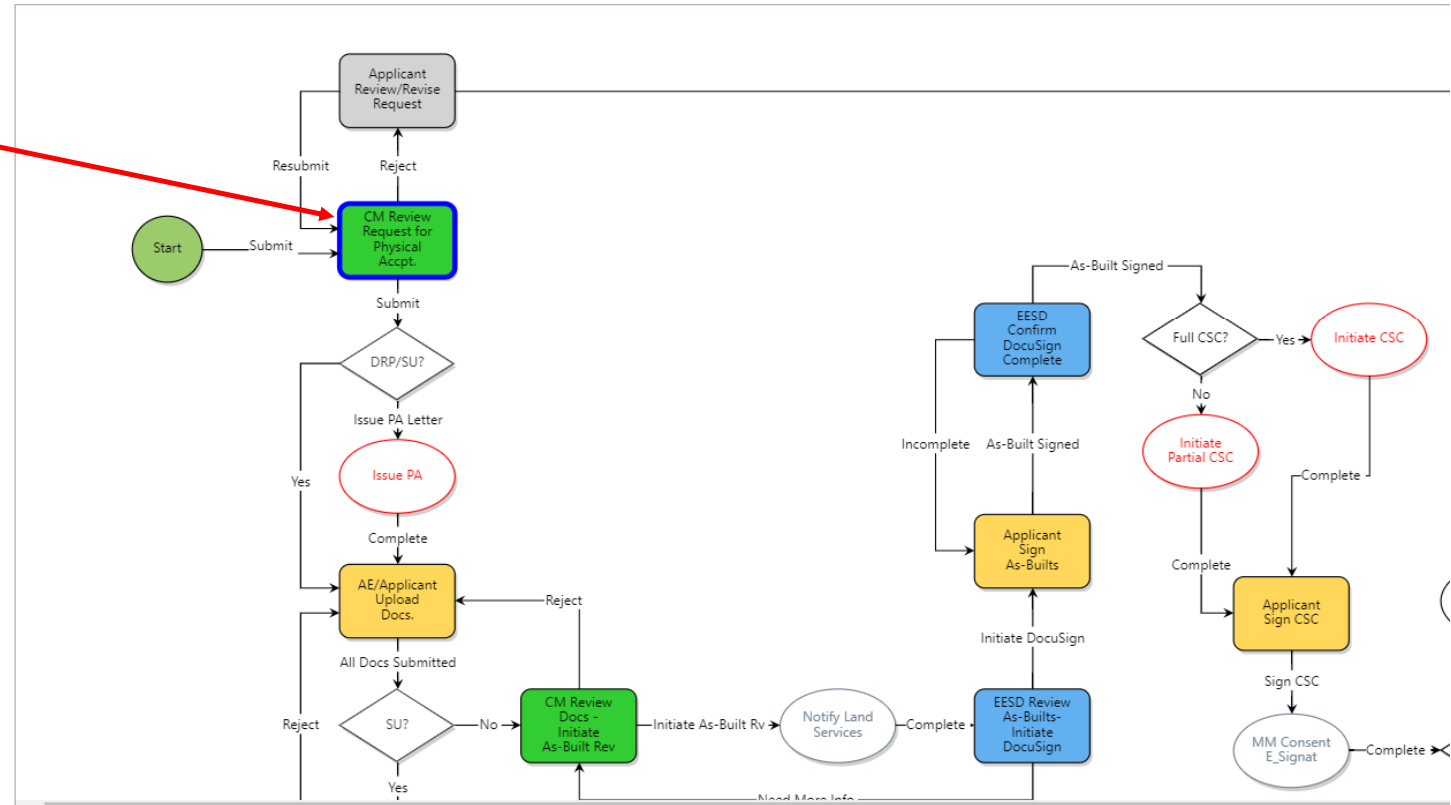
Name	Company	Time Stamp	Step Name	Access
Flores, Hala	WSSC	09.12.2020 6:32 AM	2 - CM Review Request for Physical Acpt.	View
Flores, Hala	WSSC	09.12.2020 6:11 AM	2 - CM Review Request for Physical Acpt.	View
Flores, Hala	WSSC	08.19.2020 3:48 PM	2 - CM Review Request for Physical Acpt.	Mail Merge
Flores, Hala	WSSC	08.19.2020 3:48 PM	2 - CM Review Request for Physical Acpt.	View
Flores, Hala	WSSC	08.12.2020 9:31 AM	2 - CM Review Request for Physical Acpt.	View
Flores, Hala	WSSC	08.12.2020 8:28 AM	2 - CM Review Request for Physical Acpt.	View
Stead, Brian	WSSC	08.12.2020 8:24 AM	1 - Start	Created
Stead, Brian	WSSC	08.12.2020 8:24 AM	1 - Start	Draft Created

Show Workflow

CSC - 22

Graphical View

Active step will be highlighted with blue boundary



The Dynamic Grid (CSC Checklist)

The Dynamic grid is setup to manage the status and review comments/responses made by the CM, the applicant, and EESD. It is pertinent that this grid/checklist is kept accurate as it will be a point of reference for resolving communication issues and solving problems. The CM is responsible for importing and managing the template.

Basic Template Minimum

CSC Checklist Items
Service Connection Certification Form - (CSC)
Fire Hydrant Summary Sheet - (CSC)
Water As-Built Drawings - (CSC)
Water Underground Ties - (CSC)
Sewer As-Built Drawings - (CSC)
Sewer As-Built Data Worksheet - (CSC)
Fee Log And Copy Of Check - (CSC)

No Pressure Sewer Template

CSC Checklist Items
Inspector Project Experience Record - (PA)
Mandrel Test Reports - (PA)
Report Of Final Sewer Inspection (Punch List) - (PA)
Sewer Air Test Result Sheets - (PA)
Line And Grade Stakeout Notes - (PA)
Soil Compaction Certification Statement (By MD PE Or Surveyor) And Reports - (CSC)
TV Reports For Sewer House Connections - (PA)
Water Main Pressure Test Meter Reading Report - (PA)
Water Main Pressure And Leakage Test Computation Form - (PA)
Water Main Pressure Test Gauge Chart - (PA)
Service Connection Certification Form - (CSC)
Fire Hydrant Summary Sheet - (CSC)
Water As-Built Drawings - (CSC)
Water Underground Ties - (CSC)
Sewer As-Built Drawings - (CSC)
Sewer As-Built Data Worksheet - (CSC)
Fee Log And Copy Of Check - (CSC)

Full Template

CSC Checklist Items
Force Main Test Results With Chart And Meter Reading Record Sheet - (PA)
Inspector Project Experience Record - (PA)
Mandrel Test Reports - (PA)
Pressure Sewer Test Meter Reading Record Sheet - (PA)
Pressure Sewer Test Gauge Chart - (PA)
Report Of Final Sewer Inspection (Punch List) - (PA)
Sewer Air Test Result Sheets - (PA)
Line And Grade Stakeout Notes - (PA)
Soil Compaction Certification Statement (By MD PE Or Surveyor) And Reports - (CSC)
TV Reports For Sewer House Connections - (PA)
Water Main Pressure Test Meter Reading Report - (PA)
Water Main Pressure And Leakage Test Computation Form - (PA)
Water Main Pressure Test Gauge Chart - (PA)
Service Connection Certification Form - (CSC)
Fire Hydrant Summary Sheet - (CSC)
Water As-Built Drawings - (CSC)
Water Underground Ties - (CSC)
Sewer As-Built Drawings - (CSC)
Sewer As-Built Data Worksheet - (CSC)
Pressure Sewer As-Built Drawings - (CSC)
Pressure Sewer Underground Ties - (CSC)
Sewer Force Main As-Built Drawings - (CSC)
Sewer As-Built Data Worksheet - (CSC)
Pressure Sewer As-Built Drawings - (CSC)
Pressure Sewer Underground Ties - (CSC)
Sewer Force Main As-Built Drawings - (CSC)
Force Main Underground Ties - (CSC)
Fee Log And Copy Of Check - (CSC)

CSC Checklist

Applicant Choices
No
Yes
N/A

CM Choices
Incomplete
Approved
Need for PA
Need for CSC
Need Hardcopies
N/A

EESD Choices
Incomplete
Reviewed
N/A
Need Hardcopies

Upload Items Listed Below [Hide Filter](#) Row Height: 1X

#	CSC Checklist Items	Indicate status below - (Applicant to Complete)	Applicant Comments	CM Status	CM Comments	Engineer Records Status	Engineer Records Comments
11	Service Connection Certification Form - (CSC)	No		Incomplete			
12	Fire Hydrant Summary Sheet - (CSC)	Yes	uploaded	Approved	Address EESD comment	Reviewed	Missing FH summary sheet
13	Water As-Built Drawings - (CSC)	Yes		Incomplete		Reviewed	
14	Water Underground Ties - (CSC)	No		Incomplete		Reviewed	
15	Sewer As-Built Drawings - (CSC)	No		Approved	File now available	Reviewed	no Ties provided
16	Sewer As-Built Data Worksheet - (CSC)	No		Incomplete		Reviewed	
17	Fee Log And Copy Of Check - (CSC)						

Enter Comments here, Don't delete comments, just add to the text (a history log is kept)

Pertinent As built Review Documents

- Asbuilt Plans (green lines)
- Asbuilt Plans (Red lines)
- Service Connection Permits (Applicant shall upload this and also attach it to the initial application form for partial releases). This becomes an attachment to the partial CSC issued by eBuilder and distributed to the applicant, CM, and DSD intake.
- Sewer data worksheet
- Fire Hydrant summary sheet



Most Reoccurring Comments By EESD



- Asbuilt files must be in PDF format, each file shall be under 25MB in size. Asbuilt files for review must be located in folder 12 under either the drawings or document subfolders. Files belonging to partial asbuilts shall be located in designated subfolders under folder 12 that marks the number of partial asbuilt.
- The email address for the engineer or surveyor certifying the plan shall be included on the asbuilt with the certification.
- EESD will initiate the Docusign envelope to sign the plan
- The permit numbers shown on the service connection certification form MUST match the permit numbers shown on the plan.
- The Asbuilt must be certified either by a professional land surveyor and/or engineer using standard the certification language as follows. The reference in the certification language to the red or green lines must match the type of plan being signed. The Asbuilt plan need to have a digital seal placed on it before it can be approved by EESD.

ENGINEER'S/SURVEYOR'S ASBUILT CERTIFICATION

I HEREBY CERTIFY THAT THE AS -BUILT INFORMATION AS SHOWN IN **(Enter RED OR GREEN)** HEREIN IS ACCURATE TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND HAS BEEN ESTABLISHED BY A FIELD RUN SURVEY USING ACCEPTABLE SURVEYING METHODS BY MYSELF AND/OR SOMEONE UNDER MY DIRECT SUPERVISION ON **(ENTER EFFECTIVE DATE)**. ALL ASBUILT DATA IS SHOWN IN 'BOXES'.

Affix
Seal
Here

To be signed by Docusign (envelope initiated by EESD)

Docusign Date

Name of PLS or PE, Email Address

Date

Professional Land Surveyor/Professional Engineer

License #

License Expiration Date

Process Notifications

CSC notice sent to DSD Intake, CM, and Applicant



Certificate of Substantial Completion Notice

Greetings,

The as-builts for the above referenced project have been approved. The signed CSC is attached.

Obtaining the Release for Service (RFS) for this WSSC System Extension Process (SEP) contract is a multi-step process. The next step is to submit the Release for Service request form and supplemental information package to Development Services Division (DSD), Permit Services Section for final processing. This Release for Service package typically contains the following items and conditions:

- RFS request form
- Certificate of Substantial Completion from PCD
- Notarized Release of Liens
- Maintenance Bonds
- Copy of email indicating convert-reserved-to-issued package has been completed
- All easement(s) recorded
- All dependencies satisfied
- All outstanding fees paid
- Compliance with any conditions for approval of a previously granted variance, such as recorded plat(s), Hold Harmless Agreements, etc.

Additional information and forms can be found under Construction/Release Forms (Phase III) on our [website](https://www.wsscwater.com/business--construction/developmentconstruction-services/developers-forms-fees.html) (<https://www.wsscwater.com/business--construction/developmentconstruction-services/developers-forms-fees.html>).

Note that the physical connections to the service connections constructed under the SEP will not be authorized until the Final Release for Service notice has been issued by the DSD Permit Services Section. For a complete and detailed description of the Release for Service process please refer to Section 605 of the 2019 Development Services Code available here:

https://www.wsscwater.com/files/live/sites/wssc/files/Development%20Services/2019_DS_CODE_FINAL.pdf

Also keep in mind that the Applicant or his/her authorized representative is responsible for ensuring these steps are followed. WSSC does not initiate this process. DSD is here to aid the Applicant in this process but the Applicant or his/her authorized representative will need to manage this effort and ensure that all of the required steps, paperwork and associated actions have been satisfied.



WASHINGTON SUBURBAN SANITARY COMMISSION SEP CERTIFICATE OF SUBSTANTIAL COMPLETION	
PROJECT NO.: 9999-2019	CONTRACT/CONSTRUCTION MANAGER Hala Flores
PROJECT NAME: *DA9999A99-Test SEP Project	
CONTRACTOR: Hala test contractor	SEP DATE: 04.07.2020
APPLICANT: WSSC	
Will the project include paving and grading necessitating a certificate of final acceptance?	Yes

PROJECT OR SPECIFIED PART SHALL INCLUDE all construction, restoration and materials supplied by the Applicant for this project.

DEFINITION OF SUBSTANTIAL COMPLETION

Substantial completion is that date as certified by the CONTRACT/CONSTRUCTION MANAGER when the construction of the Project or a specified part thereof is sufficiently completed, in accordance with the Contract Documents so that the Project or specified part can be utilized for the purposes for which it is intended.

To the Washington Suburban Sanitary Commission

AND WSSC
(Applicant)

SUBSTANTIAL COMPLETION DATE: 07.21.2020

The work performed under this contract has been inspected by the authorized representative of the Commission and the Applicant. The Project (or specified part of the Project, as indicated above) is hereby declared to be substantially completed on the date above.

The date of Substantial Completion is the date upon which all guarantees and warranties begin, except as noted below.

The Applicant accepts the above Certificate of Substantial Completion and agrees to the terms under APPLICANT and to complete and correct the items listed in the Exceptions as to Guarantees within the time indicated.

APPLICANT / APPLICANT'S AUTHORIZED REPRESENTATIVE:

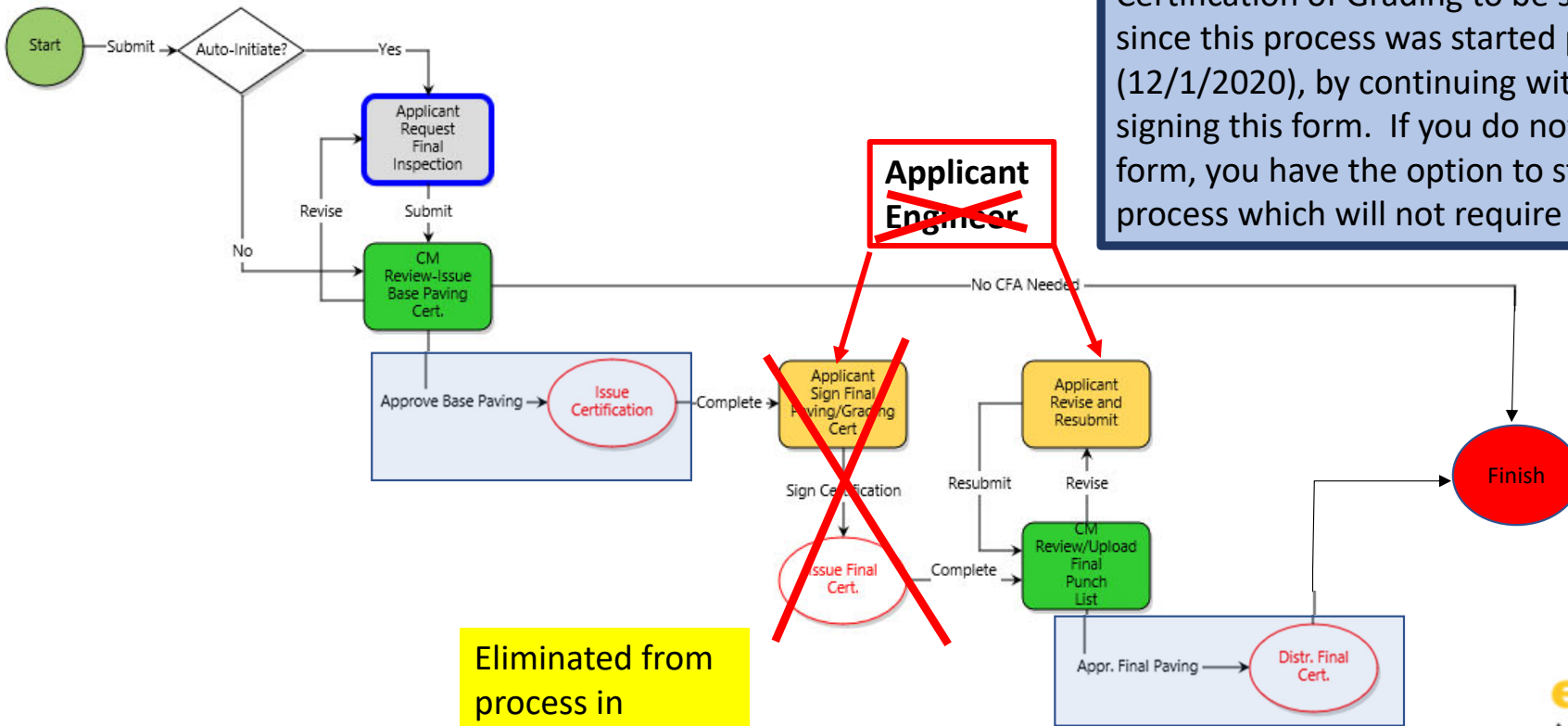


CSC Process Demo

CFA Workflow

The CFA process is needed for projects that involve grading and paving and is a prerequisite for release of County bond. The process is initiated automatically (w/option to initiate manually)

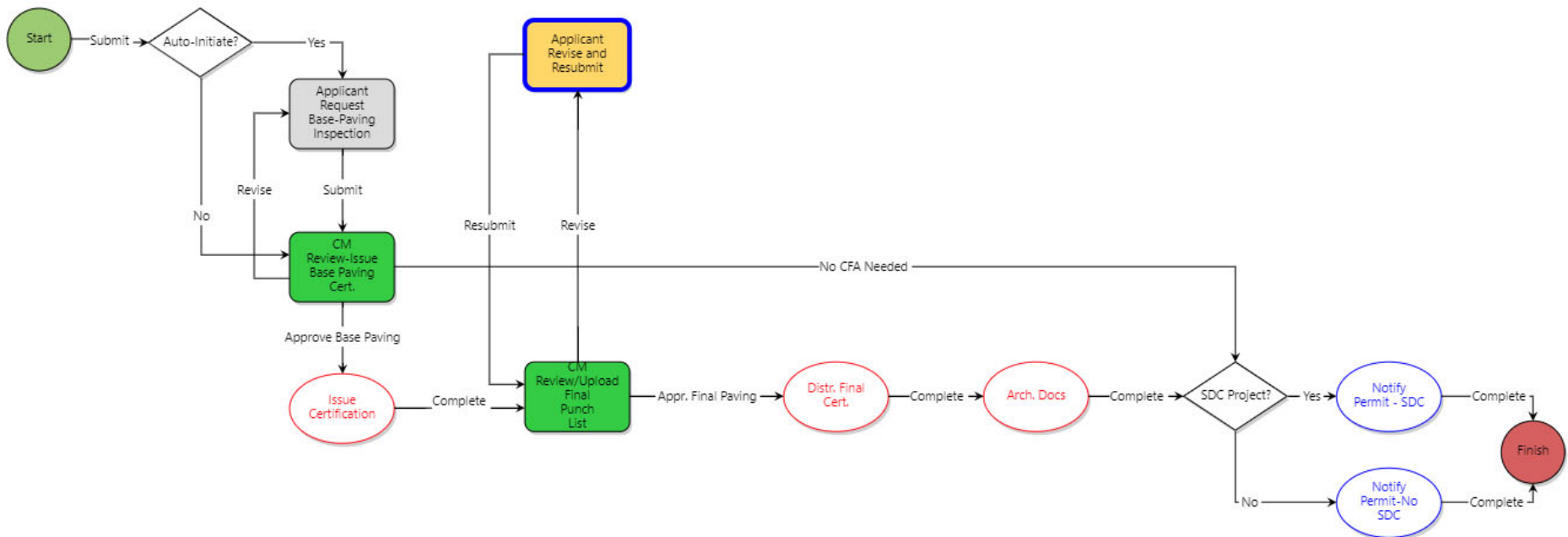
WSSC Water is no longer requiring the Final Certification of Grading to be signed. However, since this process was started prior to that change (12/1/2020), by continuing with this step you will be signing this form. If you do not wish to sign this form, you have the option to start a new CFA process which will not require a signature.



Eliminated from process in CFA version 2.2

CFA Workflow

CFA Version 2.2 – updated on 12/1/2020



CFA Initial Form



The applicant needs to start the CFA process by populating the initial request form shown below

General Information

* Project Description:	<input type="text"/>
* Applicant Phone No.:	<input type="text"/>
* Applicant Address:	14501 Sweitzer Lane
* Applicant City, State, Zip:	Laurel, MD, 20707
Applicant Notes:	<input type="text"/>

* County Permit No.:	<input type="text"/>	* Project Number:	9999-2019
* County Inspector:	<input type="text"/>	* County Inspector Phone No.:	<input type="text"/>

* Street Name(s):	<input type="text"/>
* Limits of Certification:	<input type="text"/>



Submit



WSSC PAVING CLEARANCE CERTIFICATION FOR MONTGOMERY COUNTY

Clearance For Final Paving Only - Not a Release of Bond

Date of Certification: 08.03.2020 County Permit No.: County Permit NO.

Project No.: 9999-2019

Project Name: *DA9999A99-Test SEP Project

Applicant Name: Phone No.: ### ## ####

Applicant Address: Applicant address entered here , Applicant City, State, and Zip

County Inspector: County Inspector Phone No.: ### ## ####

Street Name(s): Street A through F

Limits of Certification: From intersection to

Please be advised that as of the above Certification Date, all WSSC water and sewer structures and appurtenances located within the COUNTY designated right-of-way lines, as indicated, are in proper operating condition and have been adjusted to proper grade elevation as required to conform with requirements. Should there be any questions regarding this Certification, please contact Division at Earnest phone

WSSC Authorized Agent Hala Flores



WSSC PAVING CLEARANCE CERTIFICATION FOR MONTGOMERY COUNTY

Clearance of Final Paving and Release of Bond

Date of Certification: 08.03.2020 County Permit No.: County Permit NO.

Project No.: 9999-2019

Project Name: *DA9999A99-Test SEP Project

Applicant Name: Hala Flores Phone No.: ### ## ####

Applicant Address: Applicant address entered here , Applicant City, State, and Zip

County Inspector: County Inspector Phone No.: ### ## ####

Street Name(s): Street A through F

Limits of Certification: From intersection to

Please be advised that as of the above Certification Date, all WSSC water and sewer structures and appurtenances located within the COUNTY designated right-of-way lines, as indicated, are in proper operating condition and have been adjusted to proper grade elevation as required to conform with WSSC and COUNTY

questions regarding this Certification, please contact the WSSC Pipeline Construction

FINAL CERTIFICATION OF GRADING

I/We hereby certify that the streets and right-of-way are on grade, as defined on the Project Drawings, through which W.S.S.C.

Project Number 9999-2019 has been constructed

ENGINEER OR SURVEYOR: BY W.S.S.C.

DSD Project Manager TITLE

Hala Flores SIGNATURE

07.21.2020 DATE DATE

Eliminated from process in CFA version 2.2

Hala Flores





CFA Process Demo

Folder Permissions

00 Doc_Intake

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<input type="checkbox"/> Group, Role, or User	View ?	Download ?	Redline Markup ?	Modify ?	Version Control ?	Create ?	Create Folder ?	Delete ?	Change Perms ?	Public Access ?	No Access ?
<input type="checkbox"/> Document Owner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Documents

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Process Notification : - All entities responsible for taking action will be notified by email that an action awaits them
 See process workflow for other notifications, i.e. DSD permits will receive notification when the CSC is issued and when SDC and non SDC projects receives CFA and Accounting will receive notification when a non SDC project closes

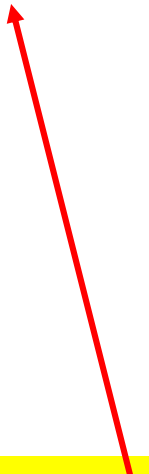
File Upload Notification: Currently the notification setting is set to a Daily summary email to the CM only

Help Resources

Construction/Release Forms (Phase III)

Effective immediately (10/14/2014), the Water/Sewer Contractor requirement.

- CSC CFA Applicant Owner User Guide
- eBuilder User Roles
- As-Built and Service Connection Instructions/Requirements
- Materials Checklist
- SEP Grading Cert. Eng. Form
- SEP Partial Release Request Form
- SEP Release For Service Request
- SEP Fire Hydrant As-Built Summary Sheet
- SEP House Connection Certification
- SEP Sewer Asbuilt Data Worksheet
- SEP Stake-Out Record Form
- SEP Compaction Test Report
- Bonds and Insurance
- Certified Partial Release of Liens
- Certified Release of Liens



This presentation will be added here



For project specific questions (permissions, access, accounts, etc.) contact:

- Annette Smith – Lytonsville Depot – ext 2550 Annette.Smith@wsscwater.com
- Carol Edwards – Temple Hills Depot – ext 2460 Carol.Edwards@wsscwater.com
- Christa Scott – Gaithersburg Depot – ext 2639 Christa.Scott@wsscwater.com
- Markiesha House – Anacostia Depot – ext 2300 Markiesha.House@wsscwater.com
- Latasha Martin (For all Site Utilities) – ext 8001 Latasha.Martin@wsscwater.com

For process/eBuilder related questions contact:

Or email Brian.Stead@wsscwater.com, Hala.Flores@wsscwater.com, or Bryan.Hall@wsscwater.com