

Land Job Number: _____ Service Request Number: _____

Project Leader: _____ Design Consultant: _____

Work Order Number: _____

Work Order Name: _____

Project Initiation

(1) Please call (602) 236-0777 or use <http://srpnet.sharepoint.com/teams/PlanPortal>

for general questions, cost estimates, or to initiate a project:

- SRP's Construction Contact Center is open Monday through Friday, 7 a.m. to 5 p.m.
- Receive a Ticket Number from the representative.
- Someone from SRP Customer Design will contact you within four (4) business days.

Pre-Design Phase

(2) To begin the process, please provide SRP's Project Leader with the initial information:

- Site plan (for residential subdivisions, a preliminary plat).
- Completed SRP Plan Review Request form.
- Checklist and Request for Design form.
- Electrical One-Line if available.

(3) Submit initial set of project plans to SRP's Project Leader through the Sharepoint portal below:

- <http://srpnet.sharepoint.com/teams/PlanPortal>

(4) SRP will schedule a Project Scoping Meeting to cover the following:

- Within 30 days of SRP's determination that the project is ready, meet with the SRP team or the project will be subject to cancellation.
- Review and finish the Checklist and Request for Design form.
- SRP will review any discovered potential site conflicts.
- A list of items still required prior to start.
- Discuss Customer's initial plans, electric equipment locations, and electrical needs.

(5) Provide 2nd City Submittal or Final plans to begin project start-up:

- Commercial and Residential Projects require CAD/Civil Base File:
 - Bound CAD files with all X-refs attached
 - Full set of PDF plans with all sheets with proper stamps and proper revision block information
- Residential Subdivisions require Final Plat.
- SRP will develop and provide a timeline based on customer input from Scoping Meeting.

(6) Return completed Owner's Notification(s) to the SRP Land Agent and SRP Project Leader through the Sharepoint portal. <http://srpnet.sharepoint.com/teams/PlanPortal>

Design Phase

(7) Receive and review Redline prints, provide approval. (Redlines are valid for 30 days, review timeline for approval target date.):

- Please follow instructions on Redline Approval Email.
- If changes are requested, SRP's Design Consultant will provide a revised Redline that will need approval.
- Please be specific with revision requests; third revision will be considered a Change Order; change order fees will apply.
- *After approval, any change you request will be subject to Change Order fees.*

(8) Receive and review SRP Survey Control Point requirements.

SRP Survey will provide control point requirements and additional information related to survey:

- Customer will be responsible for having a registered land surveyor set control points as required by SRP and notify SRP Design Consultant when they are set.
- SRP Survey will attempt tie down facilities on site. Customer Construction prints will held until the control points are accurately set and tied.

- For subdivisions and other projects that require a plat, a survey will be completed by Customer. All prepared exhibits will be submitted to Land Agent via Sharepoint portal. (Checklist steps 8 and 13 apply to third party easements for subdivisions.)
- ☐ **(9) Receive and review contract, submit signed contract, invoice, and payment**
 - Customer may request dividing the invoice into two payments. (25% / 75%) (Subdivisions and Apartment complexes only.)
 - 25% payment covers design fees and is non-refundable after Customer Construction Prints are issued.
 - 75% payment is required 60 days prior to energization.
 - Contracts are valid for 60 days. Costs may fluctuate if the contract expires and is re-issued.
- ☐ **(10) Submit shop drawings for review and approval (shopdraw@srpnet.com):**
 - Please include job number, job name, and job address.
 - Only applies to 400 Amp SES or above and other non pre-approved panels.
- ☐ **(11) Receive and review Customer Construction Prints:**
 - The following should be completed prior to SRP issuing the Customer Construction Prints:
 - SRP has received approval of Redline prints.
 - SRP has received payment and executed contract.
 - SRP has verified Control Points set in field. (Exception: Customer Provided Survey)

Customer Construction Phase

- ☐ **(12) Contact SRP's Inspection Group to request Pre-Construction Meeting:**
 - Within 90 days of receiving Customer prints, request a Pre-Construction Meeting.
 - SRP's Construction Consultant, Design Consultant, and Inspector will attend the Pre-Construction Meeting to review the scope of work.
 - Please arrange for your trenching contractor and electrical representatives to attend the meeting. Meetings without the correct Customer contractors available may be cancelled and re-scheduled at SRP discretion. Please ensure that a trenching permit is supplied when needed.
 - Construction Consultant will review the items required, per pre-construction notes sheet.
- ☐ **(13) Receive and review easement documents, return executed documents to SRP's Land Agent ("Wet" signatures required.):**
 - Please contact your assigned SRP Land Agent for any further information.
- ☐ **(14) Submit service request(s) to the Construction Contact Center (602-236-0777):**
 - A service request for each meter needs to be submitted prior to SES inspections.
- ☐ **(15) Contact SRP's Construction Consultant for construction related questions, Contact SRP's Inspections group to request inspections:**
 - See contact information on Customer Construction Prints.
- ☐ **(16) Receive 75% contract (if applicable), submit signed contract, invoice, and return payment:**
 - SRP Design Consultant will send this after 60% inspections are completed.
- ☐ **(17) SRP construction is scheduled once the following are completed:**
 - 100% inspections are completed, including the SES/electrical panel, variant upon job type.
 - Electrical Clearance from Authority having Jurisdiction is obtained.
 - Letter of Authorization for lighting from Authority having Jurisdiction is received.
 - Easements are executed.
 - All payments and signed contracts are received.

Jobs are subjected to cancellation for the following:

- Customer has not set up project scoping meeting within 30 days of SRP Scheduler contacting to set up the meeting.
- Customer has not provided plans and all necessary information to start the job within 60 calendar days after this scoping meeting.
- Customer has not approved redline within 30 calendar days after it has been provided by SRP.
- Customer has not set control points and notified SRP with 60 calendar days after receiving them from SRP.
- Customer has not paid and provided signed contract within 60 calendar days after it has been issued.

- Customer has not scheduled a pre-construction meeting within 90 calendar days after receiving customer construction prints.
- Customer has not begun construction with 60 calendar days from when the pre-construction meeting was held.

Distribution Construction Standards and Electric Service Specifications are available at:

<http://www.srpnet.com/electric/business/specs/default.aspx>

Visit SRP's Construction Services website for additional info:

<https://www.srpnet.com/electric/business/ccs/default.aspx>

Visit SRP's Job Timeline Lookup website for additional info:

<https://www.srpnet.com/doing-business/builders-developers-contractors/job-timeline-lookup>

Notes:

*All "days" = Calendar days unless otherwise noted

*Hard stops between each step

