

Ticket Number: _____ Project Leader: _____

Work Order Number: _____ Design Consultant: _____

Work Order Name: _____

Project Initiation

- (1) **Please call (602) 236-0777 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 three 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 if requested**
- (4) **SRP will schedule a Project Scoping Meeting to cover the following:**
- Meet the SRP team
 - SRP will review any discovered potential site conflicts
 - Discuss Customer's initial plans, electric equipment locations, and electrical needs
 - Review and finish the Checklist and Request for Design form
 - SRP and Customer will develop a proposed timeline
- (5) **Provide 2nd City Submittal or Final plans to begin project start-up**
- Commercial Projects require CAD/Civil Base File
 - Residential Subdivisions require Final Plat
- (6) **Return completed Owner's Notification(s) to the SRP Design Consultant or Project Leader**

Design Phase

- (7) **Receive and review Redline prints, provide approval (Redlines are valid for 30 days, review timeline for approval target date)**
- 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
- (8) **Receive and review SRP Survey information**
- SRP Survey will provide control point locations and additional information related to survey
 - For subdivisions only, survey will be completed by Customer and exhibits will be provided to SRP. (Survey steps 8 and 14 apply to third party easements for subdivisions.)
- (9) **Receive and review contract, submit executed contract and payment**
- Customer may request dividing the invoice into two payments (25% / 75%) (Residential 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 30 days. Costs may fluctuate if the contract expires and is re-issued.
- (10) **Submit shop drawings for review and approval (shopdraw@srpnet.com)**
- Only applies to 400 Amp SES or above and other non pre-approved panels

- (11) Notify SRP's Design Consultant when survey control points are set**
 - SRP Survey will tie down facilities on site
 - For subdivisions only, submit all prepared exhibits to Project Leader or Design Consultant. (Survey steps 8 and 14 apply to third party easements for subdivisions.)
- (12) 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

- (13) Contact SRP's Inspection Group to request Pre-Construction Meeting**
 - SRP's Construction Consultant, Design Consultant, Inspector and Survey division (if required) 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.
- (14) Receive and review easement documents, return executed documents to SRP's Design Consultant ("Wet" signatures required)**
- (15) 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
- (16) Contact SRP's Construction Consultant for construction related questions, Contact SRP's Inspections group to request inspections**
- (17) Receive 75% contract (if applicable), execute contract and return payment**
 - SRP Design Consultant will send this after 60% inspections are completed
- (18) SRP construction is scheduled once the following are completed:**
 - 100% inspections are completed
 - 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 may be reviewed for cancellation for the following (as specified in the contract):

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| 1. Contract must be executed and invoice must be paid within 30 days of issuance. (Step 9) | 2. Customer must schedule a Pre-Construction Meeting within 120 days after SRP provides the Customer Construction Prints. (Step 12-13) | 3. Customer must begin construction within 180 days after SRP provides the Customer Construction Prints. (Step 12) |
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Distribution Construction Standards and Electric Service Specifications are available at:

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

Visit SRP's Customer Construction Services website for additional info:

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

