

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

