



FOOTING DRAIN DISCONNECTION PROGRAM GUIDELINES

In September of 2010, the City of Grand Rapids amended its Sewage Disposal System Ordinance by adopting an Article entitled, "Footing Drain Disconnection Program" (FDDP). This program was adopted to achieve compliance with Federal discharge permits and to reduce improper inflow of stormwater into the City's sanitary sewers, thereby reducing or eliminating the incidents of sanitary sewer backup events.

The City Manager or his designee shall identify "project areas" for footing drain disconnection. These project areas are based on several factors including, but not limited to, flow studies, hydraulic models, inspections, and historical service record data. Based on flow data and engineering projections, modifications are made to the stormwater sewer system in order to properly convey projected increases in flow as a result of footing drains being redirected to discharge into the storm sewer system rather than the sanitary sewer system.

Upon notification by the City Manager, the property owner shall have ninety (90) days to complete the disconnection of all improper stormwater inflow connections on its property. If the property owner fails to do so within the 90-day period, the property owner (or other person responsible for paying regular System rates and charges) shall be charged an additional amount that reasonably reflects system costs incurred.

The added costs the system incurs for each property having improper inflow connections shall be determined on an annual basis. Property owners electing not to participate in the FDDP or whom by default choose not to be a participating property owner shall be billed and collected from in the same manner as regular System rates and charges are billed and collected.

The funding cap for this program shall be established from time to time by resolution of the City Commission. The City Manager or his designee upon submission of a request of a participating property owner or its contractor, increase the funding cap for the participating property owners cost of qualifying work where it is determined that extraordinary conditions exist.

INFRASTRUCTURE MODIFICATIONS

All infrastructure modifications and improvement projects implemented to accommodate the FDDP shall be coordinated through the office of the City Engineer. Appropriate infrastructure to support the FDDP shall be in place prior to notifications being sent to the property owners. It shall be the responsibility of the office of the City Engineer to see that accurate modifications and improvements to the infrastructure are entered into the appropriate layer of the current GIS database in a reasonable amount of time.

APPROVED CONTRACTORS – PARTICIPATING PROPERTY OWNERS

The City Manager or his designee will establish and maintain a list of approved contractors or contractor teams approved for performance of work under the FDDP based on contractor qualifications and the provision of insurance coverage. The City Engineers Office shall maintain and regularly review a list of approved equipment and installation specifications and standards that the approved contractors must utilize in order to maintain their approved contractor status. Participating property owners may select a contractor from the approved contractors list to perform the work or may perform the work themselves. Prior to commencement of any footing drain disconnection work, the participating property owner shall release and hold harmless the City and its officers, employees, and agents from all liability related to performance of such work.

If the property owner selects an approved contractor to perform the work, the approved contractor shall submit the scope of work and the estimated contract price (using the most cost effective and timely methods) to the City Manager or his designee for approval. Upon completion of the review of the scope of work and approval of the estimated contract price, the contractor shall undertake the work pursuant to a contract with the participating property owner. The City shall not be party to the contract; and the contractor, prior to commencement of the work, shall obtain all required governmental approvals.

If a property owner elects to perform the footing drain disconnection work themselves, it shall submit the scope of work to the City Manager or his designee for review, provided, however, labor performed by the participating property owner shall not be reimbursable. Upon completion of the review, the participating property owner shall undertake the work in accordance with the submittal after obtaining all governmental approvals. If the initial methods of disconnection do not completely stop the improper inflow of stormwater, supplemental orders for added disconnection work shall be issued by the City Manger or his designee.

INFORMATION TRACKING

Utilizing the @Cityworks software, an individual work order shall be created for each structure in the target area. The work order shall reference the parcel number, address, and property owner contact information. The work order shall be utilized to document and track all written and spoken communication with the property owner; all activities associated with the footing drain disconnection program; all costs submitted, approved and paid; in addition to any physical changes made to the property.

NOTIFICATIONS

A FDDP informational packet will be mailed to each property owner within the target area boundaries. The “Footing Drain Disconnection Program” informational packet will include at a minimum:

- “FDDP - Program Overview and Most Frequently Asked Questions”
- A list of approved contractors
- “FDDP – Sump Pump Maintenance”
- “What Do I Need to Do?”
- A letter from the City Manager and the Footing Drain Disconnection Program team which denotes the date and time of an informational meeting that the homeowner may attend
- Contact information for the Footing Drain Disconnection Program Team

The information provided to the property owner shall specify a deadline for compliance with the “Footing Drain Disconnection Program.”

INSPECTIONS – CUSTOMER SURVEYS

After the work for the benefit of, or by, a participating property owner has been completed and has been inspected by the City and approved by the participating homeowner (in the event that an approved contractor performs the work), which approval shall not be unreasonably withheld, the City Manager or his designee shall authorize payment of the eligible costs. The approval of the property owner shall be gauged by direct survey of the property owner by the Program Manager. Every attempt will be made by the Program Manager to solicit the input of the property owner in an expeditious manner.

FDDP REIMBURSEMENT PAYMENTS

In order to have costs considered for reimbursement, they must be submitted and approved prior to commencement of any footing drain disconnection work at a property.

Ordinary payment for footing drain disconnection work shall not be made until the work has been completed, inspected, and approved. The City Manager may approve partial payment under unusual circumstances. In the case where an approved contractor has performed the work, payment may be made to the participating property owner, the contractor, or the participating property owner and the contractor jointly in the City Manager's sole discretion. Payment shall be made to the participating property owner of the eligible costs of equipment and materials if he or she has performed the work.

CHECKING EFFECTIVENESS OF PROGRAM

The satisfaction rating of the participating property owners shall be continually evaluated and made available to the public by the Program Manager or his/her designee. Flow monitoring devices shall be installed in locations deemed appropriate to gauge the effectiveness of the FDDP. The locations of the flow monitoring devices shall be designated by the FDDP Team. The flow monitoring devices may be relocated as deemed necessary to fully evaluate the impact of the FDDP.

MAINTENANCE OF WORK

The participating property owner shall be the owner of all equipment and shall be responsible for the maintenance, repair, and replacement of all equipment, facilities, and systems constructed or installed on its property as part of the scope of the work related to the property.