



City Council Staff Report

From: City Manager

Report Type: INFORMATION REPORTS

Lead Department: Utilities

Meeting Date: June 3, 2024

Staff Report: 2404-2860

TITLE

Informational Report on the City of Palo Alto Utilities 2024 Water Gas and Wastewater Utility Standards

BACKGROUND

The City of Palo Alto Utilities (CPAU) Department's Water, Gas, and Wastewater (WGW) Engineering Division implements standard design and construction specifications for water, gas, and wastewater facilities. City staff and contractors will reference these standards for construction work on CPAU-owned facilities within the public right-of-way and on private property to ensure that utility infrastructure is constructed and maintained in a safe, uniform, and reliable manner. The WGW Utility Standards include installation requirements, material specifications, and standardized configurations.

ANALYSIS

CPAU Engineering staff updates the [WGW Utility Standards](#)¹ periodically and last issued revisions in 2022. This 2024 edition reflects current construction material availability to expand procurement marketplace, and incorporates up to date field practices, contract management, as well as other non-substantial technical editing. These changes result in clarifying contractor's responsibilities, enhancing staff's ability to enforce contract requirements, and reducing contract disputes or potential change orders. A summary of the more significant revisions to the 2024 WGW Utility Standards is provided below:

- Reworded some phrasing and added new language to increase clarity of standards and requirements (in various sections).
- Included additional language to clarify Contractor's responsibilities on construction projects to help City manage capital improvement project contracts (in various sections).
- Added a sentence to ensure that the Contractor's cost saving proposal meets the

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intended performance goals (Section 800).

- Outlined the timeline for Notice of Award, Contract Execution, Notice to Proceed, pre-construction submittals, pre-construction meeting, and the anticipated start date of construction (Section 800).
- Added requirements for photo/video of pre-construction conditions and procedures for reporting sanitary sewer overflows (Section 800).
- Included additional requirements and clarification related to traffic control plans and construction hours for Utilities capital improvement projects (CIPs) (Section 1500).
- Detailed the pre-installation potholing requirements to protect existing underground utilities and added a link for the CIP contractors to preview the locations of PG&E's high pressure transmission pipeline within Palo Alto (Section 2200).
- Changed the clearance requirements to further protect existing underground utilities (Section 2300).
- Updated some water installation procedures and parts to reflect current industry standards (Sections 2660).
- Added specifications for temporary repair clamp used on gas pipe (Section 2685).
- Updated the testing procedures for new sewer manhole (Section 2738).
- Clarified the pre-construction and post-construction video inspection requirements (Section 2739).

ATTACHMENTS

Attachment A: 2024 WGW Utility Standards – Clean Version

Attachment B: 2024 WGW Utility Standards – Redline Version

APPROVED BY:

Dean Batchelor, Director of Utilities

Staff: Silvia Santos, WGW Engineering Manager