


 University of Colorado Boulder FACILITIES MANAGEMENT Utility Services 980 REGENT DRIVE, Boulder, Colorado 80309 Phone: (303) 735-4981 FAX: (303) 492-6856	Title	Document No.	Revision No.
	Request for Utility Service	US-0002	1
	Approved by:	Rev. Date	
	Bryan Birozak	8/14/2018	

- 1.0 **Purpose:** This procedure is intended to inform and document the process to obtain a new (temporary or permanent), or upgrade an existing, utility service at CU Boulder.
- 2.0 **Scope:** The Utility Services Department manages all utility systems for CU Boulder. Utility systems include: electricity, steam, chilled water, natural gas, domestic water, sanitary [sewer], and storm water [flood]. The utility systems are primarily owned and operated by CU Boulder; however, the campus is interconnected with the local utility providers (Xcel Energy and City of Boulder) for power, water, sanitary, storm water, and natural gas.
 - 2.1. The Utility Services Department will provide or coordinate all new, upgraded (modification to existing), or temporary utility services whether owned by the local utility or CU.
 - 2.2. Services covered in this procedure:
 - 2.2.1. Permanent utility service connections and metering for new construction;
 - 2.2.2. Modifications or upgrades to existing utility service connections and metering for renovations;
 - 2.2.3. Temporary utility connections and metering for construction purposes;
- 3.0 **Procedures:** This procedure covers all the steps from the initial request through activation and acceptance of a new, upgraded, or temporary utility service. In order to successfully obtain these services; requesters must follow the procedures described below
- 4.0 **Request for Utility Service:** All applications for utility service(s), or modifications to an existing service(s), should be submitted to the Utility Services Department through the “Request for Utility Service Application” located at the CU Boulder Utility Services website:
 - 4.1. <https://www.colorado.edu/fm/divisions/utility-and-energy-services>
 - 4.2. Requestor is advised to review the process and timeline information sheet (available on the website) and service request form thoroughly to ensure the requested information is submitted and expectations of service are acknowledged. *Failure to complete all the information will delay the approval process and construction schedule.*
 - 4.2.1. An “In Service Date” section is provided on the request form to ensure coordination and expectations of an actual installation date are approved.

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4.3. Upon receiving the Request for Utility Services Application, Utility Services will proceed with the new, upgraded, and temporary service process. See process and timeline sheet for additional clarification and information.

4.3.1. During the request approval phase, Utility Services shall provide a schematic arrangement or narrative along with an estimated Interconnection Fee for the new service to the Requester. Requestor will receive an interconnection fee and schematic for each new service requested on the application.

5.0 **Applicant Requirements for New Utility Service:** Applicant shall complete the form in its entirety to ensure all information about the service request are provided, including:

5.1. **Site Plan:** A site plan and/or conceptual drawing of the project which identifies the new utilities services required must accompany the Request for Utility Service application. Specifically, the Point of Entry (POE), meter locations, extent of utility work, service activation, and acceptance. See Data/Documents section on page 2 of the application for attachment instructions.

5.2. **Utility Demand (Load) Information:** Applicant and/or Engineer of Record (EOR) shall provide the expected minimum, maximum, and normal operating load information for proper meter and component sizing.

5.3. **In Service Date:** Applicant shall provide a CPM construction schedule to determine the desired "In Service Date". Construction schedule "In Service Date" shall comply with the posted timelines for utility service installation process. If no construction schedule is available, then applicant shall review and use the normal timelines provided for the "In Service Date" (based on start point of form submission).


5.4. **Funding:** See Section 6.4 and 6.3.1.1.

6.0 **Utility Service Application Process:**

6.1. **Request Review Process:** Utility Services will review all Requests for Utility Services and will respond indicating either a.) *Concurrence and providing design requirements* or b.) *Revisions or more information needed* to enable the service request to be met. The applicant should allow 4-6 weeks to process the application request.


6.1.1. A planning meeting will be scheduled by Utility Services with the Applicant (Requester) once all the necessary information is provided. The applicant will be provided an estimated interconnection cost (if any). If the proposed service is approved to proceed; Utility Services will establish a Utility Project to complete the expansion of the Distribution System and the Building Interconnection.

6.1.1.1. Note: Depending on the actual project scope and coordination required. The Applicant can self-perform the utility interconnection project as long as

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the interconnection project in completed in accordance with the utility design criteria for the utility to be interconnected.

- 6.1.1.2. The Applicant is required to complete all the Building Automation System controls (if any) to complete the interconnection. The utility does not interface with the BAS, however, the BAS interconnection shall comply with the utility coordination requirements.
- 6.2. Utility Distribution & Building Interconnection Design Process: The utility will request a Project Manager from the PD&C group to establish professional service contracts to complete the utility distribution and building interconnection design drawings and specifications for the proposed service. The Utility Project Manager (as assigned by PD&C) and the Requester will coordinate the work through the planning, design, and construction process.
 - 6.2.1. Applicant should allow 12-16 weeks depending on the complexity of the request. Again, it is imperative to provide an “In Service Date” that properly accounts for this process and requesters must allow for this time as part of the project formulation in order for the full procedure to be followed. A Request for Utility Services Process flow diagram containing estimated timelines can be found at the above reference website (see Section 4.1.)
- 6.3. Utility Service Interconnection Project: Upon completion of the Bid Documents under Section 6.2, the utility will Bid and manage two (2) separate construction projects:
 - 6.3.1. *Utility Distribution (DIST) Project.* Utility is shall fund all design and installation costs associated with the DIST expansion and service installation. The service installation shall end inside the building with a service valve and flange if a mechanical system and at the primary 15kV transformer connections if an electrical service.
 - 6.3.1.1. **EXCEPTION:** Direct Costs for utilities coordinated by Utility Services, but installed by the local utility company (e.g. Xcel Energy) shall be direct pass through for Construction Cost of the local utility. Utility Services does not charge for this administrative service.
 - 6.3.2. *Utility Building Interconnection Project.* Utility (at the Customer cost) shall complete all the work required to interconnect with the utility systems, including, but not limited to, the meters (steam, chilled water, water, electric), automated metering infrastructure (AMI), pumps for CHW installations, and Temperature Control Valve (TCV) for CHW service.
 - 6.3.2.1. As stated in Section 6.1.1.1.: Depending on the actual project scope and coordination required. The Applicant can self-perform the utility interconnection project as long as the interconnection project in completed

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in accordance with the utility design criteria for the utility to be interconnected. The utility will commission and inspect all AMI for acceptance prior to providing service.

- 6.3.2.2. The Utility Project Manager will proceed through the building design process with formal design review submittals through the CU Boulder Planning, Design and Construction (PD&C) process. Submittals will be in accordance with the PD&C requirements for Building Applications.
- 6.4. **Funding:** The Requestor (e.g. Capital Project or existing building) is responsible for all costs within the building (Refer to 6.3.2.) to complete the utility interconnection. The utility is not responsible for any costs associated with the building interconnection. The building interconnection shall be in accordance with all utility interconnection design criteria.
- 6.5. **Construction Project:** The construction project will comply with all posted CU Boulder construction process, procedures, and standards for utilities and building systems.
- 6.6. **Connections and Service Activations:** Final connections of all utility systems to existing utility infrastructure shall be made by Utility Services or by an approved Utility Service Contractor as determined during the design process and approved by CU Utility Services.
 - 6.6.1. All required shutdowns, blocking procedures, electrical switching orders, and LOTO will be managed and performed by Utility Service personnel only in accordance with existing outage policies.
 - 6.6.2. All required testing and inspections shall be satisfactorily completed prior to scheduling final connections. Under no circumstances shall new connections to existing utilities systems be made without the approval of Utility Services.
- 6.7. **As-Built Documents:** As-Built of the installed utility systems shall be prepared by the designer for the Utility Project and submitted to Utility Services, the Requestor, and the FM-CAD office per the CU standards