



# **PIPE CHECK**

## Contractor Training & Quick Reference Guide

Contractor's Resource Page  
<https://www.mmsd.com/government-business/pipe-check>

# MMSD STAFF INTRODUCTIONS

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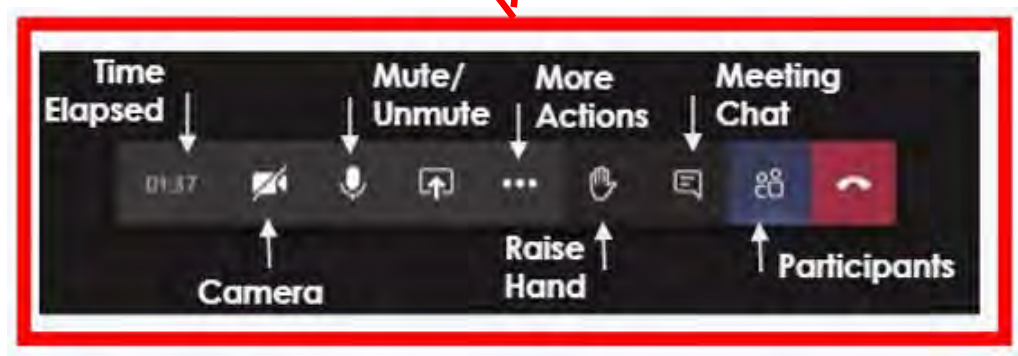
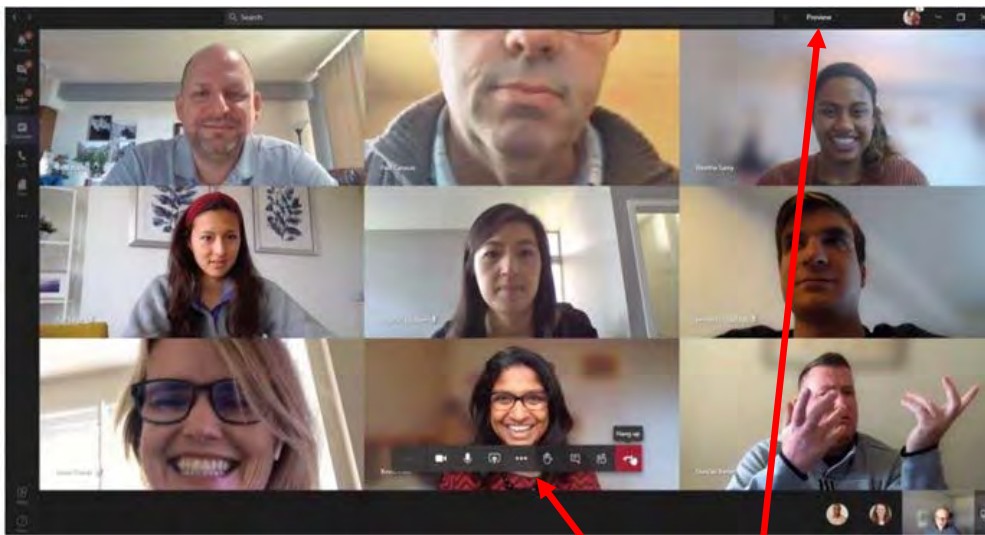
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# MS Teams Controls



# Agenda

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## Program Overview

- Program Goals
- Participation Requirements
- How the Program Works
- Financial Incentive Rates
- The Roll of the Contractor

## Contractor Evaluation Committee (CEC)

## Memorandum of Understanding (MOU)

## Safety (Phil Reimer)

## SWMBE (Gwen Johnson)

## Reservation Process

- Required accounts & software
- Reservation Process Walkthrough
- Required Documentation

## Invoicing Process

- Invoicing Process Walkthrough
- Required Documentation

## FAQs

## Technical Standards

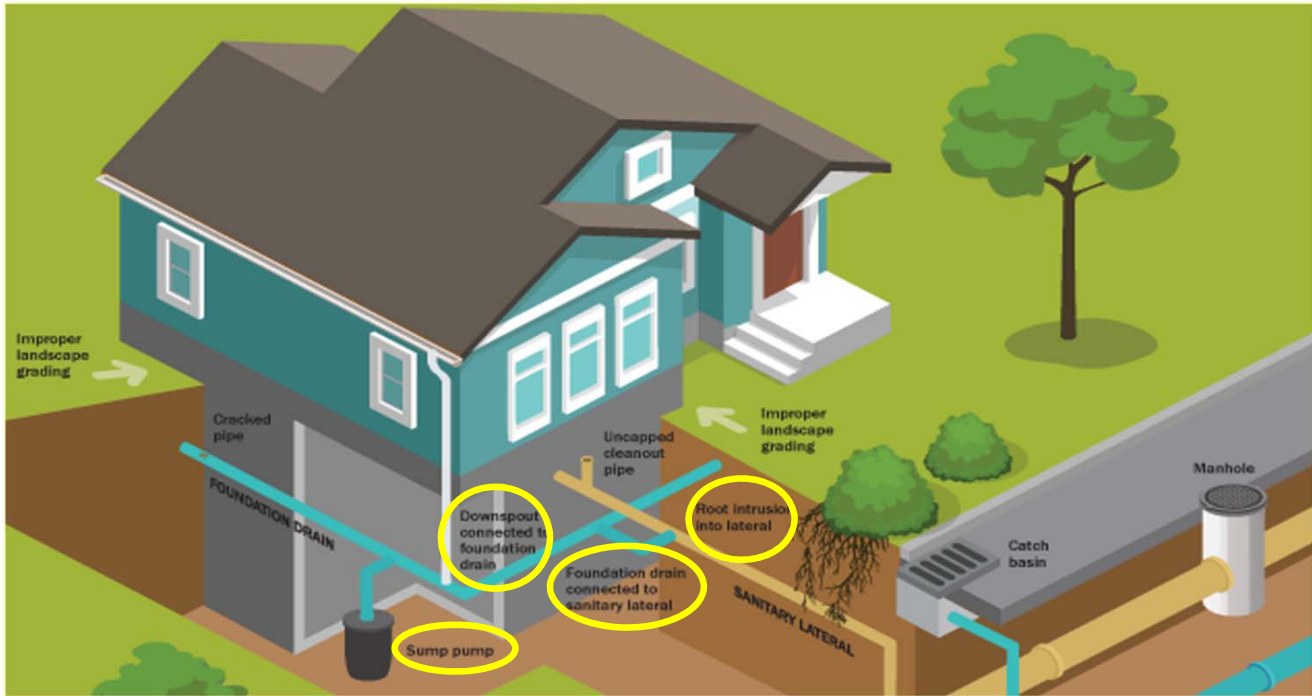
- CCTV
- Excavations, Pipe Replacement, Mainline Connections
- Pipe Connections
- Electrical Outlet for Sump Pump
- Sump Pump
- Palmer Valve Abandonment
- Storm Lateral

## Future Plans



# Program Overview

# Program Goals



## Program Goals

- Increase “low hanging fruit” work that is hard for publicly bid work to complete (disconnect foundation drains)
- Increase number of contractors who have experience working on PPII projects
- Provide financial incentive to homeowners to comprehensively complete work (vs patch repairs) who aren’t part of municipal sponsored lateral repair program
- Empower Approved Contractors to make the right decision for individual homeowners for better outcomes. (vs blanket approaches for publicly bid work)
- Increase SWMBE Participation

**To Remove Clear Water from the Sanitary Sewer  
System from Private Property**

# Participation Requirements

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## Requirements for Program Participation

- The house is within the MMSD service area.
- The house is an owner occupied one or two family home.
- A Pipe Check Approved contractor must be used to participate in the program.
- The homeowner agrees to complete a W-9. The financial incentives provided through the Pipe Check Program are considered taxable income. MMSD will issue a 1099 at the end of each year.

What work needs to be completed in order to participate in the program?

The MUST be done....

- Foundation drain must be disconnected from sanitary sewer
- Downspouts must be disconnected from sanitary sewer
- Existing sump pumps must not discharge to the sanitary sewer

If the musts are met, the following additional work can be completed:

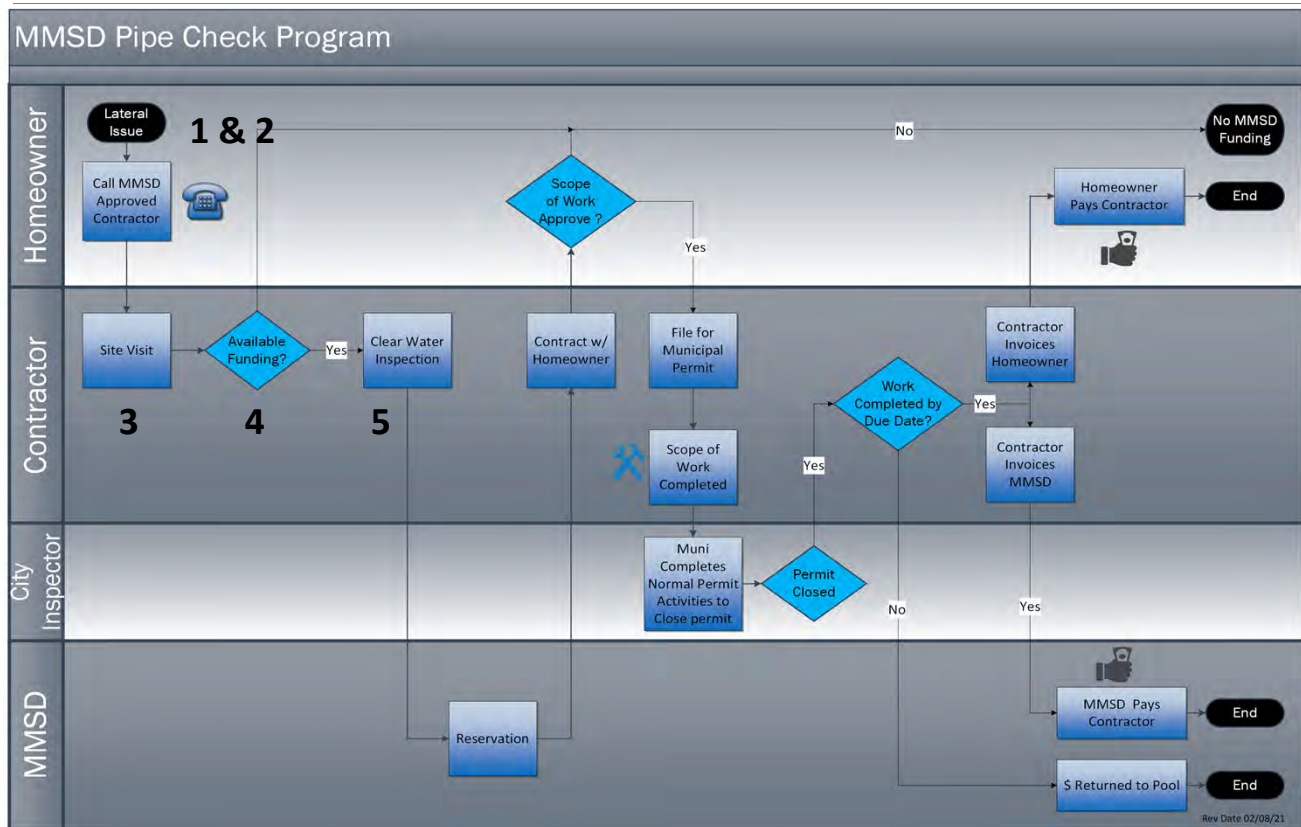
- Full lateral lining or replacement
- Storm lateral installation

What work will not be covered:

- Work completed prior to a Pipe Check reservation
- Work that is not listed on the Financial Incentive list
- Partial/spot repairs of the lateral

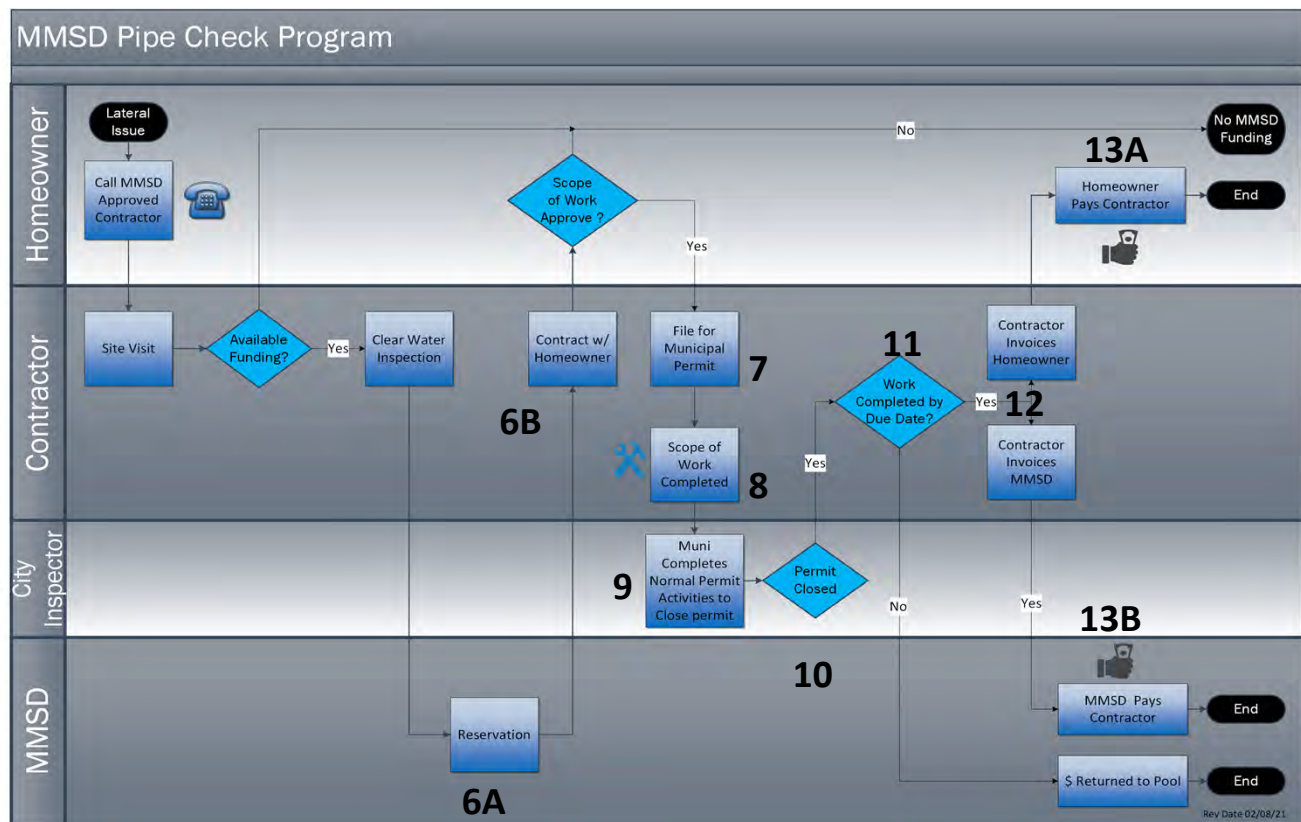


# How the Program Works



1. The homeowner contacts a Pipe Check Approved Contractor. The list of approved contractors will be listed on the Pipe Check Web Site (yet to be released) and be distributed to local municipalities
2. The contractor will provide information on the program requirements and schedule a site visit
3. The contractor will assess the home to identify what work is required to be completed in order to qualify for Pipe Check Program's financial incentives
4. The contractor will need to confirm funding is available in the municipality the house is located in to cover the full value of the financial incentive the homeowner qualifies for. The available funding in each municipality is listed on the "Pipe Check Contractor's Resource Page."
5. If the homeowner decides to participate in the program, a Clear Water Inspection is completed by the Pipe Check approved contractor using the form provided. The form can be found on the "Pipe Check Contractor's Resource Page". During the clear water inspection, the Pipe Check approved contractor will inspect and document the condition and discharge location of; the foundation drain, roof downspouts, and sump pump

## How the Program Works cont.



6. The contractor shall: A) Submit a reservation on behalf of the homeowner for the value of the Financial Incentive the homeowner qualifies for under the Pipe Check Program B) Complete a contract with the homeowner for the full scope of work agreed upon between the home owner and contractor
7. Contractor will follow all local municipal building codes and permit requirements to completed the scope of work outlined in the contract.
8. The contractor completes the scope of work per contract
9. All steps are followed to close out the municipal permit
10. Documentation is provided by the municipality which documents that the permit has been closed out per the municipality requirements
11. All work must be completed and the invoice submitted to the homeowner and the Pipe Check program within 60 days of the reservation
12. The contractor invoices the homeowner and MMSD
13. A)The MMSD's Pipe Check program pays the contractor the value of the approved Financial Incentives for the completed work agreed upon, and B) the homeowner pays the contractor the remaining balance due

# Financial Incentive Rates

Line Item	Incentive Rate
Foundation Drain Disconnection Complete (Install sump pump & discharge piping, disconnect foundation drain from sanitary sewer lateral, and remove existing palmer valve)	\$1,500.00
Remove Palmer Valve Only (existing sump pump)	\$350.00
Remove Palmer Valve & reroute existing sump pump discharge piping to a building code approved location	\$650.00
Reroute existing sump pump discharge piping to a building code approved location	\$300.00
Installation of a new storm lateral with connection to an existing storm sewer	\$1,000.00
Downspout Disconnect (Each, max of 4)	\$25.00
Full Lateral Replacement without work in ROW (from under the home to the mainline)	\$4,000.00
Full Lateral Replacement WITH work in ROW (from under the home to the mainline)	\$5,000.00
Lateral Lining (full) (from under the home to the mainline)	\$1,500.00

The Clear Water Inspection, completed by the Approved Pipe Check Contractor, will identify sources of clear water entering the sanitary sewer. The maximum financial incentive available to the homeowner is based on the findings of the Clear Water Inspection.

In order to receive the financial incentives for lateral replacement or lining, all sources of clear water entering the sanitary sewer, identified in the Clear Water Inspection, must be corrected.

# The Roll of the Contractor

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- Explain the program to the homeowner
- Assist the homeowner to understand the pros and cons of the solutions provided
- File invoices timely
- Be a good representative of the Pipe Check Program
- Identify and communicate what is and is not working for you as an Approved Contractor for the Pipe Check program
- Relay feedback (positive or negative) from homeowners
- Understand the requirements of the program
- Ask questions
- I want you to feel well informed to make the “right decisions” for the situation and for the homeowner while protecting the objectives of the District to make the program successful and sustainable.



# Contractor Evaluation Process

# Contractor Evaluation Committee (CEC)

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Members include: two municipal representatives , two MMSD staff member, and one industry expert

The CEC is responsible for:

- Reviewing applications submitted by contractors.
- Reviewing performance concerns and complaints.
- Recommending action to address concerns and/or complaints filed with the CEC.

A complaint may be initiated by any entity or individual. The Pipe Check Program Administrator will review the complaint and if it appears to be reasonable, the complaint will be passed it on to the CEC for review.

Complainants may submitted by anyone that may have been affected by the actions of the contractor through a quote/contracting process, work in progress, or work completed. This may include but is not limited to:

- |                           |                                 |                             |
|---------------------------|---------------------------------|-----------------------------|
| • Property owner          | • Supplier                      | • Field inspector           |
| • Property tenant         | • Municipal Staff               | • District Staff            |
| • Adjacent property owner | • Regulatory or law enforcement | • Fellow program contractor |
| • Sub-contractor          |                                 |                             |

Grounds for a complaint may include, but are not limited to:

- |  |  |
|--|--|
| • Quantity or substance of customer complaints | • Failure to document and report as outlined in the MOU.   |
| • Financial impropriety                        | • Collusion and anti-competitive practices   |
| • Failure to honor warranties                  | • Unethical business practices   |
| • Poor work integrity                          | • Misrepresentation of the District, the Pipe Check Program, a municipality, and/or a property owner |
| • Submittal of a quote/proposal in bad faith   |  |

Complaints will be provided to the CEC for review and the impacted contractor for review.

**If there is immediate risk of damage to property or health and safety of the property owner the PPII Program Manager will take action on the complaint prior to meeting with the CEC.**

# Contractor Evaluation Committee (CEC) cont.

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The contractor shall be notified of the CEC decision by email, followed by a hard copy letter via USPS.

Should a contractor disagree with a remedial action recommendation by the CEC for a complaint, the contractor will be provided one opportunity to submit an appeal. All contractor appeals must be received in writing by the PPII Program Manager within five (5) business days of contractor receiving the CEC decision via written communication delivered in person or sent by certified or registered mail (return receipt required).

Based on the information provided in the appeal, the CEC may make one of three decisions upon review of an appeal.

- Reject the appeal
- Modify the remedial action
- Grant the appeal (reverse remedial action)

If the CEC finds validity in the appeal, the CEC will meet and review the appeal. The contractor and the complainant may be invited to the meeting.

Contractors removed from the Approved Contractor List shall be ineligible for reconsideration for a period of 3 years.

All decisions by the CEC after the first and only appeal process are final.

For more details on the CEC and the complaint review process,  
please reference the  
“Contractor Evaluation Process –  
Guidelines for Implication of the PPII Reduction Program”  
on the Pipe Check Contractor’s Resource Page.



# Memorandum of Understanding (MOU)

# MOU

## SAMPLE MMSD PPII Reduction Program Approved Contractor MOU

This Memorandum of Understanding ("MOU") is entered into by and between the Milwaukee Metropolitan Sewerage District (the "District"), with its principal place of business at 260 West Scofield Street, Milwaukee, Wisconsin, 53204 and \_\_\_\_\_ (the "Contractor," ) with its principal place of business at \_\_\_\_\_.

WHEREAS, the District has a Private Property Infiltration and Inflow Reduction residential program ("Program") that provides reimbursements to residential homeowners for undertaking work on private properties to reduce the amount of clean water entering the District's sewerage system;

WHEREAS, such work may include but is not limited to, disconnecting foundation drains and downspouts, rehabilitating or replacing private sewer laterals, and clear water evaluation, as set forth in the District's Statement of Policy;

WHEREAS, to ensure all work done under the Program is effective, the District has established certain quality standards with respect to products and installation methods;

WHEREAS, the District, through a public procurement process, established criteria to qualify contractors to undertake work under the Program;

WHEREAS, Contractor was determined to be eligible to participate in Program pursuant to the District's Request for Qualifications #P-2959, and has participated in the District's Contractor training session;

NOW THEREFORE, the District and the Contractor agree to the following as it relates to participation in the Program:

1. TERM. This MOU shall be effective on the date in which it is fully executed and remain in effect until December 31, 2026 provided Contractor remains in good standing to participate, as set forth herein. Thereafter, the Contractor may be required to re-qualify under the Request for Qualifications process should they wish to continue work under the Program.

#### 2. CONTRACTOR ELIGIBILITY

Contractor is eligible to complete the following work types under the Program:

1. Fill
2. In
3. Types
4. Here

Page 1 of 5

#### 3. PROGRAM REQUIREMENTS. Contractor agrees to adhere to the following Program requirements:

- a. Contractor will be licensed and bonded in the State of Wisconsin and maintain insurance with the minimum coverages as set forth in the RFQ. Proof of appropriate licensure, bonding capabilities and insurance coverages shall be provided to the District upon request.
- b. Contractor will comply with all applicable laws, ordinances, regulations, and codes.
- c. Contractor, if it utilizes subcontractors, shall be responsible for completing not less than 80 percent of the value of the work excluding for restoration. All plumbing work shall be completed by Contractor.
- d. Contractor will only utilize those products, techniques, and systems generally available and as defined by Wisconsin Administration Codes SPS 381, 382, 384, and NR 110 excluding Alternate or Experimental Product Approvals as granted under 384.10(1) and any product not meeting this criteria must be listed on the District Approved Products List. No "or equal" products will be considered.
- e. Contractor will provide all deliverables with its reimbursement request, as set forth in Articles 4 and 5 below.
- f. All Work performed under this Contract shall be warranted by Contractor for a period of no less than three (3) years from substantial completion. The warranty shall be enforceable by the homeowner and the District. Contractor shall cooperate with the District to remediate any defects or failures in the work for which it receives reimbursement from the District during the warranty period.
- g. Contractor will provide excellent customer service to participating homeowners.
- h. Contractor shall act as a responsible and good faith representative of the District when performing work under the PPII-R Program.
- i. Contractor will be subject to a performance review process set forth in the District's Standard Operating Guideline for the PPII-R Program, documented in the PPII 2.0 Policy document, and the Contractor Evaluation Process ("CEP").

#### 4. RESERVATION SYSTEM. Contractor acknowledges there are limited funds available under the Program, which are distributed to each of the 28 District Service Area municipalities. Contractor will utilize the District's web-based reservation system prior to beginning work on an individual property. Making a reservation will require submission of the following information:

- a. Property Address
- b. Proposed Scope of Work
- c. Requested reimbursement amount in accordance with the District's published Reimbursement Rate Sheet
- d. Homeowner Waiver/Consent Form

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- MOU will be good until Dec 31, 2026
- Can only complete the work that was applied for and approved by the CEC
- 80% of the value of the work (on any single contract) must be completed by the Prime Contractor
- Contractor will only utilize those products, techniques, and systems generally available and as defined by Wisconsin Administration Codes SPS 381, 382, 384, and NR 110. Alternate or Experimental Product Approvals as granted under 384.10(1) and any product not meeting this criteria must be reviewed and approved to be listed on the District Approved Products List. No "or equal" products will be considered.
- 3 year warranty must be provided on all materials and labor enforceable by the homeowner and the District
- Must be a good faith representative of the District
- Must remain in good standing with the program
- The District will be doing follow up inspection on selected properties towards the end of the warranty period

# MOU

- e. W-9 is completed and signed by the homeowner for work whose District reimbursement amount is greater than or equal to \$600.
- f. A copy of the Clear Water Evaluation Form and the supporting documentation. The reservation is automatically reviewed to determine if sufficient Program funds are available based on municipal distributions. If funds are available, the reservation will become an "Active Reservation." Notwithstanding the foregoing, Contractor agrees to correct any deficiencies in its Active Reservation documentation within five business days if contacted by the District's Program Manager.

Active Reservations will expire after 60 days. All work and invoicing of the homeowner and the District must be completed within that time. No payment will be made for work in which there is no Active Reservation in eBuilder. Should the scope of work for an Active Reservation, the Contractor shall contact the Program Manager via email for approval and to process a change order, if agreeable and funds are available. Contractor may request one 30-day extension per Active Reservation by emailing the Program Manager within the initial 60-day window.

#### 5. REIMBURSEMENTS UNDER THE RESIDENTIAL PROGRAM

- a. District Purchase Order. Prior to beginning any work under the Program, the Contractor will provide the District a current W-9. Once received, the District will issue the Contractor a Purchase Order (PO) number to be referenced on every reimbursement request. The PO number is for reference only. The value of the initial PO issued is set for Program accounting purposes only. As vendor selection is at the discretion of the participating homeowners, the Contractor is not guaranteed any specific value of work or reimbursement. The District reserves the right to adjust the amount of a PO at any time throughout the term of this MOU to align to the actual work performed.
- b. Reimbursement Requests. Upon completion of an individual property for which Contractor has an Active Reservation, the following deliverables must be submitted to the District via the web-based reservation system:
  - i. Full property address
  - ii. A copy of the municipal permit and final inspection report from the municipality
  - iii. A copy of the contract between Contractor and homeowner that includes unit prices itemized by category of reimbursable work
  - iv. A copy of the final invoice provided to the homeowner. As the Contractor will be receiving a partial payment from the District on behalf of the homeowner, a line item stating "MMSD PPI-R Payment" with an invoice credit aligning with the District Reimbursement Rates must be documented on the invoice
  - v. A copy of the Clear Water inspection form
  - vi. A copy of the District reimbursement request form

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- vii. Three-year warranty documentation in favor of the District and the homeowner
  - c. Upon timely receipt of a complete reimbursement request, the District will review and if approved, pay Contractor within thirty (30) days. All reimbursements will be in accordance with the District's published Reimbursement Rate Table, found on its website, and updated annually on January 1
  - d. The District shall not be held responsible for unpaid work completed by the Contractor on behalf of the homeowner.
6. PROGRAM MATERIALS. The District will provide the Contractor with Program materials for distribution to potentially eligible homeowners. The Contractor is not permitted to use the District's logo, or to otherwise create its own materials representing itself as a partner of the District when discussing the Program.
7. DISTRICT OVERSIGHT. The District reserves the right to conduct inspections of any and all portions of work it funds at each residential property both during construction and throughout the warranty period.
8. INDEMNIFICATION. The Contractor shall indemnify and hold harmless District, its agents, officers and employees against any and all losses, damages, expenses, fees, costs and liabilities arising in any way from the Contractor's failure to meet Program Requirements and remain in good standing under this MOU, including but not limited to, not receiving approval for a reservation, submitting reimbursements requests beyond the deadline or for amounts inconsistent with the District's Reimbursement Rate Sheet, failing to provide all deliverables, not utilizing the Approved Products List, tarnishing the District's reputation.
9. AMENDMENT. Except as outlined below, any modification to this MOU will be in writing and signed by both the District and the Contractor. The District may make changes to Article 2, Contractor Eligibility, without Contractor's consent, provided such changes were determined in accordance with the CFP performance review process.
10. SEVERABILITY. If a court finds any part of this MOU unenforceable, then the remainder of this MOU continues in effect.
11. APPLICABLE LAW. The laws of the State of Wisconsin apply to this MOU.
12. CONFLICTS OF INTEREST. No officer, employee, or agent of the District or the Contractor who has the responsibility of implementing this MOU may have any interest in any residential homeowner benefitting from the Program supported by this MOU.
13. TERMINATION FOR CAUSE. The District may terminate this MOU for cause and immediately remove the Contractor from the Approved Contractor List. Whether the

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- A W-9 will be required to be collect by Contractors from homeowners.

- Insurance requirements that were outlined in the RFQ must be maintained through the length of your RFQ.

- Contractor will be required to confirm availability of funds in a municipality when making reservations.

- Invoices will be paid by the District once every 30 days.

- District program materials will be provided for the contractor's use. (no contractor or third-party produced materials)

- The District may conduct field inspections while the work is being completed.

# MOU cont.

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District has cause to terminate shall be determined in accordance with the CEP performance review process. Upon termination for cause, Contractor will remain ineligible to submit a proposal under the RFQ for a period of three (3) years from the date of termination.

14. **TERMINATION FOR CONVENIENCE.** Contractor may elect to terminate this MOU at any time by providing ten (10) days written notice the District. Upon termination, it will be immediately removed from the Approved Contractor List.

15. **INDEPENDENCE OF THE PARTIES.** This MOU does not create a partnership. Neither party may contract on behalf of the other party.

16. **AUTHORITY OF SIGNATORIES.** Each person signing this MOU certifies that the person is properly authorized by the party's governing body to execute this MOU.

**MILWAUKEE METROPOLITAN  
SEWERAGE DISTRICT**

**CONTRACTOR**

By: \_\_\_\_\_  
Kevin L. Shafer, P.E.  
Executive Director

By: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form

\_\_\_\_\_  
Attorney for the District

- MOU needs to be signed by an authorized agent of the company.

- MOU needs to be executed prior to the PO being issued or allowing a Contractor to complete work under the Pipe Check Program.

- If the work types you are approved for change during the 5 year time period of the MOU, the MOU will be updated but effective date will not be extended.

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# Safety

# Safety – Program Expectations

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## Safety Expectations for Pipe Check

- MMSD will not be completing safety inspections as part of the Pipe Check Program
- All OSHA regulations shall be followed
- All safety concerns and complaints submitted to the District will be reviewed and assessed by the Contractors Evaluation Committee (CEC)
- A critical safety issue or repetitive safety complaints can lead to being removed as an Approved Contractor for the Pipe Check Program
- Please keep in mind, you are representing the Pipe Check Program and the District as well as your company
- Pipe Check Approved contractors are not required to complete the MMSD safety training to participate in the Pipe Check Program

## General PPE Safety Requirements

- Contractors are responsible for instructing their personnel in the selection, use, and care of PPE
- Hard hats shall be used per OSHA requirements
- Safety glasses with side-shields that are ANSI-Z87 approved or better shall be used. Prescription glasses without side shields must be protected with goggles
- Safety / composite toe shoes or boots should be worn
- Hi-visibility yellow vest, jacket or coat should be worn
- Shirts with at least a 4" sleeve should be worn

# Safety – JHA & House Keeping

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## Job Hazard Analysis (JHA)

- A Job Hazard Analysis is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment
- Prior to beginning work each day, a written JHA is to be used to identify hazards or potential hazards & determine control measures to be taken for each activity. If/when a new hazard arises the JHA should be updated prior to starting the activity
- Other checklists/permits (hot work, confined space, etc.) may be required based on the job in addition to the JHA
- The JHA shall remain at the job site for the duration of the work

## House Keeping

- It's the contractor's responsibility to keep their work areas clean, orderly, and in a condition conducive to safe work for their employees and for the residents of the home
- Keep all work areas, walking surfaces, equipment, tools, and life-saving & fire-fighting equipment clean & free of obstructions
- Contractors are required to secure the work site, tools, and equipment at the end of each day

# Safety - Excavation

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## Excavation

- Work must be done in accordance with CFR 1926 Subpart P.
- A Competent Person must be on-site for excavations and documented on the Job Hazard Analysis.
- The excavation must be inspected before and after work each shift to assure safe conditions.
- All excavations 6' or more in depth shall protect workers from falling by means of guardrails, fences, or barricades.
- Keep minimum 10' from overhead power lines.
- Inspect all rigging prior to use.
- REMINDER: One cubic yard of soil can weigh as much as 3000 lbs!

## Excavation Numbers

- 2 - keep spoil piles a minimum of 2' from edge of excavation
- 3 - ladders must extend 3' minimum from top edge
- 5 - excavations 5' or more require protective systems such as sloping, shoring, benching, or shields
- 6 - 6' or greater shall have fall protection: guardrails, fences, or barricades
- 20 - Sloping and benching systems for excavations 20' or more must be designed by a Professional Engineer
- 25 - ladders must be provided every 25 lateral feet

# Safety – Public Safety

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## Public Safety

- Trenches and excavations must be secured, covered, and barricaded at the end of each shift
- Provide and maintain traffic control as needed
- Protections for public such as signs, warnings, and barricades shall be used as needed
- Traffic control plans must be approved by appropriate municipality
- Arrangements shall be made for prompt clean-up of any debris on public ways and in the private property work areas

## COVID-19

- Regarding Potential Illness:
  - Encouraged employees that are sick to stay home and notify their supervisor.
  - Encouraged employees to self-monitor for signs and symptoms of COVID-19.
  - Asked that if an employee has potentially been exposed to the virus, the employee should notify their supervisor and quarantine themselves for up to 14 days from the date of exposure.
- Contractor should have a COVID-19 Safety Plan in place prior to starting work
- Have a COVID-19 response plan in place
- For additional information on MMSD's COVID-19 Response
  - <https://www.mmsd.com/government-business/rules-regulations/safety>

# Safety - Fall Protection

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Personnel must use fall protection equipment when performing any of the following:

- When working at elevations of 6' or more, or over the unprotected edge of a work platform, deck, walkway, or floor
- When working in an area where it is possible to fall more than 6' through deck and floor openings
- When working on a fixed or portable ladder and the worker is above 6'
- When working on scaffolding that is not green-tagged

## Your Responsibilities

- 6' fall rule
- You must be trained in accordance with OSHA 1926 Subpart M
- Fall restraint and fall arrest systems must be engineered
- Anchorages must withstand 5000 lbs. of static load
- 6' lanyards require up to 18.5' of clearance
- Work around an exposed opening requires fall protection
- Requires a competent person
- What's the rescue plan?

# Safety - Electrical

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## Electrical

You must visually inspect all electrical equipment before use

- Do not plug cords into each other. If the job requires more than 100' distance, a temporary power distribution box is required
- NFPA 70e Standards must be followed

# Safety – Confined Space

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## Confined Space Entry (CSE)

- Contractor must include a rescue plan in their Confined Space Entry Procedures
- 911 is NOT a rescue plan. An Attendant must never attempt a rescue until help arrives
- Each contractor must have a CSE program in place
- All entrants into manholes must be attached to a Self Retracting Lifeline – Rescue (SRL-R)
- Contractor must meet the requirements of OSHA Standard 29 CFR 1926 Subpart AA



SWMBE

# SWMBE

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## What is SWMBE?

SWMBE stands for Small, Women, Minority and Veteran-owned business enterprises that have been certified as such through various diverse business organizations and state and national certifying agencies.

## Why does MMSD encourage contractors to become certified SWMBE contractor?

The District is committed to the utilization of Small, Veteran, Women, and Minority-owned businesses. We recognize the benefits of having a diverse vendor base that is reflective of the communities to which we serve. MMSD is committed to identifying, building relationships with, and acquiring goods and services from local small, women, minority, and veteran-owned business enterprises (SWMBE) to promote economic growth and sustainability.

## How does a contractor become a SWMBE contractor?

All firms interested in doing business are encouraged to register in MMSD's [contract and vendor management](#) system. Completing the vendor registration does not guarantee a contract with MMSD but will allow firms to receive communication and notices for relevant procurement opportunities with the District, as well as yearly networking activities and business training opportunities.

The link to the vendor registration can be found on the Procurement/Supplier Diversity page of the MMSD website.

Please note: Firms seeking SWMBE certification must be registered before their certification can be approved.

# SWMBE cont.

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## What are the benefits to being a REGISTERED certified MMSD SWMBE contractor?

By becoming a registered certified SWMBE firm, you will have access to networking and partnering opportunities with other non-SWMBE firms. Although a firm is not required to be registered at the time of submitting a bid or proposal, there are several advantages in doing so, such as receiving email notifications of all District opportunities. Also, if you are an SWMBE firm you will be listed in the public directory on MMSD's website.

Through local workforce requirements and business development opportunities within the District, we continue our mission of increasing SWMBE participation and local worker utilization on all District procurement opportunities.

The District will accept third-party certifications administered by other certifying organizations, and federal, state and local government agency certifications. Additionally, MMSD offers its own Small Business Enterprise (SBE) certification that firms can apply for, which follows the size standard for its industry as set forth by the U.S. Small Business Administration. The link to the certification application can be found on the Procurement/Supplier Diversity page of the MMSD website.

## If you become an approved SWMBE contractor, what additional reporting will need to be provided each year to the District?

For the Pipe Check program, an average number of manhours to install each financial incentive line item will need to be provided to the District and updated once a year. SWMBE requirements differ for all other District projects.

# SWMBE –Training Opportunities

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MMSD offers a free business development program to SWMBE firms interested in doing business with the District. There are two seminars offered – Construction Management and Professional Development. Each seminar is 8-weeks long and classes are offered virtually due to COVID-19 restrictions.

The Business Capacity Development Program (BCDP) is designed to increase the capacity and capabilities of small, women, minority, and veteran-owned businesses (S/W/MBE firms) to better compete for and participate in MMSD projects. The program increases business owners' knowledge and confidence in key areas for business success.

In collaboration with established businesses, organizations, and mentors, program participants are able to partake in customized training and mentoring, including:

- Live online business development training seminars
- Online training curriculum
- One-on-one business mentoring

Participants prepare and plan for business improvement, increasing the likelihood of thriving in their industries, and thereby increasing their own success and creating opportunities for others to do the same.

Registered attendees will automatically be enrolled in the self-paced online training curriculum and have access to one-on-one business mentoring. There is no cost to attend the seminars or participate in any of the other program elements.



# Reservation System

# Reservation System

Required to have an Office 365 Account

The screenshot shows the Microsoft 365 pricing page. At the top, there's a navigation bar with the Microsoft logo, 'Microsoft 365', and links for 'Products', 'Resources', 'Support', and a 'Buy now' button. On the right, there are links for 'All Microsoft', 'Search', and 'Sign in'. Below the navigation bar is a headline: 'Reimagine productivity with Microsoft 365 and Microsoft Teams'. Underneath is a toggle for 'For home' and 'For business'. The main content area is titled 'Explore Microsoft 365' and lists links for learning more about Microsoft 365 for business, choosing the right plan, learning about Microsoft Teams, and options for enterprise. It also includes contact information for sales and support. The pricing section shows four plans: Microsoft 365 Business Basic (\$5.00/user/month), Microsoft 365 Business Standard (\$12.50/user/month), Microsoft 365 Business Premium (\$20.00/user/month), and Microsoft 365 Apps (\$8.25/user/month). A red circle highlights the first three plans. Each plan includes a 'Buy now' button, a 'Try free for 1 month' link, a description of the plan's benefits, a list of premium Office apps included, and a list of secure cloud services included. The Business Basic plan includes Teams, Exchange, OneDrive, and SharePoint. The Business Standard and Premium plans include Teams, Exchange, OneDrive, and SharePoint, plus additional services like Intune and Azure Information Protection. The Business Apps plan only includes OneDrive.

Plan	Price (user/month)	Annual Commitment	Try Free
Microsoft 365 Business Basic	\$5.00	Yes	Yes
Microsoft 365 Business Standard	\$12.50	Yes	Yes
Microsoft 365 Business Premium	\$20.00	Yes	Yes
Microsoft 365 Apps	\$8.25	Yes	Yes

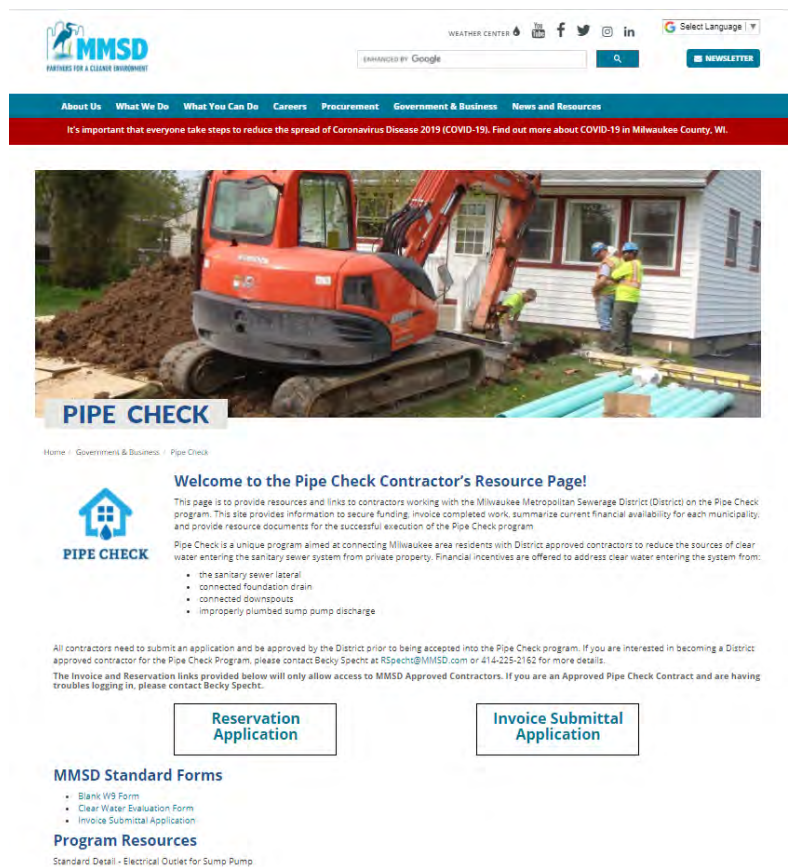
- Office 365 Account will provide access to the reservation system and the invoicing system
- Once you have the account, you will need to provide MMSD your username so access can be provided.
- Each user will need to have their own account, but only one account is required to participate in the Pipe Check Program.

# Pipe Check Landing Site

<https://www.mmsd.com>

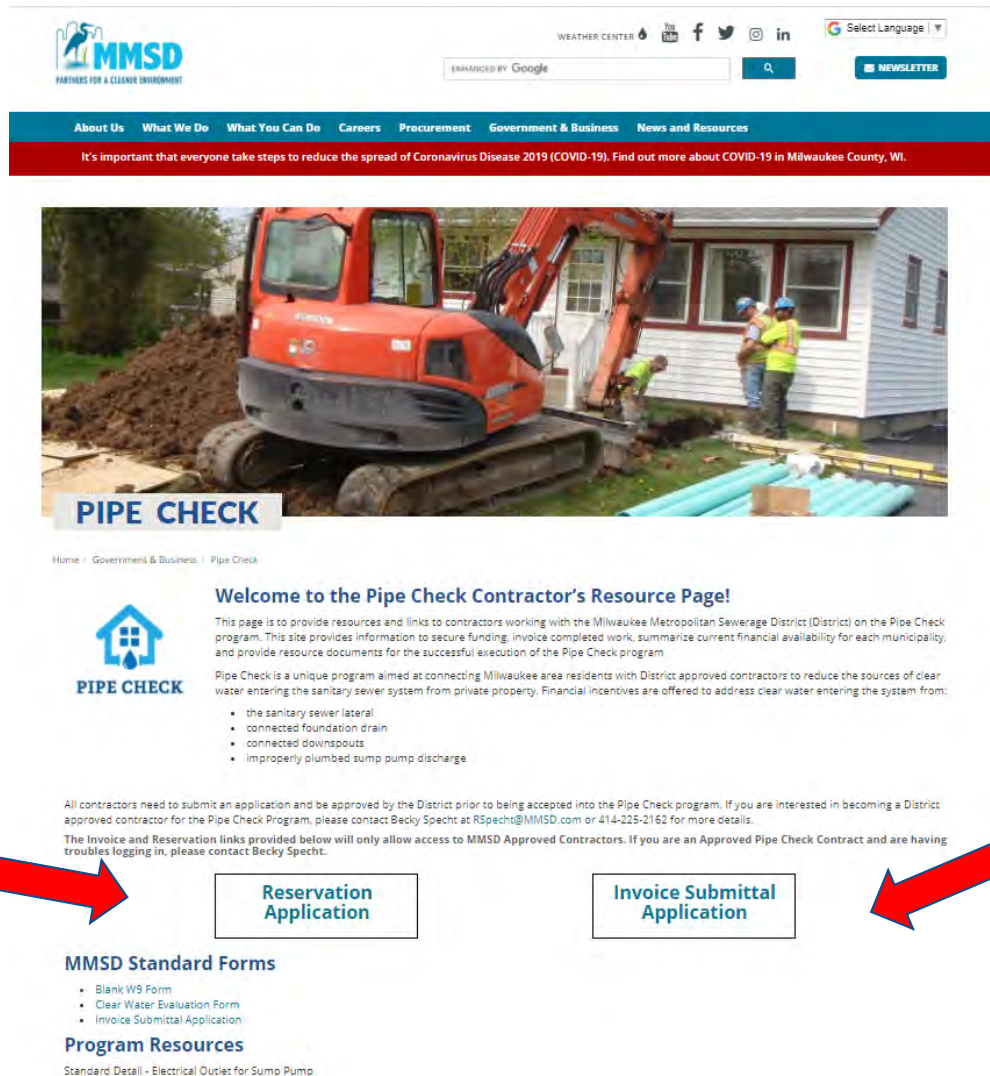


<https://www.mmsd.com/government-business/pipe-check>











# Pipe Check Landing Page

<https://www.mmsd.com/government-business/pipe-check>



**MMSD**  
PARTNERS FOR A CLEANER ENVIRONMENT

WEATHER CENTER       Select Language

ENHANCED BY Google   NEWSLETTER

[About Us](#) [What We Do](#) [What You Can Do](#) [Careers](#) [Procurement](#) [Government & Business](#) [News and Resources](#)

It's important that everyone take steps to reduce the spread of Coronavirus Disease 2019 (COVID-19). Find out more about COVID-19 in Milwaukee County, WI.

## PIPE CHECK

Home > Government & Business > Pipe Check

### Welcome to the Pipe Check Contractor's Resource Page!

This page is to provide resources and links to contractors working with the Milwaukee Metropolitan Sewerage District (District) on the Pipe Check program. This site provides information to secure funding, invoice completed work, summarize current financial availability for each municipality, and provide resource documents for the successful execution of the Pipe Check program.

Pipe Check is a unique program aimed at connecting Milwaukee area residents with District approved contractors to reduce the sources of clear water entering the sanitary sewer system from private property. Financial incentives are offered to address clear water entering the system from:

- the sanitary sewer lateral
- connected foundation drain
- connected downspouts
- improperly plumbed sump pump discharge

All contractors need to submit an application and be approved by the District prior to being accepted into the Pipe Check program. If you are interested in becoming a District approved contractor for the Pipe Check Program, please contact Becky Specht at [RSpecht@MMSD.com](mailto:RSpecht@MMSD.com) or 414-225-2162 for more details.

The Invoice and Reservation links provided below will only allow access to MMSD Approved Contractors. If you are an Approved Pipe Check Contractor and are having troubles logging in, please contact Becky Specht.

[Reservation Application](#) [Invoice Submittal Application](#)

#### MMSD Standard Forms

- Blank W9 Form
- Clear Water Evaluation Form
- Invoice Submittal Application

#### Program Resources

Standard Detail - Electrical Outlet for Sump Pump

## Information Provided on the site

- Available Funds By Muni
- Standard Forms
- Standard Details
- Training Documentation
- Link to the Reservation System
- Link to the Invoice System

# Reservation System

MMSD's Pipe Check Reservation Form

Contractor Name  
Bobs Plumbing

Homeowner First Name

Homeowner Last Name

Homeowner Email

Social Security Number (XXX-XX-XXX)

Property Address

Property Municipality  
- Select Municipality -

\*\*The Municipalities of Brookfield, Germantown, Menomonee Falls, Mequon, Muskego, and New Berlin are partially in the service area. Please check this property against the service area map.

Property Zip (XXXXX)    Phone Number (XXX-XXX-XXXX)    Property State (XX)

Submit button will become active only once Property Municipality is entered and funds are available

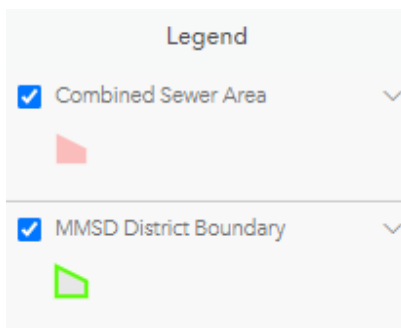
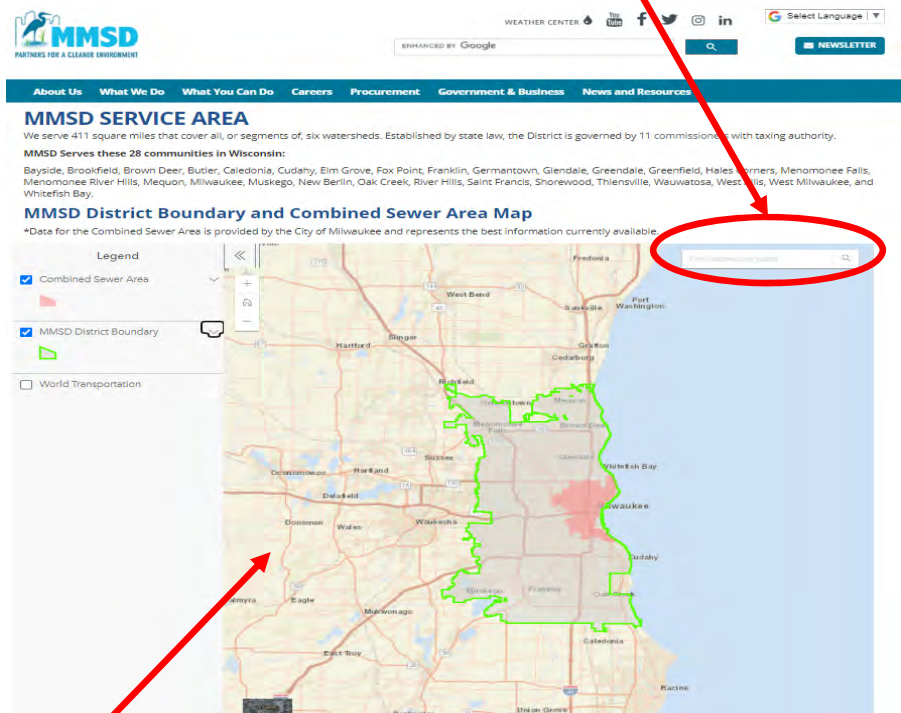
Cancel    Submit

PIPE CHECK

1. Contractor Name - From the drop down menu, choose your contracting firm. This information is pulled in from a preset list of Approved Contractors.
2. Enter the following information for the homeowner:
  - Homeowner First Name
  - Homeowner Last Name
  - Homeowner email
  - Social Security Number (Required)
  - Address of property work is to be completed on
  - Municipality (dropdown menu) – **confirm property is in the service area.** (contact Becky Specht if in doubt)

# Interactive Map

<https://www.mmsd.com/about-us>



Combined Sewer areas can not have the foundation drains disconnected. Milwaukee & Shorewood are the only two Cities partially in the combined service area.

Only properties inside the Service Area are allowed to participate. Brookfield, Germantown, Menomonee Falls, Mequon, Muskego, and New Berlin are only partially in the service area.

# Reservation System

**MMSD's Pipe Check Reservation Form**

Bayside ▼

\*\*The Municipalities of Brookfield, Germantown, Menomonee Falls, Mequon, Muskego, and New Berlin are partially in the service area. Please check this property against the [service area map](#).

Property Zip (XXXXX) Phone Number (XXX-XXX-XXXX) Property State (XX)

WI

Mailing Address is same as Property Address ☒ Yes ☐ No

Is Property in Combined Sewer Area? ☐ Yes ☒ No

\*\*Milwaukee and Shorewood are partially located in the combined service area. Using the [service area map](#) confirm if the property is located in the combined service area.


Mailing Address

Mailing Municipality Mailing State Mailing Zip (XXXXX)

AL ▼

Lateral Foundation Drain Disconnection/Palmer Valve Removal

Submit button will become active only once Property Municipality is entered and funds are available



2. Enter the following information for the homeowner:
  - Property Zip
  - Homeowner Phone Number
  - Property State
3. Choose "Yes" if the mailing address is the same as the house address. No further action is required. If the mailing address is different, choose "No" and provide the mailing address information.
4. Confirm if the property is in the Combined Sewer Service Area (CSSA)
  - Use the service area map to confirm if the property is in the CSSA area. Shorewood and Milwaukee are the only two municipalities that have sections in the CSSA.

# Reservation System

MMSD's Pipe Check Reservation Form

<b>Lateral</b> <input type="radio"/> None <input type="radio"/> Full Replacement w/o work in ROW <input type="radio"/> Full Replacement w/ work in ROW <input type="radio"/> Lining	<b>Foundation Drain Disconnection/Palmer Valve Removal</b> <input type="radio"/> None <input type="radio"/> FDD, Complete (Install sump pump & discharge piping, disconnect foundation drain from lateral, and removal of palmer valve) <input type="radio"/> Palmer Valve Removal Only <input type="radio"/> Palmer Valve Removal & Rerouting Existing Discharge Piping <input type="radio"/> Rerouting Existing Discharge Piping Only
---	--


Downspout Disconnect Quantity (\$25 Each, max \$100)

☐ Storm Lateral Installation and Connection ☐ Clear Water Evaluation

Attachments: Contractor shall attach the following documents:  
Clear Water Evaluation, homeowner waiver, and W9.

Requested Amount

Submit button will become active only once Property Municipality is entered and funds are available



4. Choose the work that will be completed at the property.
  - Lateral – Only one choice can be made
  - Foundation Drain Disconnection/Palmer Valve Removal – Only one choice can be made
  - Downspout Disconnection Quantity – Enter in values 1-4. Max of 4 per property
5. Storm Lateral Installation and Connection
  - New storm lateral to be install from house to curb and connected to storm sewer
6. Clear Water Evaluation
  - Home inspection and documentation of existing conditions must be completed for every home participating in the Pipe Check Program

# Reservation System

**MMSD's Pipe Check Reservation Form**

**Lateral**

☐ None

☐ Full Replacement w/o work in ROW

☐ Full Replacement w/ work in ROW

☐ Lining

**Foundation Drain Disconnection/Palmer Valve Removal**

☐ None

☐ FDD, Complete (Install sump pump & discharge piping, disconnect foundation drain from lateral, and removal of palmer valve)

☐ Palmer Valve Removal Only

☐ Palmer Valve Removal & Rerouting Existing Discharge Piping

☐ Rerouting Existing Discharge Piping Only

Downspout Disconnect Quantity (\$25 Each, max \$100)

☐ Storm Lateral Installation and Connection
 ☐ Clear Water Evaluation


Attachments: Contractor shall attach the following documents:  
Clear Water Evaluation, homeowner waiver, and W9.

There is nothing attached.

Attach file

Requested Amount

Submit button will become active only once Property Municipality is entered and funds are available



## 7. Requested Amount

- This box will provide the value of the financial incentive being reserved for the property. This is the maximum value of the financial incentive that will be provided if all program requirements are met

## 8. Attached Files

- The Clear Water Evaluation, Participation and Waiver form, and W9 must be attached for the reservation to be approved

## 9. The "Submit Button" will only work if the value of the reservation is more than \$0, and the property owner's information is entered.

# Clear Water Evaluation

MMSD PPII-R CLEAR WATER EVALUATION FORM		Inspection Date:
Contractor's Name:		
Inspector's Name:		
MUNICIPALITY:		
OWNER:		
HOUSE NUMBER:		
STREET NAME:		
ZIP CODE:		
APPROX. YEAR BUILT:		
BUILDING USE:		
1F, 2F		
INSIDE	1 PREVIOUS BASEMENT FLOODING	YES NO
	2 SOURCE OF PREVIOUS BASEMENT FLOODING	FLOOR DRAIN SUMP PUMP FOUNDATION FLOOR WALLS WINDOW WELLS OTHER UNKNOWN X-NONE
	3 FLOOR DRAINS	NUMBER OF FLOOR DRAINS X-NONE
	4 PIPES ENTERING FLOOR DRAIN	NUMBER OF PIPES ENTERING FLOOR DRAIN X-NONE
	5 PALMER VALVE IN FLOOR DRAIN	YES NO X-NONE
	6 CLEAR WATER (CW) SUMP CROCK CONDITION	DRY WET PREVIOUSLY WET X-NONE
	7 CW SUMP PUMP OPERABLE	YES NO OTHER X-NONE
	8 PIPES INTO CW SUMP CROCK	FLOOR DRAIN FOOTING TILE BOTH OTHER X-NONE
	9 CW SUMP PUMP DISCHARGE LOCATION	(A) TO SANITARY SEWER (B) GROUND W / IN 3' (FEET) (C) GROUND OUTSIDE 3' (FEET) (D) TO CURB (E) TO STORM SEWER (F) TO AREA DRAIN (G) UNKNOWN X-NONE
	10 WASTEWATER (WW) SUMP CROCK CONDITION	DRY WET PREVIOUSLY WET UNKNOWN X-NONE
	11 WW SUMP PUMP OPERABLE	YES NO OTHER X-NONE
	12 WW SUMP PUMP DISCHARGE LOCATION	GRAVITY TO SANITARY SEWER HUNG PIPE WITH PUMP X-NONE
	13 INTERNAL CLEANOUT	YES NO UNKNOWN
RECOMMENDATIONS	14 DOWNSPOUTS	TOTAL NUMBER OF DOWNSPOUTS X-NONE
	15 DOWNSPOUTS ENTERING GROUND	NUMBER OF DOWNSPOUTS ENTERING THE GROUND X-NONE
	16 DOWNSPOUT DISCHARGE LOCATION	(A) TO SANITARY SEWER (B) GROUND W / IN 3' (FEET) (C) GROUND OUTSIDE 3' (FEET) (D) TO CURB (E) TO STORM SEWER (F) TO AREA DRAIN (G) UNKNOWN
	17 ABANDONED DOWNSPOUT DISCHARGE	SEALED UNSEALED OPEN X-NONE
	18 YARD OR AREA DRAINS	LAWN DRIVEWAY PARKING AREA STAIRWELL WINDOW WELL PATIO OTHER X-NONE
Comments	19 OBSERVABLE OUTDOOR CLEANOUTS	NUMBER OF CLEANOUTS X-NONE
	20 CONDITION OF CLEANOUTS	SEALED UNSEALED CAP MISSING OTHER X-NONE

MMSD PPII-R CLEAR WATER BUILDING INSPECTION	
SKETCH - Include North Arrow	
<p>Sketch should include a north arrow, downspout locations, floor drain locations, sump pump crock locations, and location of the lateral as it exits the house. Outside cleanouts, sump pump, and downspout discharge locations should be shown on the sketch. Front of the house or the street location should be labeled on the sketch.</p> <p>General abbreviations that are acceptable as notes on the sketch:</p> <p>DSUG - Downspout goes underground, CO - cleanout, LAT - Lateral location, FD - Floor drain, SP - Sump Pump, DS - Downspout</p> <p>DSOL - Downspout discharge location (not needed if the downspout discharges to the surface).</p> <p>SPDL - sump pump discharge location</p> <p>Other abbreviations should include a note in the comments on what the abbreviation stands for.</p> <p>If drainage runs towards the house, show the location on the map with arrows depicting flow directions</p>	

- The blank version of the form can be found on the Pipe Check Contractor's Resource Page
- Must be completed for every participating property prior to filing a reservation
- This form will provide justification for the eligible Financial Incentive a homeowner can qualify for

# Participation and Waiver Form



## Milwaukee Metropolitan Sewerage District Pipe Check Participation and Waiver Form

The Private Property Infiltration and Inflow (PPII) Reduction Program was established by the Milwaukee Metropolitan Sewerage District (MMSD) in response to the extensive flooding that has occurred in the past.

Beginning in 2021, MMSD launched a residential version of the PPII Program, Pipe Check, which allows residential private property owners (residential, two units or less, within the District Service Area) to initiate PPII remediation work using a contractor from MMSD's Approved Contractor List. This work may be partially funded by MMSD. Participation in the Pipe Check Program is voluntary; however, completion of this waiver form is required to participate. Please carefully read the lines below and sign if you choose to participate in the Pipe Check Program.

1. I have received the materials outlining the list of reimbursable work, the reimbursement rate for that work and eligibility conditions.
2. I understand that to participate in the Pipe Check Program, I must provide a completed W-9 to my Contractor for submission to MMSD. I acknowledge that I may receive a 1099 tax form from MMSD if the value of the reimbursable work completed on my property exceeds \$600 in value. I understand MMSD is not able to provide me any tax advice and I must consult a tax professional should I have questions about tax implications of participating in the Pipe Check Program.
3. I understand I must use one of the contractors from MMSD's Approved Residential Contractor List. MMSD represents that the contractors on this list are capable of performing Pipe Check reimbursable work. However, it is solely within my discretion to vet and select which approved contractor I would like to utilize.
4. I acknowledge that my contract for completion of the work will be solely between myself and my selected contractor. I have no contractual relationship with MMSD and MMSD is not warranting the work, nor shall it be responsible for any defects. MMSD will not get involved in any disputes between myself and my selected contractor.
5. I authorize MMSD to pay my selected Contractor directly for that the reimbursable work completed on my property MMSD is partially funding. I will not be responsible for paying the Contractor for the portion of work that is to be funded by MMSD. The final invoice from the Contractor must contain a line or lines indicating what work was partially funded by MMSD and the value of the work.
6. I recognize that as part of participation in the Pipe Check Program, my selected contractor is required to:
  - a. Handle all reservations and submittals to MMSD to receive payment for the portion of work funded by MMSD.
  - b. Provide a three-year workmanship and equipment warranty as a standard offering. I am not required to purchase an extension or any other services to receive this three-year warranty.
7. I consent and agree to allow MMSD to use any digital media file showing the work done at my property, for promotion of the Pipe Check Program materials. My name and address will not be used in the promotional materials.
8. I understand that MMSD may do inspections of my contractor and the completed work from time to time as part of its oversight of the Pipe Check Program. Such inspections are not for purposes of directing the work or determining compliance with municipal permitting requirements. I consent to a District employee or designee entering my property for inspection purposes ONLY during construction.
9. MMSD may contact you to receive feedback on the work completed as part of the Pipe Check program for the 3 years following participation.



I (we) shall indemnify and hold harmless MMSD, its employees, representatives, contractors, agents and assigns from any and all liability of any kind or nature whatsoever, including, without intending any limitation, claims for bodily injury or property damage arising out of my participation in the Pipe Check Program.

☐ I (we) own the subject property and choose to participate in the Pipe Check Program, and by signing this form, I (we) agree to the terms of this Participation and Waiver Form.

Property Owner Name(s): \_\_\_\_\_  
\_\_\_\_\_

Property Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ (day) \_\_\_\_\_ (eve.) \_\_\_\_\_ (cell)

\_\_\_\_\_  
\_\_\_\_\_

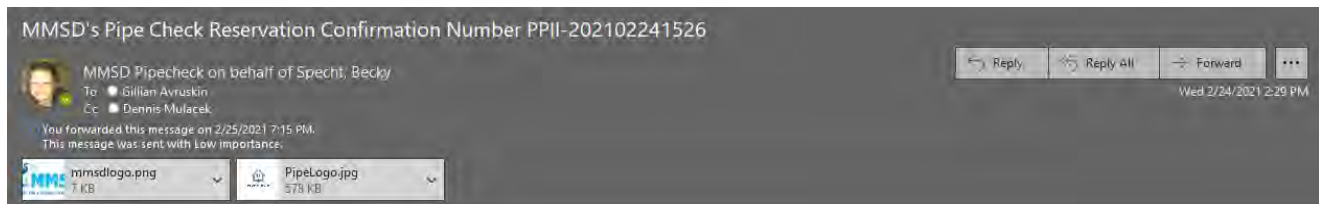
Signature(s) of Property Owner(s)

Date

- The blank version of the form can be found on the Pipe Check Contractor's Resource Page.
- Must be completed for every participating property prior to filing a reservation.
- This form summarized the program requirements that must be met by the homeowner to participate in the Pipe Check program.

- The blank version of the form can be found on the Pipe Check Contractor's Resource Page
- Must be completed for every participating property prior to filing a reservation.
- The Financial Incentive provided to homeowner through the Pipe Check program is considered taxable income if the value is over \$600. A W-9 must be filed with the District prior to participating in the Pipe Check Program
- Please note: Homeowners should direct all tax related questions to a qualified tax expert and not to The District or the Approved Contractor
- A 1099 will be sent to the homeowner at the end of the year

# Reservation System



GILLIAN,

Thank you for participating in the Milwaukee Metropolitan Sewerage Districts (MMSD) Pipe Check program.

Bobs Plumbing anticipates the following work to be completed at 123 main, Franklin:

- Lateral lining/Full Replacement: Full Replacement w/o work in ROW
- Foundation Drain Disconnect/Palmer Valve Removal: None
- Quantity of Downspout Disconnects: 0
- A Clear Water Evaluation Will notbe completed.
- Storm lateral installation and connection to the storm sewer Will notbe completed.

Upon successful completion of the listed work according to the terms you have agreed upon with your contractor, the contractors is eligible to receive up to \$4000from the Pipe Check Program to offset the cost of the work that is bill to you. All work must be completed per the requirements of the Pipe Check Program to receive the full value of the reimbursements. The work must be completed and submitted by 2021-04-25.

For terms of payment, please refer to the Pipe Check Participation and Waiver Form and your contract with Bobs Plumbing.  
If you have any questions regarding the scope of work being completed, please contact Bobs Plumbing at .

If you have any questions regarding the Pipe Check Program, please contact Becky Specht at [RSpecht@MMSD.com](mailto:RSpecht@MMSD.com).

Thank you for your participation in the Pipe Check Program with MMSD.

- Once the reservation is completed by the contractor, an email will be sent to the homeowner and the approved contractor will be carbon copied.
- The reservation notification email includes:
  - The address of the property and owner information
  - The financial incentives applied for with the reservation
  - The reservation number
  - Contact information for the Contractor who submitted the reservation
  - The total maximum value of the financial incentives that can be issued if all the work is completed per the program requirements
- The work is required to be completed and invoiced within a 60-day window.
- A one-time extension of 30 days can be applied for under extenuating circumstances. Contact Becky Specht to request consideration for an extension.



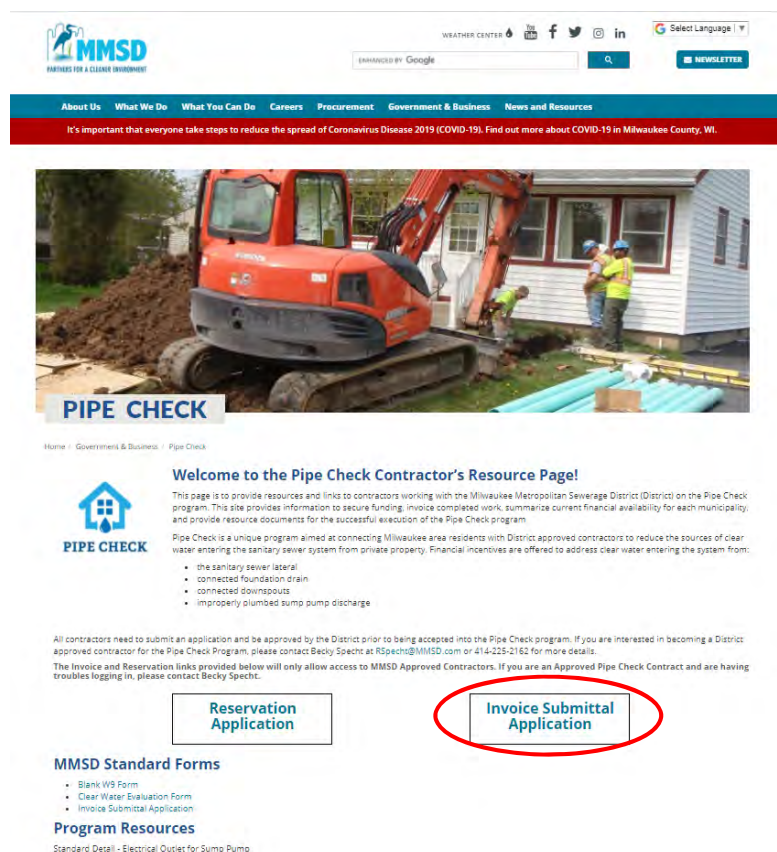
# Invoicing System

# Invoicing System

<https://www.mmsd.com>



<https://www.mmsd.com/government-business/pipe-check>



# Invoicing System

MMSD's Pipe Check Invoice Submittal Form

Contractor Name Fred's Plumbing	Reservation Number	Contractor Invoice Number	Invoice Date 3/3/2021
------------------------------------	--------------------	---------------------------	--------------------------

Homeowner Name and Address

--	--	--	--	--	--

Contractor's Mailing Address

--	--	--	--

Work Being Invoiced

Lateral	Foundation Drain Disconnection/Palmer Valve Removal
<input type="radio"/> None	<input type="radio"/> None
<input type="radio"/> Full Replacement w/o work in ROW	<input type="radio"/> FDD, Complete
<input type="radio"/> Full Replacement w/ work in ROW	<input type="radio"/> Palmer Valve Removal Only
<input type="radio"/> Lining	<input type="radio"/> Palmer Valve Removal & Rerouting Existing Discharge Piping

Cancel Submit

PIPE CHECK

1. Contractor Name - Choose the name of the contracting company you are with.
2. Reservation Number – This number is issued at the time of reservation. Based on the chosen contractor, the list of open reservations will be updated to only show open reservations for the chosen contractor.
3. Contractor Invoice Number - This number is issued by the contractor.
4. Invoiced Date – Choose the date the invoice is being submitted on.
5. Homeowner Name and Address – Data will be automatically filled in based on the reservation number. No changes can be made to this information.
6. Contractor's Mailing Address – Data is pulled in from the Contractor's contact information. No changes can be made to this information.

# Invoicing System

**MMSD's Pipe Check Invoice Submittal Form**

**Work Being Invoiced**

**Lateral**

☐ None  
☐ Full Replacement w/o work in ROW  
☐ Full Replacement w/ work in ROW  
☐ Lining

**Foundation Drain Disconnection/Palmer Valve Removal**

☐ None  
☐ FDD, Complete  
☐ Palmer Valve Removal Only  
☐ Palmer Valve Removal & Rerouting Existing Discharge Piping  
☐ Rerouting Existing Discharge Piping Only

**Downspout Disconnect Quantity**  
(\$25 Each, max \$100)


☐ Clear Water Evaluation ☐ Storm Lateral Installation and Connect

**Attachments**  
Contractor shall attach the following documents:  
- closed municipal plumbing permit

**Invoice Amount**  **Reserved Amount**

**Invoiced Amount cannot exceed Reserved Amount**

**Cancel** **Submit**



7. **Work Being Invoiced** – Pick the financial incentive options that are applicable to the work completed for the selected reservation number. This work may differ from the options selected at the time that the reservation was submitted. As long as the “Invoice Amount” is less than the “Reserved Amount” the invoice can be processed. If the invoice is for more than the reservation, the invoice will not be allowed to submit. If your invoice is more than the reserved amount, contact the Pipe Check Program Administrator.

# Invoicing System

MMSD's Pipe Check Invoice Submittal Form

**Attachments**  
Contractor shall attach the following documents:  
- closed municipal plumbing permit  
- contract between contractor and homeowner  
- final homeowner invoice  
- a copy of the warranty

There is nothing attached.  
Attach file

Invoice Amount: \$ 0  
Reserved Amount: \$ 8250

Invoice Notes

For all lateral lining, a post video is required. videos will be uploaded to T4 and a link to the Video shall be provided in the "Invoice Notes Section"

Cancel Submit

PIPS CHECK

8. Attachments - To attach the required documentation, left click the "Attach File" icon.
  - a. Documents to be attached:
    - closed municipal plumbing permit
    - executed contract with the homeowner
    - final homeowner invoice
    - warranty information
    - If lining, included
      - QA/QC documentation, link to the post video uploaded to t4, automated Quality Assurance Report(UV curing only)
    - If pipe bursting, included
      - QA/QC documentation for pipe fusing ( butt fusion, electrofusion, etc.)
9. To submit your invoice for review, click the "Submit" button. The "Submit" button will only work if the value of the invoice request is less than the reservation. A draft invoice cannot be saved.

# Invoice Requirements

**CONTRACTOR INVOICE**

Contractor / Freelancer				Client			
Name Becky's Plumbing				Name Becky Smith			
Address 6535 South 35th				Address 1234 West Way Stree			
City Greenfield	Prov. WI	Postal Code		City Bay View	Prov. WI	Postal Code	
E-mail Becky@BeckysPlumbing.com				E-mail BeckySmith@Gmail.com			
Telephone (Business) 414-656-5555		Fax		Telephone (Business) (111)-252-1111		Fax	
Type of contracting							

Charges				
Description of Work Performed	Unit	Rate	Quantity	Amount
Full Replacement w/o work in ROW				\$10,000
FFD, Complete				\$2,000
Downspot Disconnection x 4				\$125
Clear Water Inspection				\$150
MMSD Pipe Check Financial Incentive Credit				-\$5850
Install Toilet				\$1000
TOTAL (before tax)				\$7,425
TAXES				
TOTAL				

SAMPLE HOMEOWNER INVOICE

Information that that shall be listed on the homeowner's invoice:

- For each financial incentive, provide the total cost of the work to complete without accounting for the discount the homeowner will receive for participating in the Pipe Check Program.
- A line for the total value of the financial incentive credit provided by the Pipe Check Program identified as "MMSD Pipe Check Financial Incentive Credit"

Information that shall be listed on MMSD's invoice:

- Contractor's invoice number
- Pipe Check reservation number
- Invoice Date
- A line item for the full value of the amount due by MMSD labeled as "MMSD Pipe Check Financial Incentive Credit"

To receive payment by MMSD, two invoice must be attached to the invoice process;

- 1) a copy of the invoice sent to the homeowner for the full value of the work.
- 2) an invoice addressed to MMSD for the value of the financial incentives

provided

by the Pipe Check Program

The homeowner is responsible for all costs above and beyond the listed financial incentives.

# t4 Spatial

---

All lateral lining completed under the Pipe Check Program is required to have a post lining CCTV uploaded to the t4Vault which is a product of t4 Spatial. A free account will be issued by the District to allow contractors completing lateral lining in order to upload videos.

One-on-one training can be provided upon request with a trainer from T4 Spatial representative.

## Set-up and Uploading

1. The Pipe Check Administrator will contact you if your company has been approved to complete lateral lining. The full name and email of each user is required in order to provide access to t4Vault.
2. Each user will receive a welcome email with information on how to download the t4Vault desktop application. This application will allow you to upload CCTV videos and the required csv file.

Hi Rebecca,

Welcome to **t4Vault**! We are so pleased to meet you!

**t4Vault** is the easiest way to organize and share the sewer inspection data of your organization.

Web access URL:

<https://vault.t4spatial.com/>

You can download the latest version of our desktop application to upload your data here:


[Windows/PC](#)  
[Mac](#)

If you ever have any questions or feedback, just send us an email to [support@t4spatial.com](mailto:support@t4spatial.com) - We are happy to help!

t4 team

t4Spatial Inc, Commerce Capital Building, 120 East de la Guerra Street, Santa Barbara CA 93101  
+1 805-921-3000 | [contact support](#)

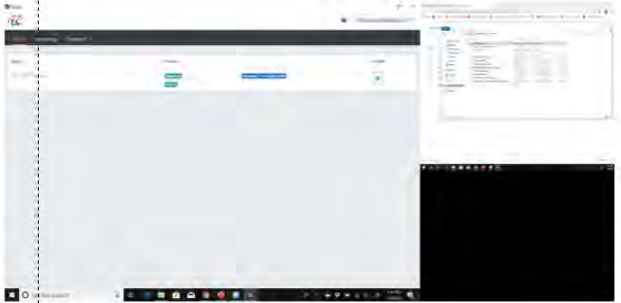

# t4 Spatial Cont.




## Process for Uploading Inspection Work

3. Download to your desktop from t4  
<https://www.t4spatial.com/t4-vault/>

4. Once Signed In, Open the App  
- drag and drop your created folder of video and CSV file into the app and it will begin to load






The .CSV can be found on the Pipe Check Contractor's Resource Page

Information that will be required in the .CVS includes:

- Video File Name
  - The video file will be name the "Reservation Number\_Post"
- Date & Time
- Municipality
- Street
- Reservation Number
- Material
- Lateral Size




# t4 Spatial Cont.



## Process for Uploading Inspection Work

Download to your desktop from t4  
<https://www.t4spatial.com/t4-vault/>

Once you have clicked out to the web version you can see all uploads and inspections you have completed and provide link to MMSD



# t4 Spatial Cont.

All videos that are uploaded by you will be found listed on your dashboard once you are logged in to t4Vault.

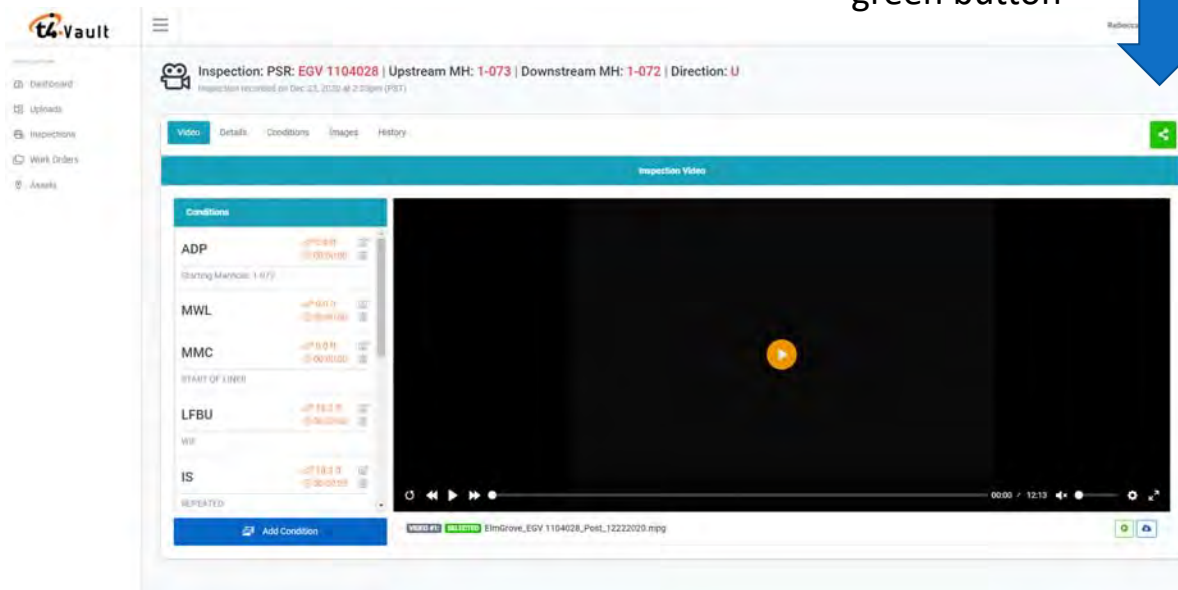
To share the hyperlink to the video, as required in the invoice process,



1. Choose the video you need the hyperlink for



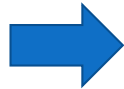
2. Click the green button



# t4 Spatial Cont.

All videos that are uploaded by you will be found listed on your dashboard.

3. Copy the  
hyper link



4. Paste in  
the invoice  
notes box.





## FAQs

# FAQ

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You start work in the home and realize there is less work required to be completed per the Pipe Check Program than stated in the reservation, what action should be taken?

- No immediate action required. When the invoice is filed, identify the work that was actually completed. The invoice amount should be lower than the reserved amount. All excess reserved funds will be returned to the Municipality's available allocation. When submitting the invoice, identify why there is a difference in the amount reserved vs. the invoice value.

You start work in the home and realize there is more work required to be completed to meet the requirements of the Pipe Check program than the amount you reserved, what action should be taken?

- Call the Pipe Check Administrator as soon as possible. Funding is distributed on a first come first serve basis. If funds are available, the Pipe Check Administrator can adjust the value of the reservation. Please do your best to limit the frequency of this action.

If a lateral only requires a spot repair or the homeowner is only interested in a spot repair, does the work still qualify for the Pipe Check financial incentive?

- No, there is no financial incentive for spot repairs.

What should you do if you forgot to attach a document to the invoice or reservation form?

- Contact the Pipe Check Administrator via email and included the missing documentation. They will attach it to the appropriate process.

Can additional work beyond Pipe Check approved work be completed for a customer?

- YES! But.... on the invoice, separate the line items associated with work under the Pipe Check program from the work that was completed at the request from the homeowner. The Pipe Check program is not financially responsible for any additional work outside of the stated financial incentives stated.

Can I offer a service plan to a homeowner who participates in the Pipe Check Program?

- No service fees or service plans can be offered in conjunction with work completed under the Pipe Check program beyond the required 3 year warranty.

What if a section of the lateral is in good condition or is newly replaced, do I have to do repairs? I.e. the City already replaced the lateral from the mainline to the property line.

- If a section of a lateral has already been replaced, the contractor is not required to line or replace that section of the lateral to qualify for the Pipe Check financial incentive.

# FAQ cont.

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During the inspection of the home and/or of the lateral, poor craftsmanship was identified which was completed recently by a contractor hired by a homeowner or by an external agent, is the homeowner still able to participate in the Pipe Check Program?

- Contact the Pipe Check Administrator which situations like this arise. Do not proceed with completing a reservation or completing Pipe Check qualifiable work until direct to do so by the Pipe Check Administrator.

You open the floor to disconnect the foundation drain and it is already disconnected or cannot be located. How will your time be paid for?

- Document your time and materials to complete restoration and the changes in site condition. Submit this information for review to the Pipe Check Administrator. With approval, the Program will cover up to \$750 of documented and justifiable costs. We are asking the homeowner to do this work, we don't want them to have to pay if there ends up being an issue. Please do your best to limit the frequency of this.

Can homeowners receive the Pipe Check financial incentives for work that was already completed prior to filing a reservation?

- Financial incentives can not be completed for work that was done prior to filing a reservation or for work completed by a contractor who is not part of the Pipe Check Program.



# Program Technical Standards

# Technical Standard - CCTV

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CCTV completed as part of the work for the Pipe Check program shall meet the following requirements:

- A footage counter must be accurate, calibrated, and shown on the video display.
- The property address, municipality, and if it is a pre or post rehabilitation video shall be shown at the beginning of the video. (a small whiteboard is often used)
- The camera should be set so 100% of the pipe circumference is visible during televising. Televising rate shall not exceed 30 feet per minute.
- The video shall maintain continuous visibility throughout the entire length of lateral televising of the post lateral replacement or rehabilitation video. Videos where the camera is underwater or the lens has become contaminated will be required to be re-done.
- A pan and tilt camera preferred and recommended for all recordings submitted to the Pipe Check program.
- Each lateral television inspection shall begin when the Contractor has successfully set-up the equipment at the mainline / lateral connection or sanitary manhole / lateral connection, and or an internal / external lateral access structure.
- Contractor shall complete the televising and recording by means of returning the televising equipment to the launching point (pull back).

For all lateral lining work, a CCTV recording shall be provided to the Pipe Check program. The video shall be uploaded to t4 Vault and a hyperlink the video shall be included in the notes section of the invoice application.

All pre-repair or replacement (lateral) CCTV inspections shall be recorded and provided to the homeowner.

# Technical Standard – Excavations, Pipe Replacement, Mainline Connections

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In general, all exterior excavation, pipe replacement, mainline sewer connections, and pipe connections shall conform to the most recent edition of the Standard Specifications for Sewer and Water Construction in Wisconsin. All specifications, guidelines, and/or rules that apply within the municipality in which you are working prevail. All work must be covered by the permit and inspection processes required by the municipality in which you are working.

In general, all interior work shall be completed in accordance to State of Wisconsin SPS 325. All specifications, guidelines, and/or rules that apply within the municipality in which you are working prevail. All work must be covered by the permit and inspection processes required by the municipality in which you are working.

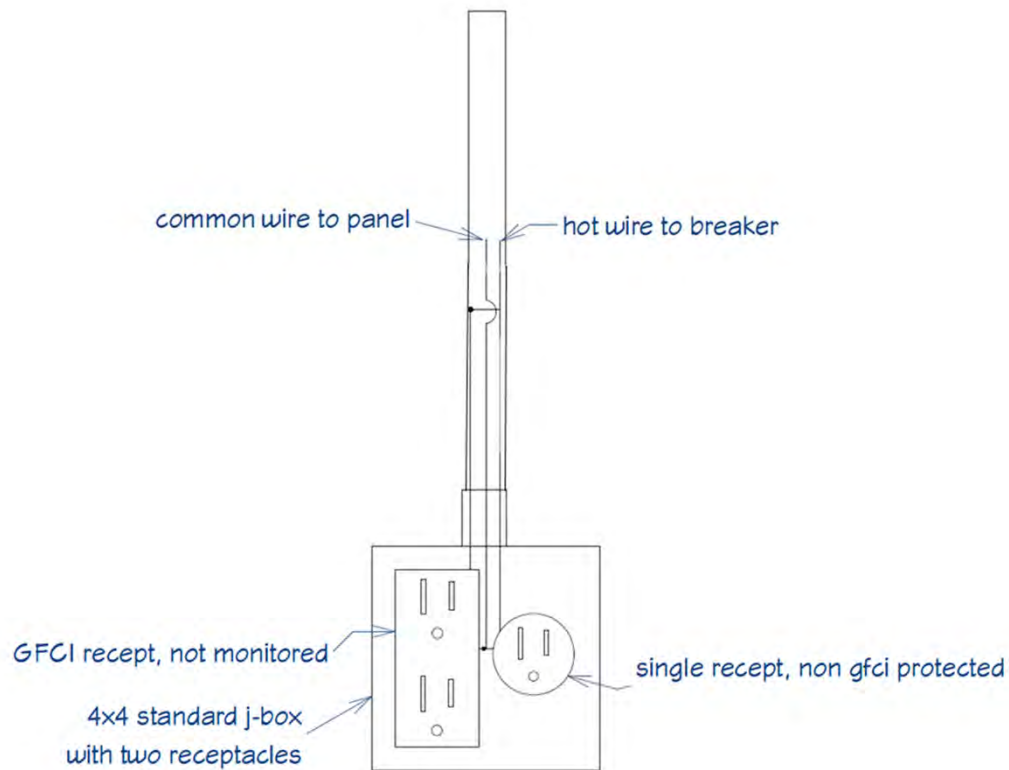
# Technical Standard – Pipe Connections

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Where connections between sections of pipe, pipe type transitions, pipe size transitions, or final connections are necessary, the joining method shall be structurally equivalent or superior to the pipes being joined and water-tight. Shielded, shear-resistant flexible pipe connectors are recommended such as manufactured by Dallas Specialty & Manufacturing, Co of Grand Prairie, TX, Joints Couplings, El Monte, CA; Fernco Joint Sealer Co. of Ferndale, MI., or equal. The flexible pipe connectors shall conform to ASTM C425 with stainless steel bands and shear ring conforming to ASTM A564. The flexible pipe connectors shall be specific to the actual pipe outside diameter and pipe material being used OR the contractor shall use a transitional bushing conforming to ASTM C1173. Where it is necessary to join a larger diameter upstream pipe to a smaller diameter downstream pipe, an eccentric couple shall be used.

# Technical Standard – Electrical Outlet for Sump Pump

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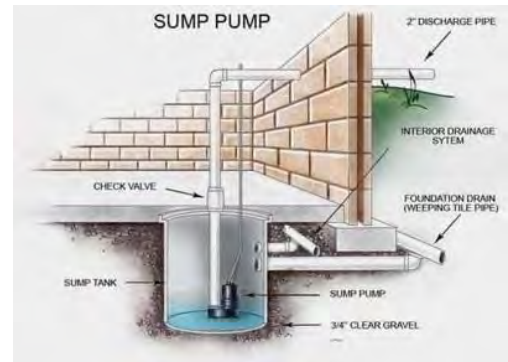


Lesson learned : When a GFCI outlet was tripped, the sump pump was not functioning. Homeowner was unaware that the GFCI was tripped. Single non-protected GFCI outlet recommended. Electrical shall confirm installation meets the electrical code of the municipality in which you are working and State of Wisconsin SPS-316 as apply.

# Technical Standard – Sump Pump

## Sump Pump Requirements

- 1/3 HP submersible
- Cast-iron or stainless-steel sump pump
- Three-year manufacturer guarantee
- Minimum pump rate of 40 gallons per min at 10 feet of head
- Full load draw should be no more than 5.6 amps



The work shall include existing drainage system determination, sawing/breaking the basement floor for crock installation, excavation removals, transport and disposal of excavated material, supplying and installing the sump pump and crock, connecting the existing interior foundation drains to the crock, backfill using 3/8" limestone chips, supplying and installing discharge pipe from the sump pump to a code approved discharge location or to a storm lateral, and basement floor and foundation wall restoration.

The sump crock shall be installed where it can be connected to the existing interior foundation drains. The sump crock depth dimension shall provide for connection of all foundation drain tiles with sufficient slope as to not induce water pooling in the foundation drains. The contractor shall make every reasonable effort to minimize any conflicts and interferences of the sump crock installation with site fixtures and other utilities. Locations for sump pump installations shall meet state and local building code requirements and homeowner approval prior to construction.

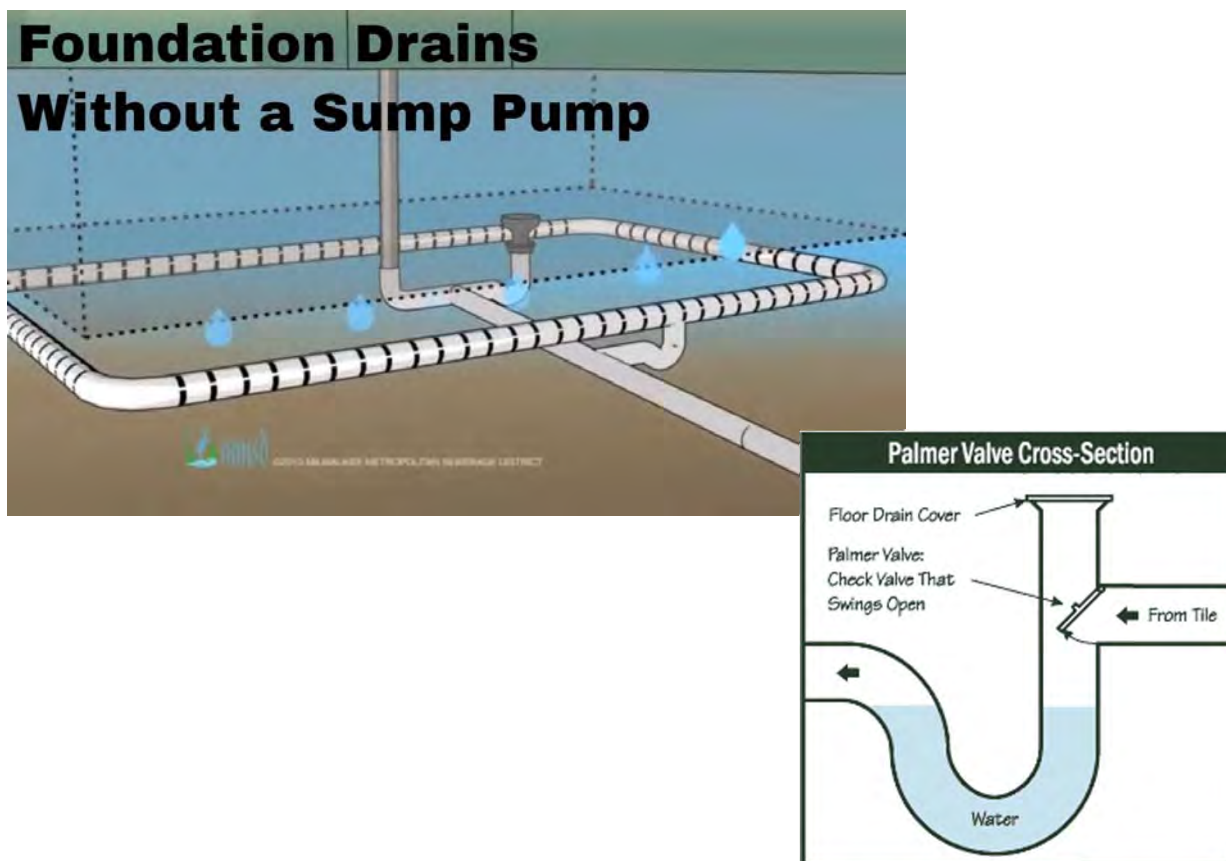
The contractor shall install the pump as per the manufacturer's specifications to ensure satisfactory and complete operation. The discharge pipe from the sump pump through the basement wall shall be 1½" diameter PVC pipe with check valve near the upstream pump end of the discharge pipe. The discharge pipe shall have an air gap /air break at the discharge end on the exterior of the house. The air gap / air break shall be between the discharge end of the pipe protruding through basement wall and the connection to the storm lateral riser pipe or the discharge hose for surface discharge.

Refer to the storm lateral detail for additional information the requirements for the air gap.

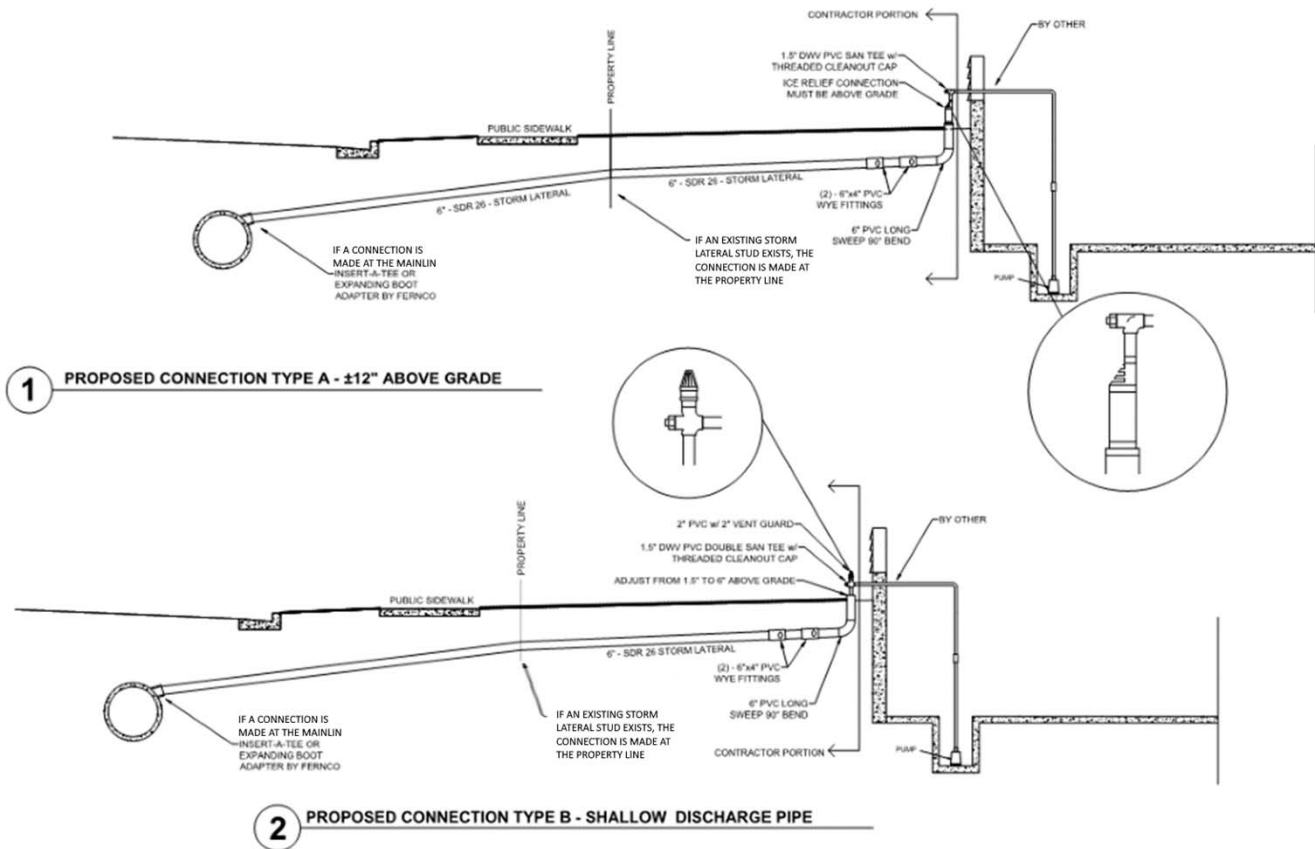
# Technical Standard – Palmer Valve Abandonment

The contractor shall verify the existence of a palmer valve, or discharge pipe, at the floor drain and excavate immediately adjacent to the floor drain to access the pipe draining to the palmer valve, remove a small section of the exposed pipe and cap both ends of the pipe. The contractor shall backfill using 3/8" limestone chips and restore the basement floor and foundation walls as close to preconstruction conditions as possible. Restoration of core holes in foundation wall and basement floor restoration shall be watertight.

All connections to the sanitary sewer from the foundation drain are required to be disconnected.



# Technical Standard – Storm Lateral



A storm lateral shall be installed only if:

- there is a storm lateral connection at the property line, and
- it is required by the municipality or it is desired by the property owner

The work shall include trenching and installing 6" diameter PVC pipe in accordance with the local municipality and State Plumbing Code from the storm lateral located at the property line to the sump pump discharge outside the basement wall. The contractor shall use appropriate adaptors to connect the 6" storm lateral extension to the existing storm lateral (size, location, and material to be confirmed with the municipality) and 1-1/2" diameter PVC sump pump discharge.

If connecting to an existing storm lateral, the contractor should complete a CCTV inspection to assure the storm lateral is in good working condition.

# Lining & Pipe Bursting

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QA/QC and Product Review Meeting for Lining  
and Pipe Bursting

# Future Program Plans

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- This program needs to work for all involved. Please provide feedback on areas that could be improved.
- We will be looking to streamline processes as this program grows to accommodate increased funding and participation.
- Current Improvement Plans:
  - A landing site to allow contractors to see what reservations they have open and the remaining time available
  - Increasing available funding for each municipality
  - A resubmittal process if changes are required to the invoice.
  - Invoice submittal process for changed site conditions
  - Provide financial assistance to low income homeowners