

TAMPA ELECTRIC COMPANY PROCEDURES

DOCUMENT NUMBER: 16100

APPLICATION: ELEMENTARY, MIDDLE AND HIGH SCHOOL

DATE OF ISSUE:

03-17-15 - **Revised TECO contact personnel**
04-11-14 - **Revised document title; adjusted sequence of construction events, revised easement preparation procedure, and contact information**
02-09-11 - Revised TECO and HCPS Contact personnel
02-20-09 - Revised design procedure
09-21-07 - General Revisions
06-01-06 - First issued

NOTES:

Continued coordination with public utility providers for design approval and obtaining service commitments is the responsibility of the architect.

Obtaining temporary and permanent power on new construction sites is the responsibility of the Contractor/Construction Manager. The attached procedures are outlined to facilitate the process.

ATTACHMENTS:

Tampa Electric Company Procedures for Hillsborough County Public Schools, dated **03-17-2015**.

**TAMPA ELECTRIC COMPANY PROCEDURES FOR
HILLSBOROUGH COUNTY PUBLIC SCHOOLS
03-17-2015**

DESIGN

1. **ARCHITECT/ENGINEER** contacts Tampa Electric Company (TEC) Project Manager at the appropriate time during design to request TEC's review of the proposed design, including the transformer location. Notify TEC at this time if any of TEC's existing equipment needs to be relocated or removed.

Maru Martinez, Project Manager – New Construction
Tampa Electric Co.
702 N. Franklin St.
Tampa, FL 33602
Office: (813) 2028-1152
Mobile: (813) 309-9147
MMartinez@tecoenergy.com
2. **ARCHITECT/ENGINEER** submits review documents to TEC, including:
 - a. Cover letter, including OWNER's (HCPS) name and phone number
 - b. Electrical Site Plan; showing the proposed transformer location.
 - c. Preliminary Electrical service Riser diagram, preliminary load summary
 - d. Estimated start date for construction
 - e. Estimated in-service date
3. **ARCHITECT/ENGINEER** follows up as required to gain TEC's approval and revises plans as necessary to ensure that the 60% check set documents reflect the TEC-approved design.
4. **ARCHITECT/ENGINEER** submits the 60% check set to OWNER, including the engineer's confirmation letter that the plan has been approved by the TEC Field Engineer. TEC's Project Manager and Field Engineer are copied on the letter.

CONSTRUCTION

5. **CONTRACTOR/CM** contacts TEC at (813) 635-1500 or www.tampaelectric.com to initiate request for either temporary or permanent service. CONTRACTOR/CM follows up by sending **written** request for permanent service to TEC, **including the following documents**:
 - a. Cover letter to include Contractor/CM name and phone number and Electrical contractor name and phone number, if available.
 - b. **A written description, prepared by the design professional, which briefly describes the scope of work and equipment to be provided by TEC.**
 - c. Two copies of construction drawings as follows: civil site plan (with legal description, north arrow, and "point of beginning"), electrical site plan, electrical service riser diagram, load summary and panel schedules and architectural plans to locate windows and doors for transformer placement.
6. **TEC** Project Manager (or authorized *One-Source* engineering representative) initiates the layout number/work request number for **permanent** service as soon as the Owner's design is completed and construction plans are obtained; ideally before or simultaneously when it goes out to bid. TEC's engineering department requires all the information necessary to complete their engineering prior to the start of construction. Once the contractor has been selected, pre-construction meeting(s) should be initiated and led by TEC's project management. TEC to advise the Engineer of the layout number and contact person for use during the request for service connection and service inspection.
7. **OWNER** (HCPS) issues a "Letter of Intent" to grant a utility easement to TEC, based on the **written description provided under Paragraph 5.b above.**

8. **TEC** field engineer visits the site upon receipt of all items listed above, designs the distribution system, and assigns layout numbers. Temporary and permanent services receive separate layout numbers.

Note: When ready for temporary power, Contractor/CM notifies TEC's field engineer and OWNER (via e-mail to: Marilou.King@sdhc.k12.fl.us) that the temporary service is ready for field observation. OWNER then sends a letter to TEC, authorizing temporary power to be released. The letter must include the layout number for temporary power and billing instructions.
9. **CONTRACTOR/CM** stakes the equipment locations according to TEC's General Rules & Specifications and notifies TEC when complete.
10. **TEC** inspects staking within 16 working hours. Upon approval, conduit is installed within 15 working days.
11. **CONTRACTOR/CM:**
 - a. Installs secondary conduit and wire between meter panel and transformer (secondary conduit must be installed before transformer to prevent undermining)
 - b. Prepares transformer pad/site and calls TEC for inspection
12. **TEC** inspects pad/site within 16 working hours. Upon approval, transformer and cable is installed.
13. **CONTRACTOR/CM** requests final inspection of service from Engineer of Record. If satisfactory, Engineer of Record e-mails a recommendation to HCPS, Marilou.King@sdhc.k12.fl.us, for energizing of service.
14. **OWNER** sends letter to TEC, authorizing permanent power to be released. The letter must include the layout number for permanent power and billing instructions.
15. **TEC** installs meter, usually within 2 business days of approval, and energizes system
16. **OWNER** procures and sends to TEC a sketch and legal description, for TEC's use in drafting a new or revised utility easement. Sketch must include Point(s) of Reference relative to the property boundary, and all new or relocated TEC equipment, including any associated underground or aerial transmission lines, depicted within one or more 15' wide easements. (HCPS Project Coordinator obtains sketch and legal description, then forwards via e-mail to Denise.Taraschi@sdhc.k12.fl.us.)
17. **TEC** writes the easement agreement and sends it to the OWNER (ATTN: Denise Taraschi, Property Specialist), with the sketch and legal description attached, for School Board approval. Upon approval, OWNER returns a fully executed original to TEC. TEC then officially records the easement with the Clerk of Hillsborough County, and forwards a copy of the recorded easement to OWNER.

NOTE: Contractor/CM may contact the TEC Project Manager as needed to discuss project specific needs and schedule.