

Utility Service Request Fact Sheet

Developers desiring utility service from Central Florida Tourism Oversight District (“CFTOD”) must submit a Utility Service Request (“USR”) utilizing the form and format provided by the Reedy Creek Energy Services (“RCES”). The USR may be submitted electronically, or in person, to the address indicated on the USR form.

Required Information: RCES will not begin its review of a USR until it is deemed complete. A USR is deemed complete if it includes the following information:

- Personal identification (including developer’s name, valid mailing address and valid email address)
- Name, or entity, to which utility bills are to be rendered
- Name, or entity, that will be responsible for paying any required contribution-in-aid-of-construction (“CIAC”)
- Date by which service is required.
- Type of service requested (i.e. temporary or permanent) and Basis of Demand (schematic or final)
- Site plan, including location map, which clearly shows the location to which service is being requested. Site plan must include the requested point of connection(s) to the CFTOD utility system.
- Estimated demands for each utility service being requested and supporting documentation.

Conceptual “Blue Sky” Reviews: A developer that desires to get preliminary information on the extent of work required and any potential CIAC for a proposed project shall not submit a USR. Rather, the developer shall contact RCES Planning & Engineering and provide as much information as possible on location, demands and schedule. RCES will review the information and will respond via email with a non-binding estimate. Once the developer decides to proceed with the project, the USR process shall be followed. The USR response at that time over-rides any preliminary information previously provided.

USR Review Times: A USR is not considered complete until ALL required information has been submitted. Review times will vary depending on the complexity/magnitude of the proposed development and the status of the developer’s design. For complex projects, developers are strongly encouraged to engage RCES Planning & Engineering staff as early as possible. **USRs should be submitted sufficiently in advance of anticipated needs to permit review and approval, design, material procurement, bidding and contract award, mobilization and construction to occur in accordance with the requirements of CFTOD’s procurement requirements. Requestor should contact RCES regarding schedule before and as part of the preparation of the USR.**

USR Response: After review of the USR (and accompanying data), RCES will provide a response to the developer in writing informing them of the ability to provide the desired service(s), any conditions for said service, relevant instructions to the developer and costs (if any) that the developer will be required to pay (also known as the developer’s CIAC).

Contribution-In-Aid-of-Construction (“CIAC”): CFTOD Utilities Division may elect to pay (in whole or part) for new service improvements in accordance with the CFTOD tariffs. The CFTOD tariffs require the comparison of a revenue calculation to the cost to provide the service. This comparison results in a determination of a CIAC which is defined as the difference between CFTOD’s cost to provide the service (including design, construction, material and soft costs) and the value of the incremental revenue. **Note that the CIAC identified in the USR response is only an estimate, and the developer will be responsible for the difference between the actual cost to provide the service and the estimated revenue.**

Changes after Issuance of USR Response: If the developer makes changes to their project after the issuance of the USR response that affect the utility service design, project schedule, construction cost estimate, or the demand projection(s), then the developer must submit a revised USR for consideration by CFTOD Utilities Division. No significant additions or changes shall be made to the developer’s installation without first submitting the revised USR and receiving a response.

Performance of Utility Work: If a CIAC is required, the developer must provide written authorization to RCES of their intent to pay the CIAC. Upon acceptance by the developer to pay the CIAC, CFTOD Utilities Division will do such work, and provide and install such equipment, as may be necessary in order to render service. **Under no circumstance will design or construction of the requested service begin until RCES receives this written authorization.** If no CIAC is required, RCES will work to provide service by the date needed.

Developer’s Self-Performance of Utility Service Design and/or Construction: In some circumstances, it may be preferable to have the developer self-perform the design and/or construction of the utility infrastructure required to provide the service. This determination will be made on a case-by-case basis and in the sole discretion of RCES. When a decision is made to allow the developer to self-perform utility work to support their project, the following requirements must be adhered to without exception:

- The decision to allow the developer to self-perform work must be made prior to the issuance of design plans for the procurement of construction bids. **Under no circumstance will this decision be made after such bid issuance.**
- Prior to any work by the developer (including design and/or construction), the developer and CFTOD must enter into a cost reimbursement agreement (also known as a “Developer’s Agreement”) that will govern the condition under which the work will be performed and funded.
- Developer must follow all CFTOD Utilities Division standards and requirements