

**CITY AND COUNTY OF SAN FRANCISCO
PUBLIC UTILITIES COMMISSION
WATER SUPPLY AND TREATMENT DIVISION
MAINTENANCE ENGINEERING**

PIPELINE DRAWINGS REQUEST REQUIREMENTS

The following are requirements to obtain SFPUC underground pipeline drawings in San Mateo, Santa Clara, and Alameda Counties:

1. A request letter on organization letterhead from the requesting agency to:

Land Engineering Section
Water Supply and Treatment Division
SFPUC
1000 El Camino Real,
Millbrae, CA 94030
2. A vicinity map showing the location and limits of the pipeline information requested.
3. Reason for requesting the pipeline information (i.e. for design of local storm drain crossing).
4. Name and contact information of requester. If the information is requested on behalf of another agency, please also provide a contact name of the responsible person for that agency.
5. Signed Confidentiality Agreement.

The SFPUC will provide a written response letter along with any related drawings to the requester via postal mail **within two weeks** of receiving the request letter.



CONFIDENTIALITY AGREEMENT

The undersigned DOCUMENT RECIPIENT has requested a copy of confidential drawings pertaining to facilities owned by the City and County of San Francisco (CITY) through its Public Utilities Commission (SFPUC), for the reasons described in DOCUMENT RECIPIENT'S letter of request

Date: _____

Subject: _____

CITY agrees to share such information (“**Confidential Materials**”) provided that DOCUMENT RECIPIENT agrees to keep the Confidential Materials confidential. as follows:

1. DOCUMENT RECIPIENT acknowledges that the Confidential Materials are of a highly confidential nature, and agrees to hold such Confidential Materials in strict confidence and use them only for the proposed work described in the Letter of Request, and for no other purpose.
2. DOCUMENT RECIPIENT will allow the Confidential Materials to be held and viewed only by DOCUMENT RECIPIENT's employees and agents who reasonably need to review the Confidential Materials for the purpose described in the Letter of Request (the “**Reviewing Parties**”).
3. DOCUMENT RECIPIENT will not copy, reproduce or alter the Confidential Materials in any form (including but not limited to paper copies and electronically formatted copies of all or any part of the Confidential Materials), or provide, distribute or share them in any form, or provide, distribute or share any information contained in them, to any other party (other than the Reviewing Parties), unless (i) DOCUMENT RECIPIENT has received written authorization to do so from Annie Li, Principal Engineer, SFPUC's Water Supply and Treatment Division, or her designee, or (ii) DOCUMENT RECIPIENT is required to do so under applicable law; provided, however, DOCUMENT RECIPIENT shall give Annie Li no less than ten (10) business days' prior written notice at the letterhead address of its intent to make any such law- related disclosure of the Confidential Materials or any information contained therein.
4. DOCUMENT RECIPIENT acknowledges that CITY is providing the Confidential Materials in their as is condition, without any representations or warranties as to how current the information is or the accuracy, completeness, fitness for any purpose, or merchantability of the Confidential Materials or the information in such materials.
5. Promptly at the conclusion of the proposed work for which the above-described confidential information was furnished, or at such time as the contract for the proposed work for which the Confidential Materials were

furnished is awarded to someone other than the DOCUMENT RECIPIENT, DOCUMENT RECIPIENT shall destroy all Confidential Materials and all copies of same.

6. DOCUMENT RECIPIENT confirms that DOCUMENT RECIPIENT is (check one):

1. A governmental agency or public utility

2. A consultant, contractor, subcontractor, supplier, or bidder doing business with or on behalf of the San Francisco Public Utilities Commission

3. Other person or entity who needs the Confidential Materials for the following reasons: _____

(If this item 3 is checked, please include company name as registered with the Secretary of State, person's driver's license, and contractor's license)

7. DOCUMENT RECIPIENT confirms that CITY can reach DOCUMENT RECIPIENT at:

Address: _____

Email: _____

Telephone: _____

8. This Confidentiality Agreement will be considered signed when a copy with Paragraphs 6 and 7 completed and the Letter of Request attached has been signed by an authorized signing officer of DOCUMENT RECIPIENT, and such signed original has been delivered to the letterhead address or a copy has been delivered in an Adobe .pdf file by email transmission to WSTDLEngineering@sfgwater.org. Such electronic signature shall be treated in all respects as having the same effect as an original signature.

[Remainder of page intentionally left blank]

DOCUMENT RECIPIENT confirms and agrees to all of the above representations, conditions and stipulations.

DOCUMENT RECIPIENT:

[Print DOCUMENT RECIPIENT's name (as registered with California Secretary of State, if not a public agency)]

By: _____
Signature of authorized signing officer

Name: _____
Printed name of signing officer

Title: _____
Signing officer's title

Date: _____