
CITY CONTRACT PROJECTS

Chapter 13.00 PROCEDURES

13.01 PURPOSE

This section will help to define the procedures for coordinating, processing, and constructing public improvement projects that are budgeted through the City budget and where the street, storm, and sanitary sewer designs and construction administration are provided by Public Works engineering staff.

The following section identifies the responsibilities of the City's engineering staff, the City Council, the property owner, the utility companies, and the construction contractor. The subsequent discussion outlines the general process of City engineered contract projects:

13.02 PRELIMINARY DESIGN

In addition to Pre Design as discussed in Section 11.00, the Preliminary Design is an integral yet separate process which involves plan check reviews among the engineering staff, coordination with the utility companies, verification of right of way and easements, cost estimating, and one or more neighborhood meetings with the property owners.

The Preliminary Design will include all proposed construction features, including new curbs and gutters, sidewalks, driveways, storm and sanitary sewer designs, handicap ramps, intersection curb radii, street trees, street lights, traffic signal modifications (if any), and lane striping and permanent signing. A preliminary design will also show all proposed curb grades and slopes of sewer pipes in the profile, all underground facilities such as existing sewer manholes, inlets, etc., and known depths of field located utilities such as gas, water, and electrical conduits.

13.02.1 Project Schedule

A Project Checklist is prepared at the earliest time to establish a working schedule from the date of initiation of the project, from design to the Public Hearing, and from project completion in the field to adoption of the Assessment Ordinance. The checklist serves as a tentative yet concise "calendar at a glance" showing estimated and actual dates of project deadlines such as when to circulate check prints, send plans to utilities, advertise for a public hearing, bid opening, signing of the contract, etc.

A sample checklist can be found in Exhibit 13-1 of this manual.

13.02.2 Check Print Circulated

When the preliminary plan is ready for in-house staff review, the designer will circulate a check print to the Supervising Engineer, the Construction Inspector, and all other engineering design members, with copies also going to the Transportation Division and to the traffic, street, drainage and sanitary sewer superintendents at the Maintenance Division. The check print will act as an invaluable tool for gathering the insight of co-workers, as well as for incorporating new details and avoiding oversights.

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13.02.3 — Verification of Right of Way and Easements

~~Prior to the public hearing, and prior to the award of contract, all properties abutting the project shall be checked to determine whether all easements and right of way are correct and accurate as shown on the plans and in the field. This activity needs to be coordinated with the City Surveyor.~~

13.02.4 — Plans to Utilities

~~As soon as the preliminary design is ready for outside review, a plan set will be sent to each utility company affected by the project requesting them to look at the drawings and to return one copy with any comments. The utility companies will also be notified of impending dates for the pre-bid meeting, award of contract, and a general start-up time for construction.~~

~~A list of the utility companies, the type of service and the area served can be found in Section 11.00 PRE-DESIGN, Sub-Section 11.04 “Utility Locates.”~~

13.03 — ENGINEER’S REPORT

~~An Engineer’s Report detailing the estimated costs of the property owner, City and/or other agencies, plus grant programs, assessable costs per front foot, dates of public hearing, advertising of bids, award of contract, funding, and account numbers shall be filed with the Finance Department on or before the same date as the Notice of Public Hearing is first advertised. The Engineer’s Report is a guideline for tracking funding accounts, assessment rates, and all other pertinent data that can be used throughout the life of the project.~~

13.04 — NEIGHBORHOOD MEETING

~~Prior to the Public Hearing, an informal neighborhood meeting will be held with the property owners to discuss the project and to receive the owners’ comments, pro and con. At that time, an engineering representative will address the proposed assessment rates, financing options, construction schedules, etc. Project drawings will be displayed. Notes and comments that are taken regarding driveways, local drainage, flower beds, vegetation, etc., will be incorporated, if feasible, into the final drawing before the public hearing.~~

~~To hold a neighborhood meeting, the following is necessary:~~

- ~~A. Reserve meeting room.~~
- ~~B. Notify the property owners by letter.~~
- ~~C. Prepare information sheet.~~
- ~~D. Display proposed construction plans, color highlighted.~~
- ~~E. Record the meeting, take comments.~~

13.05 — PUBLIC HEARING

~~Before an assessable project can be let for bids, a Public Hearing must be held in front of the City Council to take public testimony for or against the project. At the hearing, the Council will determine whether the proposed improvements can proceed to the bidding process, with or without modifications.~~

~~Prior to the Public Hearing, all of the following steps shall be taken:~~

- ~~A. Prepare Notice of Public Hearing to reflect same project description, dates, and estimated~~

cost breakdown as shown in the Engineering Report.

- A. ~~Deliver Notice of Public Hearing to the Finance Department five working days prior to the first date of advertisement in The Springfield News.~~
- B. ~~Advertise Notice of Public Hearing two times in a ten day period in The Springfield News (Wednesday and/or Saturday).~~
- C. ~~Send Notice of Public Hearing to property owners by Certified Mail.~~
- D. ~~Post Notice of Public Hearing on the project site and in City Hall for a ten day period prior to the hearing.~~
- E. ~~Prepare an Agenda Item Summary (AIS) and Resolution of Intent to Improve (if Resolution has not been prepared and approved by an earlier Council meeting) by the Friday or ten days before the hearing.~~
- F. ~~Prepare a set of engineering plans for display, color highlighted.~~
- G. ~~Prepare an Assessment Map for display in conjunction with engineering plans.~~

~~13.06 — BID SOLICITATION~~

~~After the Council has given approval to move ahead with the project, the construction plans can be readied for bid solicitation. The drawings then need to be approved and stamped by the City Engineer, bid books prepared, and sent to the printer.~~

~~13.07 — AWARD OF CONTRACT~~

~~Following the opening of bids, Engineering staff will review the apparent low bidder's documents for mathematical accuracy and for compliance of bonding and certification requirements. Risk Management will then review the insurance and bond documents for City approval. An Agenda Item Summary (AIS) is prepared by Engineering staff for Award of Contract and submitted for formal approval to the Council. Once the project is awarded, three sets of contract documents are prepared and sent to the Contractor for signature, and then returned for counter signing by the Mayor and other City officials.~~

~~13.08 — CONSTRUCTION ADMINISTRATION~~

~~When a Notice to Proceed is issued to the Contractor, the Contractor will notify the City's Construction Inspector a minimum of one week prior to the start up date of construction. This will allow the Inspector sufficient time to set up a conference room for the pre construction meeting and to notify the utility companies of the meeting.~~

~~The Construction Inspector is the City Engineer's representative in the field during the course of construction. The Inspector is responsible for ensuring that the work being performed is in compliance with the Standard Construction Specifications and that all correction work is completed to his/her satisfaction.~~

~~13.09 — AS BUILTS~~

~~Prior to Final Acceptance, the Project Engineer will complete an electronic copy of an AutoCad As Built for the project. Changes noted during construction and field measurements indicated on the inspection notes and drawings shall be included. A hard copy of the As Built will be submitted along with the Final Acceptance Form prior to Council approval.~~

~~13.10 — FINAL PROJECT ACCEPTANCE AND BEGINNING OF WARRANTY PERIOD~~

~~When all work has been completed and accepted by the City's Construction Inspector following~~

~~a final inspection and completion of punch list items, the Project Engineer will compile all quantities for a Final Paysheet. The compilation will include survey re-measure notes, aggregate and asphalt tickets, change orders, sewer pipe TV inspections, plus traffic related items such as striping, signing, loop detectors, etc., and any time and materials used in the project. When the Contractor and the Project Manager are in agreement of over all quantities, the Contractor will sign the Final Paysheet and the Contractor's Certificate which discharges all current obligations that the Contractor has in connection with labor and materials used in the project, and that he/she has met all other agreements and provisions of the contract.~~

~~The Project Engineer then prepares an Acceptance Form highlighting sewer pipe information, certification, and remarks pertinent to the project. The Acceptance Form becomes the City's official acceptance of the project and is distributed for payment, use, operation, maintenance ,and ownership.~~

~~**Final Acceptance will not occur until accepted by the City Council.**~~

~~After Final Acceptance by the City Council, the project will begin a warranty period of one year. When street trees are a part of the improvements, the warranty will be extended to two years for the trees only beginning at the time of Council acceptance. All other project construction will retain the one-year warranty.~~

~~**13.11 END OF WARRANTY PERIOD**~~

~~The end of the warranty period for city projects is similar to those that are privately engineered. After the City's 11-month inspection has been made and after required repairs have been completed by the contractor, the City will notify the contractor by letter stating the end of the warranty period. Copies will be distributed to the contractor, the City Finance Director, and to the contractor's bonding company. At this time, the City Engineer will authorize release of the bond.~~

~~Also by the end of the warranty period, City Surveyors will have completed centerline monumentation.~~

~~ADD EXHIBIT NO. 13-2~~

~~City Contract~~

~~Weekly Status Report~~

EXHIBIT 13-1: PROJECT CHECKLIST

NAME OF PROJECT: _____ PROJECT No. _____
 NAME OF PRINCIPAL DESIGNER: _____
 NAME _____ OF _____ INSPECTOR: _____

ASSESSMENT PROJECT? [] YES [] NO

If yes,

	Date — Estimated	Date — Actual	— Initial
Petition received	_____	_____	_____
Petition checked for represented property owners % (take to Council for initiation if 50% or greater, otherwise advise petition sponsor of shortfall)	_____	_____	_____
Check for improvement agreements	_____	_____	_____
Initiation by Council	_____	_____	_____
Assign job number and start active file	_____	_____	_____
Rough assessment finance review (including initial owner income survey if subsidized)	_____	_____	_____
Check for corner lots qualifying for 20% reduced assessment	_____	_____	_____
Address: _____			
Address: _____			
Rank Project for CDBG or City subsidy program is applicable	_____	_____	_____
If financeable, project budgeted; if not financeable, report to Council	_____	_____	_____
Before budget on subsidy projects, initial income survey	_____	_____	_____

DESIGN/BID/CONTRACT

Project schedule Prepared	_____	_____	_____
Coordinate with and inform utilities	_____	_____	_____
Check ROW/Easements available and required for our work and utilities	_____	_____	_____
Field topo surveys complete	_____	_____	_____
If subsidized, final income survey complete	_____	_____	_____
Preliminary design completed	_____	_____	_____
Check print circulated, including Maintenance	_____	_____	_____
Last deed of record obtained and Exhibit A of assessment role to Finance Department	_____	_____	_____
Plans to utilities	_____	_____	_____
Engineers Report complete (include estimate of tree cost and assess finance review)	_____	_____	_____

	Date — Estimated	Date — Actual	Initial
Letter out to property owners and occupants			
Neighborhood Meeting			
Public hearing notice to Finance Department			
Advertise public hearing			
AIS and resolution for public hearing prepared			
Public hearing (Council)			
Bid advertisement to SNEWS and DJC			
Bid books and plans complete			
First bid ad date			
Letters to utilities re: pre bid			
Pre bid meeting (record)			
Bid opening			
Check bids and bid bonds			
Award of contract (Council)			
Contracts to contractor for signature, insurance, and bonds			
Bonds OK'd by Risk			
Contracts signed			
Notice to proceed and contract distribution			
Pre construction meeting (record)			
Pre construction video			
Start construction			
Survey of property owner's satisfaction			
Final inspection			
Acceptance form completed			
AIS for Council Acceptance			
Acceptance (Council)			
As Built plans complete (copy to Maintenance)			
Plot As-Built on maps			
Obtain all final billings (SUB, ect.) ASAP			
Assessment roll preparation			
Do final assessment finance review using actual assessment amounts			
AIS for Assessment Ordinance			
Assessment Ordinance adopted (Council)			

Organize and clean up files

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