

ENGINEERING DEPARTMENT PROJECT CHRONOLOGY

Create job number; (card index, file and computer)
Review preliminary plans, if necessary.
Letter to Planning Board, if necessary.
Review petition of improvements – (one or both)
Review right-of-way description – (one or both)
Letter to Council regarding above.
Prepare preliminary estimate for improvements(s).
Establish financing.
Prepare ordinance(s) for improvement(s) – “Attend ordinance hearing”.
Right of way deed filed.
Field work; (tests, borings, surveying).
SEQR
Prepare Plans; (design).

- a.) Notify Utilities
- b.) Send for State wage rates.
- c.) A.D.A. requirements.
- d.) Detour plan
- e.) Inter-department job meetings.
- f.) Activity conflicts.

Prepare final drawings.

- a.) Engineer approval
- b.) Health Department approval
- c.) Other permits from various agencies if required.

Prepare quantities
Prepare specifications.
Advertisement – U.S. & J., Dodge Report, City Clerk.
Create bidders list.
Pre-bid meeting, if necessary.
Receive bids.
Check bids.
Bid tabulation.

- a.) Bidders in order of bid; (low to high)
- b.) Unit price breakdown.

Check bidder’s qualifications; (if necessary).
Return bid deposits.

- a. Contractors
- b. City Treasurer

Prepare award and/or bid report letter for Council.
Notify contractor.
Notice to proceed.
Notify State Labor Department of award.
Create job payment record.
Prepare contracts.

- a. Get signatures and seal – Mayor, City Clerk and Contractor.
- b. Get bonds and insurance from contractor and review.
- c. Send bonds, insurance and contracts to Corporation Council for approval and signature.

Distribute material:

- Contractor – contract.
- Our file – copy of bid and contract.
- City Clerk – Contract.
- Bonds and Insurance.
- All original bids.
- Prepare master claim form and process.

Shop drawings, if necessary.
Have contractor sign blank claim forms.
Pre-construction conference, if necessary.
Field layout – cut sheets.
Letter to Police Department, notify newspaper and radio; (if necessary).
Construction – inspection.
Project updates – 1st and 15th of each month.
Estimate of payment for financial forecast.
Prepare payments:
 a.) Itemized estimate; (computer)
 b.) Claim form (pre-signed); mark payment number or final.
 c.) Certified payroll, before payment.
Copy of estimate and claim form in file.
Copy of estimate to contractor.
Have City Treasurer co-sign claim form, if necessary.
Claim form with estimate to accounting.
At completion of job:
Make record-drawings and make blueprints for hanging file and Water Department.
Make new intersection drawings; (valves).
Notify State Labor Department.
Compute “tap in fee”, if necessary.
Sewer and water test (bacteria and pressure) – to Health Department.
If local assessment, letter to Assessor, with copy to City Clerk and Treasurer. RE: “Final Costs”.
Put information into contractor’s book.
Revise or update sewer and water atlases and distribution map, then distribute.
CPW approval on final payment.