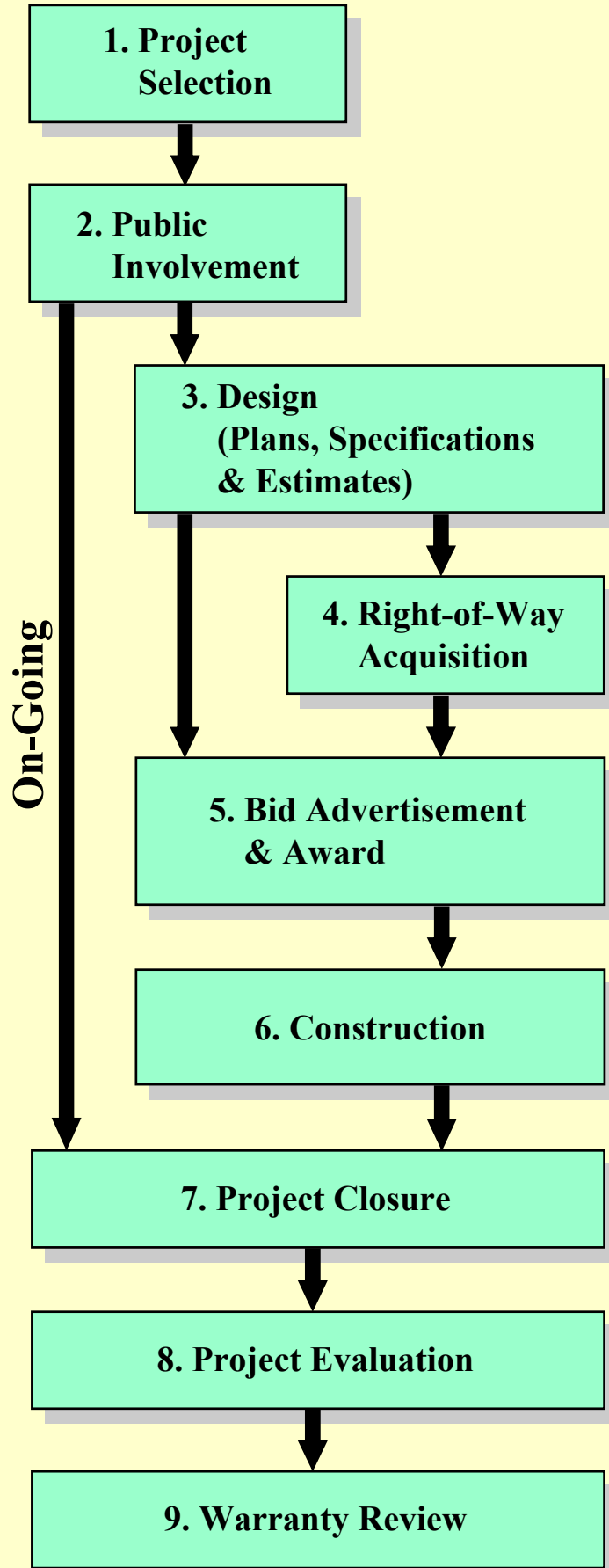


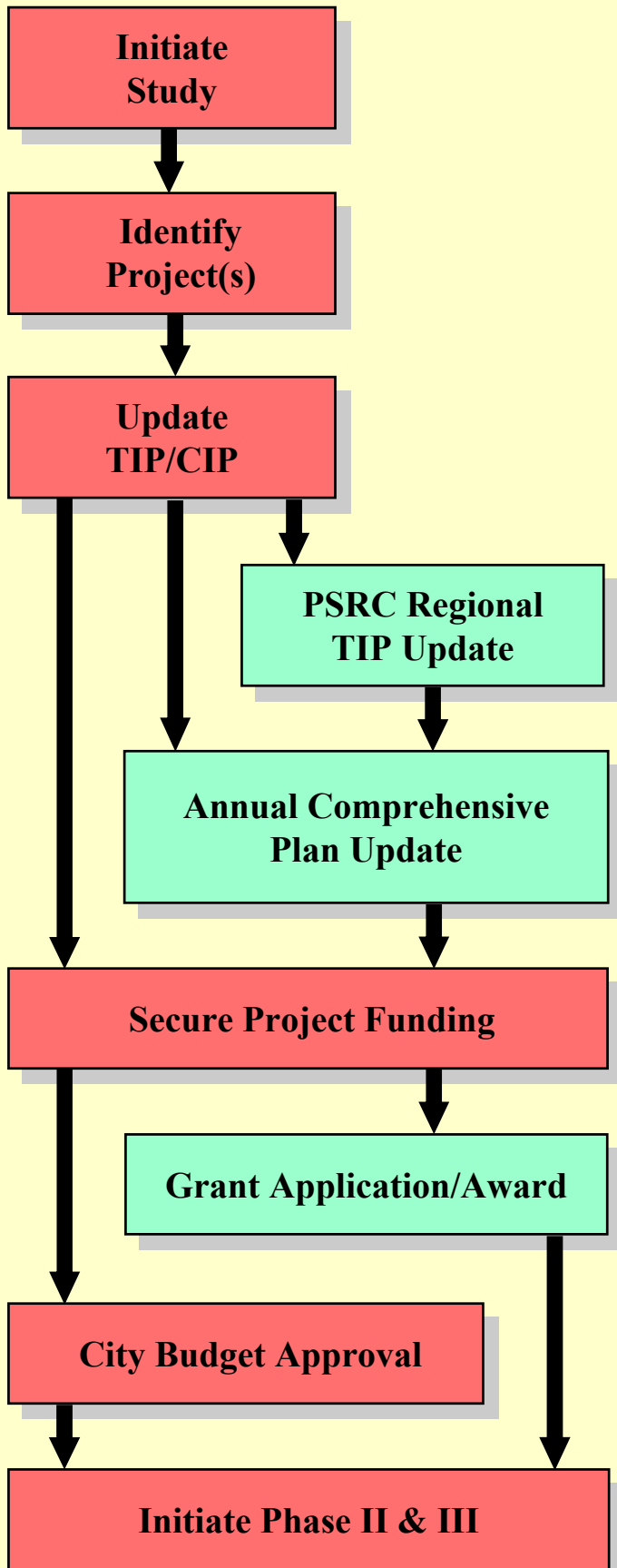
PROJECT DEVELOPMENT PROCESS

FLOW CHART



1. PROJECT SELECTION

Activities



- 1.1 Conduct warrant or technical analysis/study
- 1.2 Identify deficiency(ies)

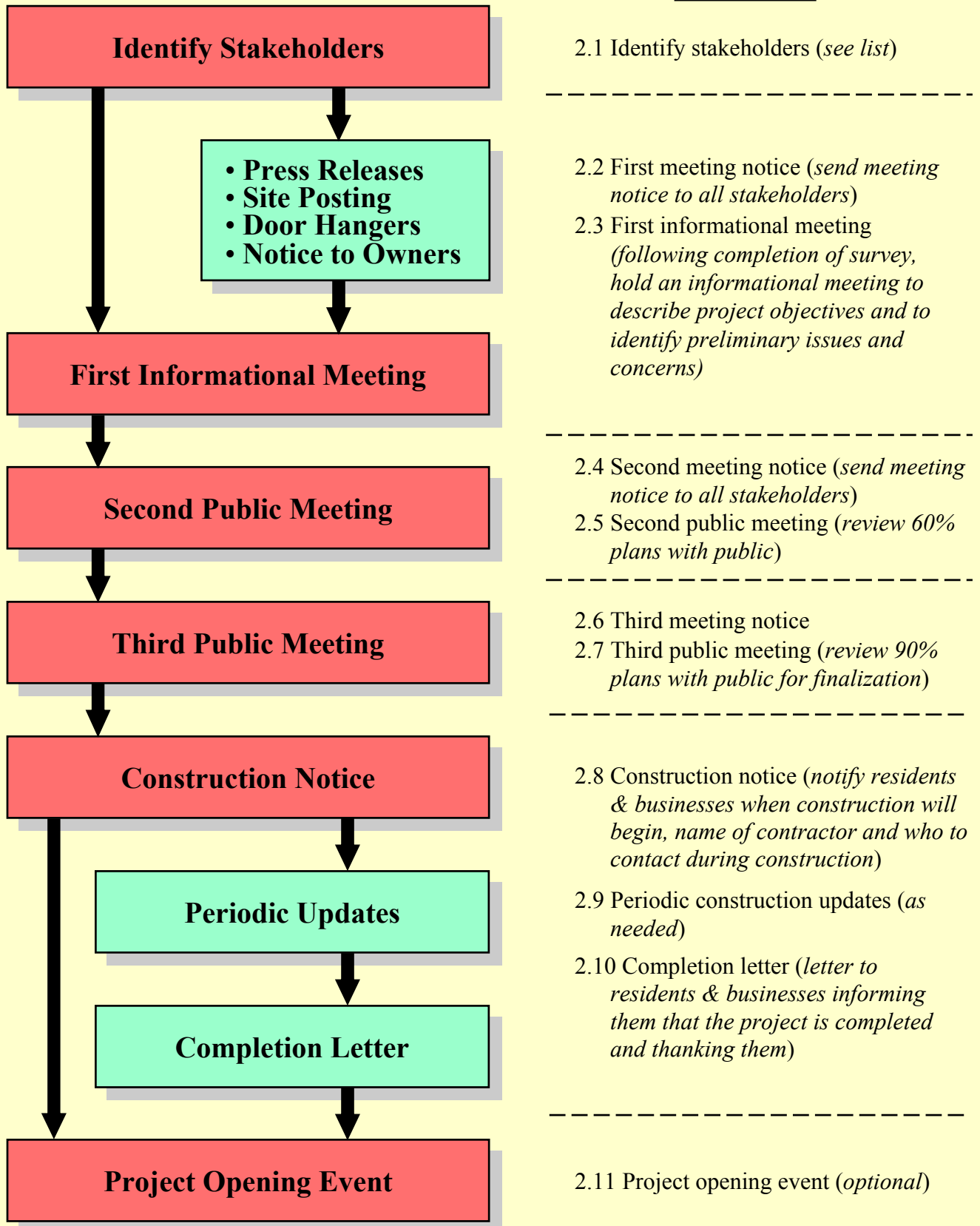
-
- 1.3 Determine project(s) required to correct deficiency(ies) or need
 - 1.4 Define preliminary project scope
 - 1.5 Prepare planning level cost estimate
-

- 1.6 Propose project for inclusion in TIP/CIP
 - 1.7 TIP/CIP Review by Administration and Council
 - 1.8 Update TIP/CIP
 - Notify PSRC for inclusion in regional TIP
 - Notify Planning Department for inclusion of TIP/CIP in annual comprehensive plan update
-

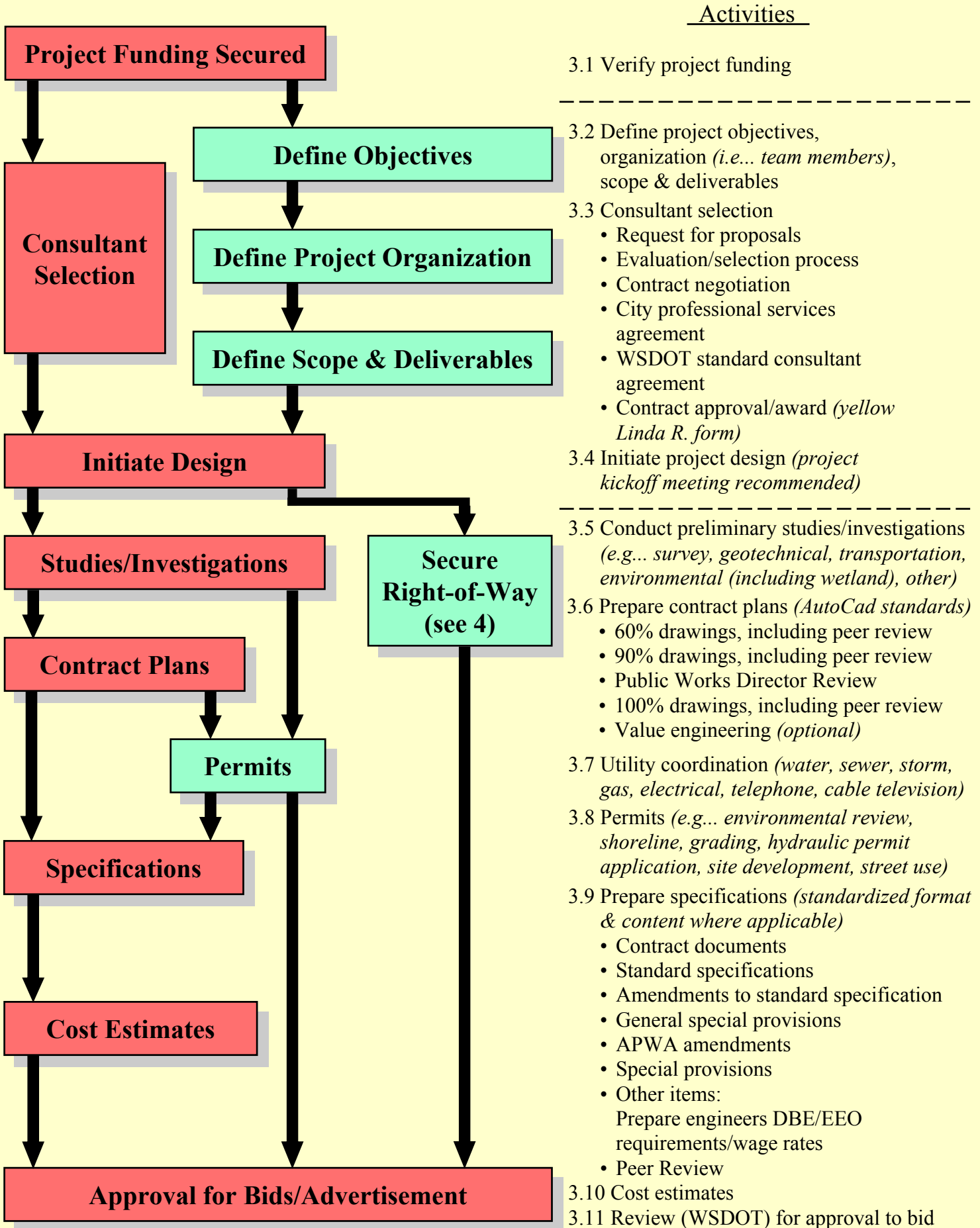
- 1.9 Secure project funding
 - City budget approval
 - Grant application/award

2. PUBLIC INVOLVEMENT

Activities

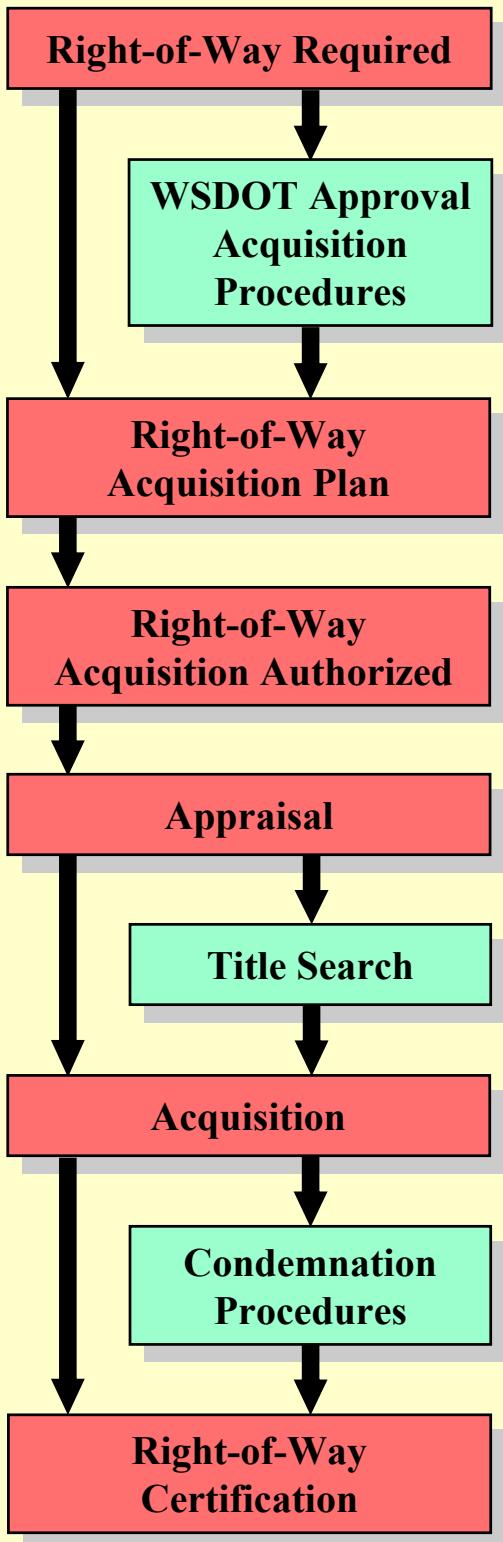


3. DESIGN



4. RIGHT-OF-WAY

Activities



4.1 Determine if right-of-way is required

4.2 Request WSDOT approval of Right-of-way acquisition procedures (*see LAG Manual 25.2 for submittal requirements*)

4.3 WSDOT approval of acquisition procedures

4.4 Prepare Right-of-way acquisition plan

- Cost estimate
- Right-of-way plan
- Relocation plan
- Project assurances statement

4.5 Obtain authorization to obtain right-of-way

Public Works
Department
Project
Management
Handbook

4.6 Contract for appraisal services

4.7 Perform appraisal

4.8 Review appraisal

4.9 Conduct title search (*i.e... obtain title reports*)

4.10 Acquire right-of-way (*see LAG manual appendix 25.88*)

4.11 Initiate condemnation procedures (*as required*)

4.12 Certify that right-of-way has been acquired

5. BID ADVERTISEMENT

Activities

Construction Funding Authorized

5.1 Verify that funding is available for construction

Bid Advertisement

5.2 Bid advertisement reviewed & approved by City Clerk

5.3 Advertise for bid (*Daily Journal of Commerce*)

5.4 Bid opening

5.5 Bid evaluation & recommendation

Contract Award

5.6 Prepare Agenda Bill recommending contract award

5.7 Contract award by City Council

5.8 Send condition of award letter to contractor

5.9 Submit contract award data to WSDOT

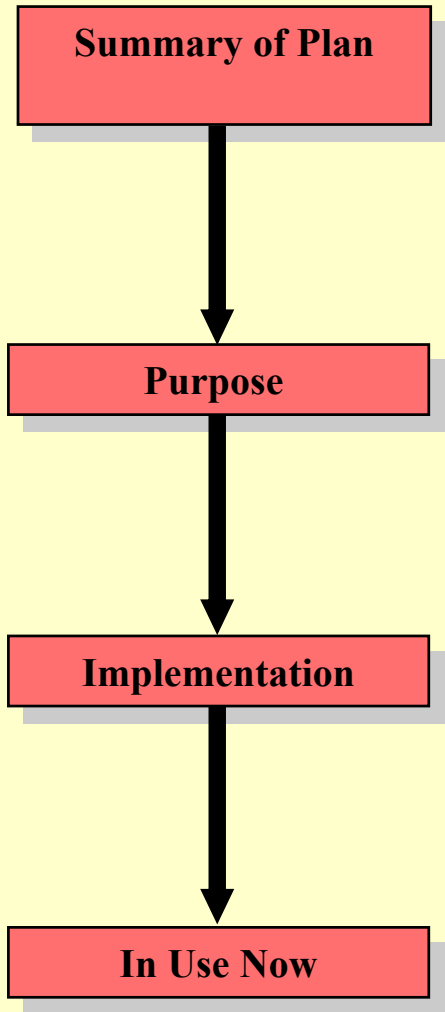
Contract Execution

5.10 Contractor submits executed contract and required items (*e.g... bonds, insurance, business license, DBE certification, certification of Federal Aid Contract, etc.*)

5.11 Contract approved & executed by Mayor

5.12 Executed contract distributed (*copies to City Clerk, Contractor and Public Works Engineering*)

Project Management Plan *Initiation*



- Organizational approach to the management of ongoing activities.

- Identify and describe the project development process required.

- This program had management support.

- Implemented in October 1997.

6. CONSTRUCTION

Activities

- 6.1 Contractor submits:
- Cost loaded schedule
 - Haul route
 - Traffic control plan
 - Statement of intent to pay prevailing wages

6.2 Notice of pre-construction meeting sent

6.3 Pre-construction meeting

- Agenda outline
 - Notice to proceed
 - Pre-construction notes
-

6.4 Initiate project construction & administration

Preconstruction Meeting



Construction Administration / Inspection



- Weekly Statement of Working Days
- Change Orders
- Pay Estimates
- Project Tracking/ Ledgers
- Material Approval/ Certification & Testing
- Requests to Sublet Work

- Daily Inspection Reports
- “As-Built” Records
- Communication Records



Notice of Substantial Completion

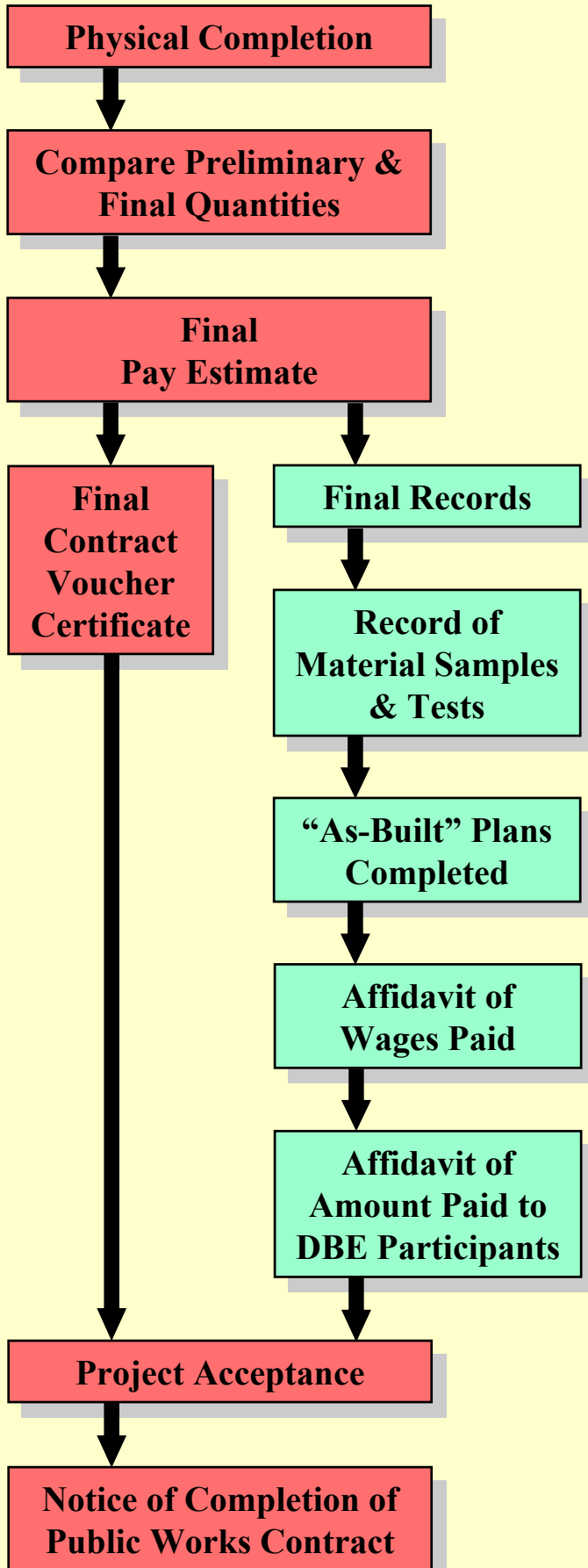


Physical Completion

6.5 Provide notice of physical completion (*letter to Contractor, LAG manual 52.81*)

7. PROJECT CLOSURE

Activities



7.1 Request sent to WSDOT for final inspection within 15 days from physical completion (*LAG 57.82*)

7.2 Compare preliminary & final quantities
7.3 Prepare final pay estimate for Contractor

7.4 Finalize project reports & records

- Field books / Diaries
- Inspector's record of field tests
- Invoices
- Weight bills / Quantity tickets
- Truck measurements
- Receiving reports
- Field office ledgers
- Mass diagrams / Cross sections
- Computer listings
- Work profiles
- Photographs / video tapes before, during & after construction
- Record of materials samples & tests
- Affidavit of wages paid
- Contractor to mail Form LI-263-83 to L&I releasing City of Issaquah from any more obligations

7.5 Contractor to submit final contract voucher certificate

7.6 Complete project data sheet - Send to WSDOT

- Materials certification
- Affidavit of amounts paid to DBE participants
- Letter of acceptance to Contractor
- Comparison of Engineer's estimate vs. final quantities

7.7 Prepare Agenda Bill recommending acceptance

7.8 Council accepts project

- Notice of Council action (*City Clerk*)
- Warranty notice letter

7.9 Financial & completion audit preparation

7.10 Issue Notice of Completion of Public Works Contract (*sent to Dept. of Revenue*)

7.11 Release retention

8. PROJECT EVALUATION

Activities

Confirmation

8.1 Confirm the project's goals & objectives

Project Evaluation

8.2 Establish performance or evaluation criteria

8.3 Define Participants

- Project team
- Contractor(s)
- Design consultant
- Operations
- Public
- Others

8.4 Identify "well-dones"

8.5 Opportunities to improve

8.6 Lessons learned

Performance Control

8.7 Action plan to improve performance

Recognition & Rewards

8.8 Recognize and reward performance

"Lessons Learned"

9. WARRANTY REVIEW

Activities

Project Acceptance

9.1 One year warranty period begins from the date of project acceptance

Establish Warranty Period

9.2 Set up tickler file for warranty period reviews and O&M requirements

Warranty Inspection

9.3 Conduct inspection 45 days prior to end of warranty period (*establish final inspection team, i.e.. engineer, inspector, operations*)

Review O&M Manuals

Contractor's Notification

9.4 Notify contractor of required repairs

Complete Repairs

9.5 Reinspect repairs and notify contractor as required

Reinspection

Bond Release

9.6 Write letter releasing maintenance warranty bonds

PROJECT MANAGEMENT HANDBOOK

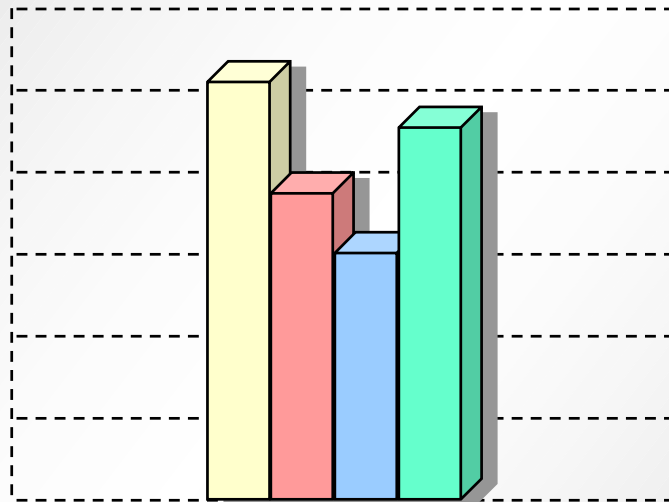
Public Works Department



City of Issaquah

PROJECT MANAGEMENT HANDBOOK

Public Works Department



PROJECT MANAGEMENT HANDBOOK

Public Works Department

