

The Guiding Principles & Procedures Concerning

The Transition of a Project from Design to Construction

This G,P,&P is intended to document the responsibilities for different tasks that occur between the end of design and the start of construction of a project. The goal is to make the transition, between the design phase of a project and the construction phase of a project, occur smoothly.

The list of tasks that occur between the end of the design phase and the start of the construction phase includes, but is not limited to, the following:

- Status of Right-of-Way
- Status of Permits
- Status of Utilities
- Pre-Bid Meeting
- Pre-Construction Meeting
- Pre-Construction Open House
- Status of Construction Contract
- Plan Revisions
- General

Status of Right-of-Way

It is the desire of the Public Works & Utilities department to have all of the necessary right-of-way and easements acquired prior to advertising a project for bids. Whenever that is not possible, it will be the responsibility of the Design Project Manager to get approval from the City Engineer prior to advertising the project for bids. It will also be the responsibility of the Design Project Manager to write a Special Provision describing the Status of Right-of-Way. The Design Project Manager shall monitor the Status of Right-of-Way and keep the Construction Project Manager informed until all right-of-way and easements have been acquired.

Status of Permits

It is the desire of the Public Works & Utilities department to have all necessary permits obtained prior to advertising a project for bids. Whenever that is not possible, it will be the responsibility of the Design Project Manager to write a Special Provision describing the Status of Permits. It will also be the responsibility of the Design Project Manager to monitor the Status of Permits and keep the Construction Project Manager informed until all permits have been obtained. The Design Project Manager shall ensure that all permits are filed in the appropriate folder. The Design Project Manager shall create an Appendix to be added to the contract that contains a list of permits that have already been obtained.

Status of Permits (cont.)

It will be the responsibility of the Construction Project Manager to submit the forms at the appropriate times for the “Notice of Start-up of Construction Activity” and the “Notice of Completion of Construction Activity”.

Status of Utilities

It is the desire of the Public Works & Utilities department to have all of the utilities which are in conflict relocated prior to the start of construction. Whenever that is not possible, it will be the responsibility of the Design Project Manager to write a Special Provision describing the Status of Utilities. The Construction Project Manager will be responsible for monitoring the Status of Utilities.

Pre-Bid Meeting

- The Pre-Bid Meeting, when necessary, shall be attended by the Design Project Manager, the Construction Project Manager, and the Construction Observer.
- It will be the responsibility of the Design Project Manager to schedule, develop an agenda for, and facilitate the Pre-Bid Meeting. The Construction Project Manager will assist the Design Project Manager with any questions that arise during the Meeting.
- A meeting summary shall be taken and all items discussed shall be documented. The Design Project Manager shall write an addendum addressing all the questions asked at the Pre-Bid Meeting. The administrative staff shall fax the addendum to everyone on the plan holder’s list. The Purchasing Department shall post the addendum on the City’s web site.

Pre-Construction Meeting

- The Pre-Construction Meeting, when necessary, shall be attended by the Construction Project Manager, the Design Project Manager, and the Construction Observer.
- It will be the responsibility of the Construction Project Manager to schedule, develop an agenda for, and facilitate the Pre-Construction Meeting. The Design Project Manager will assist the Construction Project Manager with any questions that arise during the Pre-Construction Meeting.

- A meeting summary shall be taken and all items discussed shall be documented. A copy of the meeting summary, when appropriate, shall be distributed to all in attendance.

Pre-Construction Open House

- The Pre-Construction Open House, when necessary, shall be attended by the Construction Project Manager, the Design Project Manager, and the Construction Observer.
- It will be the responsibility of the Design Project Manager to secure a location and schedule the Pre-Construction Open House. The Design Project Manager and the Construction Project Manager shall be available to answer any questions that arise during the Pre-Construction Open House.
- The Design Project Manager shall create a sign-in sheet to assist in keeping an accurate count of those in attendance.

Status of Construction Contract

It will be the responsibility of the Design Project Manager to monitor the status of the Construction Contract and keep the Construction Project Manager informed of that status until the "Notice to Proceed" has been sent to the Contractor.

Plan Revisions

After the project has been advertised for bids, if it is determined that a plan revision is necessary, the Design Project Manager and the Construction Project Manager will determine what revisions are required. It will then be the responsibility of the Design Project Manager to be sure the plan revisions are completed. The Design Project Manager will also be responsible to see that the appropriate copies of the revision sheets are made and given to the Construction Project Manager. The Construction Project Manager will be responsible for getting the plan revisions to the Contractor.

General

When the project has been advertised for bids, one set of plans and specifications shall be given to the Design Project Manager, Construction Project Manager, and the Construction Observer.

The Design Project Manager, Construction Project Manager, and the Construction Observer shall meet prior to construction of the project to:

- Discuss any changes that were found during the review of the plans and specifications.
- Discuss the key aspects of the project
- Discuss any portions of the project that will require special construction practices, and if special knowledge/experience is necessary for the construction observation of this portion of the project.
- A list of items to discuss includes, but is not limited to, the following:
 - Permit Requirements
 - Status of Right-of-Way
 - Status of Permits
 - Status of Utilities