

Responsibility of ...

| Item | Developer | Consulting Engineer (Design and/or Construction) | Contractor | City |
|---|---|---|--|--|
| EO Documents and Plans | Submit all Executive Order Paperwork and Plans a minimum of 30 calendar days (special cases* may require more time) prior to wanting to go to work. | Ensure all paperwork is correct and plans met design requirements and construction specifications, including traffic control, permit information, and road/lane closures | Supply proper insurance certificates and bonding documents as required by specifications. | Review plans within time frame dictated by the type of project and whether any special case exists. Move the E.O. paper work through in a 21 calendar day time frame. |
| Coordination - Other Projects | Have understanding of and coordinate with companion Development and CIP projects | Have understanding of and coordinate with companion Development and CIP projects | Have understanding of and coordinate with companion Development and CIP projects | Supply information any known other developer |
| Right of Way; Permanent & Temporary Easements | Submit all necessary Paperwork and deeds necessary for all right of way, permanent and temporary easements in order to construct the project | Ensure all paperwork is correct and right of way, permanent and temporary easements are secured prior to turning in Project Package. (Allow extra time for condemnations if necessary) | Do Not work in any areas outside of the secured right of way, permanent and temporary easements. Immediately notify developer / consulting engineer of any needs. | Make sure all necessary right of way, permanent and temporary easements have been secure prior to allowing construction to begin. Provide condemnation assistance if necessary. |
| Notification of Work Starting | Submit written notification (email is fine) of the date of work commencing and estimated end date. | Developer will probably delegate to consultant | | Supply expectation (form) of what information is needed and record in permits plus database. |
| Road Closures List | Contact City Engineer's office with any road closures, traffic lane closures, and/or temporary no-parking locations each and every Friday Morning and with any changes during the week. | Complete any delegated duties, ensuring all information is correct and updated each and every Friday along with any mid-week changes. | Give to the developer/consultant all necessary information regarding road closures, lane restrictions, temporary no-parking, and contact information, including any changes during the week. | Supply form and contact information for submitting this information to the City Engineer's office. |
| Construction Staking | | | | |
| Answering Public Questions | Resolve any impacts on adjacent properties regarding drainage, access, weeds, seeding, sodding, etc. | Developer will probably delegate to consultant | | Refer all calls from the Public to appropriate developer / consulting engineer. |
| Problem Resolution | | Contact Utility Division when field conflicts or the unusual arises. Cc: ES-EO Coordinator | | |
| Permits | | | | |
| <i>NDOR Use of ROW</i> | | | | |
| <i>NDEQ - WW projects</i> | | | | |
| Construction Inspection | | When non acceptable work is found, to be the champion to see that it is repaired properly | | Be diligent with the consultants that the plans and specs be followed. Spot check on the consultants and contractors to verify they are performing as reported. |
| Specific Inspection Expectations | | | | |
| <i>Water</i> | | | | |
| <i>Wastewater</i> | | See that WW Division is notified for manhole inspections. Verify that WW Division is notified after 30 days for TV inspection | | |
| <i>Paving</i> | | | | |
| <i>Stormwater</i> | | | | |
| <i>Traffic Signals</i> | | | | |
| Material Testing | Follow the guide and requirements on GPP web page. (Interlinc web page) | Complete any delegated duties, making sure all records are kept on Aurigo software and any deficiencies are noted and corrected. (Perform construction observation, field sampling and testing, and deliver required samples to City Lab for testing as per sampling guide.) | Supply materials and perform the work in a manner to meet the City of Lincoln's Standard Specifications and the Project's Special Provisions. | Perform periodic Quality Assurance / Quality Control check tests, review records, and answer questions. (Perform concrete strength testing, Asphalt mix verification testing, and pavement depth core measurements and testing.) |
| Notification of Work Ending / Final Inspection | Notification of the appropriate operating division that project is complete and ready for final inspection | Developer will probably delegate to consultant | Review work site prior to requesting final inspection. | Maintain a current list of contacts for the various operating divisions, notification process, and complete inspection within 2 weeks of notification |
| Punch List - Project Clean UP | | | | |
| Punch List Inspection | | Have a final walk through after all utilities and paving / sidewalks / lights installed to look for the buried or displaced manhole, the hydrant to high/low or any other issues, that are hard to catch when looking at the individual pieces and not the entire completed addition. | | |
| Project Certification After the project complete issues? | | | | |
| Retainer Release | | Appropriate City division is notified before the 2 yr retainer is released, so that any performance issues or concerns can be brought up, if any. | | |
| Final Project Close out | | | | |
| Record Keeping | | | | |
| Areas of Concern | | | | |

* Special Cases include:
 Projects in Nebraska Department of Roads (NDOR) right of way (ROW) requiring a permit
 Projects with wastewater work involving the Nebraska Department of Environmental Quality (NDEQ) review
 Projects required to go through the City's Bidding Process