

## Steps Required for a Road Construction Project

*Oversight: The **CIOC** meets one evening per month with special meetings as needed.*

*The **City Council** meets two evenings per month.*

<b>City Staff</b>	Prepare and recommend road selection list to the Citizens' Infrastructure Oversight Commission (CIOC) based on StreetSaver and City approved selection criteria;
<b>CIOC</b>	Review, adjust, and recommend final road selection list to City Council.
<b>City Council</b>	Review and approve road selection list. *
<b>City Staff</b>	Notify <u>utilities</u> and provide estimated start date for construction.
<b>City Staff</b>	Prepare Request for Proposals (RFP) for engineering services contract.
<b>City Staff</b>	Review proposals and recommend engineering services contract to City Council.
<b>City Council</b>	Review and approve engineering services contract award. *
<b>Engineer</b>	Prepare construction documents, project cost estimate, and construction bid package.
<b>City Staff</b>	Prepare RFP for <u>construction management (CM) consulting services</u> . *
<b>City Staff</b>	Review proposals and recommend CM consultant to City Council.
<b>City Council</b>	Review and approve CM consultant. *
<b>City Staff</b>	Engineer, CM consultant and City Staff Review and finalize the construction bid package for Council review.
<b>City Council</b>	Authorizes advertising for contractor bids. *
<b>City Staff</b>	Advertise for contractor bids.
<b>City Staff</b>	Receive and analyze bids and recommend contractor to City Council.
<b>City Council</b>	Approve contractor and contract amount. *
<b>City Staff</b>	Process contract for signature and review contractor's insurance documents.
<b>City, Contractor, Construction Manager:</b>	Schedule pre-construction coordination meeting.
<b>Contractor:</b>	Begin construction on first road.

*Delays in beginning road repair on some roads can occur if utility companies, who are given notice of the City's construction period, are unable to complete their work before the scheduled start date.*

*Delays in completing road construction can occur due to adverse weather.*

\* Steps 5 – 7 and Steps 9 – 11 generally overlap.

Note: Each time the Council is asked for an approval they are given a current project cost estimate. This estimate is refined with each subsequent approval.