

**REVIEW GUIDELINES
PROJECT DEVELOPMENT PROCEDURES
CITY OF OVERLAND PARK**

1. INITIATION, SCOPING AND SCHEDULING PHASE

1. Project Request (A2): Obtain KDOT Form 1302 prepared by City for information. Was the letting scheduled in accordance with the approved five-year plan?

2. Project Authorization (A3): Obtain authorization (883) document for information.

3. City/State Agreement (A4): Obtain copy of agreement for information.

4. Consultant Selection (A5): If Federal funds used for design services, obtain Consultant Selection Certification. What procedures were followed in selecting consultant (Appendix B WPDP)?

2. PRELIMINARY DESIGN PHASE

1. Environmental Process (B2): What information was supplied to KDOT for the environmental analyses?

2. Public Involvement (B3): What public involvement was done for this project? How is this documented.

3. Field Check Plan Preparation (B4): Where any project specific and/or KDOT/FHWA design requirements incorporated into this project?

3. FINAL DESIGN PHASE

1. Environmental Activities Completed for Design (C2): Was any environmental mitigation required for this project? How is it incorporated into the project? What Environmental Permits were obtained for this project?

2. R/W & Utilities Activities Completed (C3): Obtain copies of the right-of-way certification and utility Forms 1303 & 1304.

3. Engineering Cost Estimate (C5): Obtained the estimate of construction provided to KDOT for PS&E (Appendix C WPDP). Obtain copy of the final confidential preliminary estimate (PE) prepared by City (Appendix C WPDP). Did the PE remain sealed until after public bid opening?

4. Design Summary Document (C6): Obtain copy of Design Summary Document prepared by City.

5. Authorization of Funds (C7): Obtain copy of the DOT Form PA (formerly 130).

6. Construction Engineering Agreement (C8): Obtain a copy of the CE agreement.

D. CONSTRUCTION PHASE1. Letting Process (D1):

1. What date did the PE get approved by the City Council (D1-1)?
2. When were the plans and specifications available (D1-2)?
3. When was the project advertised? In what publications was the project advertised (See Letting Summary) (D1-3)?
4. Were Contractors pre-qualified (See Letting Summary) (D1-4)? How was this done?
5. Obtain list of potential subcontractors submitted with bid (D1-4).
6. Davis-Bacon Wage Decision included in proposal (D1-5)? Decision No._____.
7. Notice of Requirement for Affirmative Action to Ensure EEO in proposal (D1-5)?
8. Specific EEO Contractual Requirement in proposal (D1-5)?
9. FHWA 1273 in proposal (D1-5)?

10. Utilization of Disadvantaged Businesses provision in proposal? Obtain BDE participation information require with proposal (See Appendix B WPDP) (D1-5).
11. Buy America provision in proposal (D1-5)?
12. Was a Certification of Nonsegregated facilities executed (D1-5)?
13. Was a Certification Regarding Noncollusion and History of Debarment executed (D1-5)?
14. Was a Certification regarding exceeding the prequalification amount executed (D1-5)?
15. Was a Certification regarding contract with a legislator executed (D1-5)?
16. Was a Certification Federal Funds Lobbying executed (D1-5)?
17. Was a Notice To Labor Unions or Other Organizations or Workers Non-Discrimination in Employment posted or otherwise available for viewing (D1-5)?
18. What was the date and time of the letting (See Letting Summary)(D1-6) ?
19. When did KDOT concur (D1-7)?

20. Were the bids reviewed for evidence of collusion (D1-8)? How is this documented?
 21. What is the City EEO requirement and was it met (D1-9)?
 22. Obtain copy of the Letting Summary Document (D1-10).
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2. Notice to Proceed (D2): When was the Notice to Proceed issued for the contract work (See Const Summary)? And for the Construction work?
 3. Construction Surveys (D3): When were the construction surveys completed.
 4. Contract Administration (D4): How is work controlled on the project? How are Change Orders processed? Look at several COs including ones for over and under \$10,000.
 5. Notice of Acceptance (D5): When was the Certificate of Completion issued (See Const. Summary)?
 6. Materials Certification (D6): What are the certifications issued for this project? Were the minimum testing requirements met?
 7. Construction Summary Report (D7): Obtain copy of the Construction Summary Document.
 8. Final Acceptance (D8): When was the Certificate of Completion issued? Obtain a copy of the Final Statement of Cost submitted to BLP.