**City of Overland Park, Kansas**

**Public Works Department**

**Project Procedures Manual Checklist**

Phase III – Final Design

Project Number/Name/Description \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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City Project Engineer/Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consultant - Staff Design \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Environmental Determination Status\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appraiser \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Schedule \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Initial Task No. Resp. Task Description

\_\_\_\_ \_\_\_\_ 1 PM/CO Schedule Third Utility Meeting

\_\_\_\_ \_\_\_\_ 2 PM Execute Utility Agreements

\_\_\_\_ \_\_\_\_ **3 PM Complete Environmental Process**

\_\_\_\_ \_\_\_\_ **4 PM Complete NEPA Documentation**

\_\_\_\_ \_\_\_\_ 5 PM Begin Right-of-Way / Easements Negotiations

\_\_\_\_ \_\_\_\_ 6 PM/LW Begin Condemnation Process

\_\_\_\_ \_\_\_\_ 7 PM/LW Complete Condemnation Process

\_\_\_\_ \_\_\_\_ **8** **PM** Acquire ROW / Esmts. – **Submit KDOT Forms 1306 and 1304**

\_\_\_\_ \_\_\_\_ **9 CO/PE Submit Final Plans for Review**

\_\_\_\_ \_\_\_\_ 10 CO/PE Submit Specifications and Special Provisions

\_\_\_\_ \_\_\_\_ 11 CO/PE Submit Contract Documents and Insurance

\_\_\_\_ \_\_\_\_ 12 CO/PE Prepare Engineer’s Cost Estimate

\_\_\_\_ \_\_\_\_ 13CO/PE Prepare Design Summary Document

\_\_\_\_ \_\_\_\_ **14 CO/PM Submit PS&E Package**

\_\_\_\_ \_\_\_\_ **15 CO/PM PS&E Review**

\_\_\_\_ \_\_\_\_ 16 CO/PM Schedule Fourth Utility Meeting

\_\_\_\_ \_\_\_\_ 17 PM Complete Utility Relocations

\_\_\_\_ \_\_\_\_ 18 PM Schedule Third Public Information Meeting

\_\_\_\_ \_\_\_\_ 19 CE/CTE Receive Obligation of Funds from KDOT

\_\_\_\_ \_\_\_\_ 20 PM Obtain City Department Approval

\_\_\_\_ \_\_\_\_ 21 PM Obtain Agency Plan Approvals

\_\_\_\_ \_\_\_\_ **22 PM Confirm Construction Engineering Responsibility**

Checklist is to be completed by the Project Manager for each task. The checklist is to be printed at the completion of each Phase and place on the left side of the project file. If a task in not applicable enter "N/A" and provide short explanation.