**City of Overland Park, Kansas**

**Public Works Department**

**Project Procedures Manual Checklist**

Phase II – Preliminary Design

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

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

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

City Project Team \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding Sources \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date Initial Task No. Resp. Task Description

\_\_\_\_ \_\_\_\_ 1 CTE/CE Identify Project Team

\_\_\_\_ \_\_\_\_ 2 CTE/CE Decide if City Staff to Design

\_\_\_\_ \_\_\_\_ 3 CTE/CE Consultant Selection / Certification

\_\_\_\_ \_\_\_\_ 4 PM Submit Project Description to Law Department.

Execute Ordinances – Resolution.

\_\_\_\_ \_\_\_\_ 5 PM Prepare Project Schedule

\_\_\_\_ \_\_\_\_ 6 PM Submit Cash Flow Projections (Engineering Cost)

\_\_\_\_ \_\_\_\_ 7 PM/CO Schedule First Utility Meeting

\_\_\_\_ \_\_\_\_ 8 PM Schedule Pre-Design Meeting

\_\_\_\_ \_\_\_\_ 9 -10 PM Design Criteria. Standard Details

\_\_\_\_ \_\_\_\_ 11 PM SMAC Preliminary Study

\_\_\_\_ \_\_\_\_ 12 CTE/CE Other Agency Agreements (if applicable)

\_\_\_\_ \_\_\_\_ 13 CO/ST Conduct Field Surveys

\_\_\_\_ \_\_\_\_ **14 PM Continue Environmental Process**

\_\_\_\_ \_\_\_\_ 15 CO/PM Schedule First Public Information Meeting

\_\_\_\_ \_\_\_\_ 16 CO/PM Begin Title Report Process

\_\_\_\_ \_\_\_\_ 17 CO/PM Begin Geotechnical Report Process

\_\_\_\_ \_\_\_\_ **18 CO/PM Submit Request for Design Exeptions to KDOT**

\_\_\_\_ \_\_\_\_ 19 CO/PM Prepare Field Check Plans

\_\_\_\_ \_\_\_\_ 20 CO/PM Distributre Plans to Utilities. Schedule Second Utility Meeting

\_\_\_\_ \_\_\_\_ 21 PM Update Preliminary Cost Estimate

\_\_\_\_ \_\_\_\_ 22 PM Update Preliminary Cash Flow Projection

\_\_\_\_ \_\_\_\_ 23 CO/PM Distribute Plans for Field Check

\_\_\_\_ \_\_\_\_ 24 CO/PM Submit Required Permit Applications

\_\_\_\_ \_\_\_\_ 25 PM Begin Field Check Plan Review

\_\_\_\_ \_\_\_\_ 26 PM Coordinate Electrical Service for Traffic Signals & Street Lights

\_\_\_\_ \_\_\_\_ 27 PM Schedule Field Check Meeting

\_\_\_\_ \_\_\_\_ **28 PM Execute Official Agreement with KDOT**

**\_\_\_\_ \_\_\_\_ 29 PM Continue Environmental Process**

**\_\_\_\_ \_\_\_\_ 30 PM Obtain Decision for Design Exeptions from KDOT**

**\_\_\_\_ \_\_\_\_** 31 CO/PE Submit Right of Way Plans / Legal Descriptions

\_\_\_\_ \_\_\_\_ 32 PM Hire Appraiser

\_\_\_\_ \_\_\_\_ 33 PM Prepare Right of Way and Easement Documents

\_\_\_\_ \_\_\_\_ 34 CO/PM Schedule Second Public Information Meeting

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.