**City of Overland Park, Kansas**

**Public Works Department**

**Project Procedures Manual Checklist**

**Phase I - Vision - Five year Capital Improvements Plan**

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

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City ProjectEngineer/Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

Date Initial Task No. Resp. Task Description

\_\_\_\_ \_\_\_\_ 1 PE Prepare Preliminary Engineering Study/Cost Estimate

\_\_\_\_ \_\_\_\_ 2 PE Prepare Feasibility Report

\_\_\_\_ \_\_\_\_ 3 PE Prepare SMAC Project Addition Study (Form)

\_\_\_\_ \_\_\_\_ 4 DPW Obtain City Council Approval - PES

\_\_\_\_ \_\_\_\_ 5 DPW Obtain City Council Approval - CIP

\_\_\_\_ \_\_\_\_ 6 CE Submit MARC Five Year Plan

\_\_\_\_ \_\_\_\_ 7 CE Obtain MARC Approval

\_\_\_\_ \_\_\_\_ 8 PDS Submit Application to HUD

\_\_\_\_ \_\_\_\_ 9 PDS Receive HUD Approval

\_\_\_\_ \_\_\_\_ 10 DPW Submit CARS Five Year Plan to County

\_\_\_\_ \_\_\_\_ 11 DPW Execute Other Agency Agreements

\_\_\_\_ \_\_\_\_ **12** **CTE/CE** **Obtain Priority Evaluation from KDOT**

\_\_\_\_ \_\_\_\_ **13** **CTE/CE** **Submit KDOT Form 1302 for Project Request.**

 **Submit City’s Request to Administer the Project.**

\_\_\_\_ \_\_\_\_ **14** **CTE/CE** **Receive Project Authorization from KDOT.**

 **Begin Environmental Process.**

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.