**City of Overland Park, Kansas**

**Public Works Department**

**Project Procedures Manual Checklist**

Phase V – Construction

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Contractor(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Amount(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date Initial Task No. Resp. Task Description

\_\_\_\_ \_\_\_\_ 1 PM/LW Prepare for Temporary Financing

\_\_\_\_ \_\_\_\_ 2 PM Submit Agency Cash Flow Projection

\_\_\_\_ \_\_\_\_ 3 PM Submit Cash Flow Projection to City Finance Department

\_\_\_\_ \_\_\_\_ 4 PM/CS Distribute Executed Contract Documen

\_\_\_\_ \_\_\_\_ 5 CS Complete Sales Tax Exemption Forms

\_\_\_\_ \_\_\_\_ 6 PM/CS Complete Material Testing Contracts

\_\_\_\_ \_\_\_\_ 7 PM/CO Schedule Pre-Construction Conference.

 Project Sign Confirmation.

\_\_\_\_ \_\_\_\_ 8 PM/CO Complete Contractor Permits

\_\_\_\_ \_\_\_\_ 9 PM Send Information Letter to Residents.

 Schedule 3rd Public Information Meeting.

\_\_\_\_ \_\_\_\_ 10 PM/CO Issue Notice to Proceed

\_\_\_\_ \_\_\_\_ 11 PM/CO Complete Submittals Review

\_\_\_\_ \_\_\_\_ 11a PM Coordinate Removal of Streetlights Purchased from Evergy.

\_\_\_\_ \_\_\_\_ 12 PM/CI On-Going Inspections

\_\_\_\_ \_\_\_\_ 13 PM/CI On-Going Material Testing

\_\_\_\_ \_\_\_\_ 14 SC/PM On-Going Contractor Payments

\_\_\_\_ \_\_\_\_ 15 CO/PM On-Going Change Orders

\_\_\_\_ \_\_\_\_ 16 CO/PM On-Going Construction Administration

\_\_\_\_ \_\_\_\_ 17 CO/PM/CE Complete Final Inspection and Prepare a Punch List

\_\_\_\_ \_\_\_\_ 18 PM Notify Permitting Agencies

\_\_\_\_ \_\_\_\_ 19 CO/PE Prepare Revisions / As-Built Plans

\_\_\_\_ \_\_\_\_ 20 PM Send Letter to Owners Regarding Sod Care, etc.

\_\_\_\_ \_\_\_\_ 21 CS Receive Contractor Project Completion Certification

\_\_\_\_ \_\_\_\_ 22 CO/PM Project Completion Certification. Scheduling of the Final

 Inspection Prior to Experation of 2 Year Maintenance Bond.

\_\_\_\_ \_\_\_\_ **23 PM Submit Notice of Acceptance to KDOT**

\_\_\_\_ \_\_\_\_ **24 PM Submit Material Certification to KDOT**

\_\_\_\_ \_\_\_\_ **25 PM Submit Construction Summary Document to KDOT**

\_\_\_\_ \_\_\_\_ **26 CTE/CE Receive Final Acceptance from KDOT**

\_\_\_\_ \_\_\_\_ 27 PM/CS Approve Consultant Final Pay

**\_\_\_\_ \_\_\_\_** 28 PM/CS Approve Contractor Final Pay and Surety Release

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 placed on the left side of the project file. If a task is not applicable enter "N/A" and provide short explanation.