**City of Overland Park, Kansas**

**Public Works Department**

**Project Procedures Manual Checklist**

Phase VI – Retrospect

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

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

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

Contractor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post-Project Conference Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

One-Year Inspection date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Initial Task No. Resp. Task Description

\_\_\_\_ \_\_\_\_ 1 PM/FI Procedures for Final Cost and Project Close Out

\_\_\_\_ \_\_\_\_ 2 PM Complete Property Owner Assessments

\_\_\_\_ \_\_\_\_ 3 PM Conduct Post-Project Conference (optional)

\_\_\_\_ \_\_\_\_ 4 LW/FI Complete Bond Sale

\_\_\_\_ \_\_\_\_ 5 PM/ET Update City Historical Records

\_\_\_\_ \_\_\_\_ 6 PM/CI Complete Two-Year Inspection and Bond Release

\_\_\_\_ \_\_\_\_ **7 PM Receive Project Audit by KDOT**

\_\_\_\_ \_\_\_\_ **8 CS/FI Receive Final Payment from KDOT**

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.