**City of Overland Park, Kansas**

**Public Works Department**

**Project Procedures Manual Checklist**

Phase IV – Pre-Construction (Letting Process – KDOT)

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

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

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

Engineer’s Construction Cost Estimate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid Opening Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date Initial Task No. Resp. Task Description

\_\_\_\_ \_\_\_\_ 1 CO/PE Complete Plans, Specifications and Estimate

\_\_\_\_ \_\_\_\_ 2 PM Selection of Material Testing Firm

\_\_\_\_ \_\_\_\_ 3 CS Set Bid Opening Date – Schedule Room

\_\_\_\_ \_\_\_\_ 4 CS Publish Legal Advertisement

\_\_\_\_ \_\_\_\_ 5 CO/AA Notice to Contractors / DBE Firms

\_\_\_\_ \_\_\_\_ 6 CO/PE Distribute Plans, Specifications and Estimates

\_\_\_\_ \_\_\_\_ 7 PM Conduct Pre-Bid Conference

\_\_\_\_ **\_\_\_\_ 8 CO/PM Determine Contractor Qualifications – KDOT Projects**

\_\_\_\_ \_\_\_\_ 9 CO/PE Prepare Contract Addendum

\_\_\_\_ \_\_\_\_ 10 CS Complete Bid Opening

\_\_\_\_ \_\_\_\_ 11 CO/PE Complete Detailed Bid Tabulation

\_\_\_\_ \_\_\_\_ 12 PM Determine/Approve the Lowest and Best Qualified Contractor

and Subcontractor Percent of Work

\_\_\_\_ \_\_\_\_ 13PM/CS Evaluate Possible Contractor Collusion

\_\_\_\_ \_\_\_\_ **14 PM Determine DBE Involvement**

\_\_\_\_ \_\_\_\_ 15 PM Obtain Project Temporary Financing

\_\_\_\_ \_\_\_\_ **16 PM Receive Bid Approval from KDOT**

\_\_\_\_ \_\_\_\_ **17 PM Receive Concurrence and Award from KDOT**

\_\_\_\_ \_\_\_\_ 18 PM Submit Staff Recommendation for Contract Award

\_\_\_\_ \_\_\_\_ 19 CS Award Contract by City Council

\_\_\_\_ \_\_\_\_ **20 PM Submit Letting Summary Document to 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.