

PUBLIC WORKS PROJECT TRACKING

To be completed for all Public Works Projects greater than \$5,000.

Project Description:			
Project Number:			
	Date/Initials	Action	Responsible Party
1.	_____	Determine need to complete project and present to Mayor for approval.	Mayor, Dept. Head or Board Pres.
2.	_____	Estimate cost of the project (best guess). Estimated Cost: _____	Dept. Head, Board Pres., Eng. Dept.
3.	_____	Approved by Mayor. Project on Capital Plan? Yes _____ No _____ Budgeted funds available? Yes _____ No _____ Alternate funds available? Yes _____ No _____ Authorizing Board: _____ BPW Interlocal Agreement executed? Yes _____ No _____	Mayor
4.	_____	Determine if an emergency exists. Emergency: Yes _____ No _____ If an emergency exists, skip to the Emergency Project Procedure	Mayor and City Attorney
5.	_____	Verify with Clerk-Treasurer that funds available.	Dept. Head or Board Pres.
6.	_____	Assign project number.	Eng. Dept.
Proceed with steps #7 through #18 for projects estimated at less than \$25,000:			
7.	_____	Develop the scope of work to be completed in preparation of soliciting quotes.	Dept. Head

8.	_____	Solicit quotes from at least three persons (companies) that are known to deal in the class of work proposed to be done. Phone or fax requests are acceptable and no 7 day waiting period is required.	Dept. Head
9.	_____	Review the quotes to determine the lowest responsible quoter.	Dept. Head, Eng. Dept., City Attorney
10.	_____	Obtain Mayor's approval.	Dept. Head
11.	_____	Obtain purchase order from Clerk-Treasurer to encumber funds in amount of award.	Dept. Head
12.	_____	If grant funds will be used, ensure all requirements are met before proceeding.	Clerk- Treasurer
13.	_____	Notify the successful quoter and request that they obtain the proper permits and complete the proper paperwork.	Dept. Head
14.	_____	Verify the following paperwork is properly executed prior to giving notice to proceed: _____ Contractor and all subs are properly licensed _____ All required permits pulled _____ Public Works Agreement is executed _____ Right-of-way Obstruction Agreement if needed _____ Call for underground utility located if needed	Dept. Head, Eng. Dept, Building Dept.
15.	_____	Give notice to proceed.	Dept. Head
16.	_____	Once project is complete, notify Engineering Department that project can be closed.	Dept. Head
17.	_____	If grant funds were used, pursue all remaining reimbursements.	Clerk- Treasurer
18.	_____	Collect all documents, drawings and related material and place in the Engineering Department project file.	Dept. Head, Eng. Dept.
Proceed with steps #19 through #28 for projects estimated between \$25,000 and \$49,999:			
19.	_____	Request permission to solicit sealed quotes from the authorizing board.	Dept. Head, Board Pres. or Eng. Dept.

20.	_____	Develop a quotation package in preparation of soliciting sealed quotes. This description will be used by the contractors to quote the project. Note: See attached quote package requirements	Dept. Head, Board Pres. or Eng. Dept.
21.	_____	Contact Clerk-Treasurer to establish dates of a public meeting for opening of sealed quotes.	Dept. Head, Board Pres., Eng. Dept.
22.	_____	Develop a list of qualified contractors (at least 3) to be solicited for sealed quotes.	Dept. Head, Board Pres., Eng. Dept.
23.	_____	Department Head review and approval of quotation package and contractor list.	Dept. Head or Board Pres.
24.	_____	Engineering Department review and approval of quotation package and contractor list.	Eng. Dept.
25.	_____	City Attorney review and approval of quotation package and contractor list.	City Attorney
26.	_____	Fax or mail quotation package to at least 3 contractors on contractor's list.	Dept. Head or Board Pres.
27.	_____	Deliver proof of faxing or mailing, quotation package and contractor's list to the Clerk-Treasurer.	Dept. Head or Board Pres.
28.		Skip to step #47 .	
Proceed with step #29 for projects estimated at greater than \$50,000:			
29.	_____	If project is expected to exceed \$150,000, schedule a Construction Wage Hearing.	Eng. Dept.
30.	_____	Determine if the bid package and engineering can be done in house or outside assistance is required. In house: Yes _____ No _____	Dept. Head, Board Pres., Eng. Dept.
31.	_____	If outside assistance is needed, submit request for approval to hire an outside engineering firm to Mayor.	Dept. Head or Board Pres.
32.	_____	If outside assistance is needed, Mayor approves request and selects firm. Funds available: Yes _____ No _____ Firm selected: _____	Mayor

33.	_____	If outside assistance is needed, request a proposal to develop the bid package and/or engineering design from engineering firm.	Dept. Head or Board Pres.
34.	_____	If outside assistance is needed, City Attorney should review the engineering proposal, modify if needed and approve final proposal.	City Attorney
35.	_____	If outside assistance is needed, present the engineering firm proposal to the Mayor for approval.	Dept. Head or Board Pres.
36.	_____	If outside assistance is needed, present proposal to proper Board for approval.	Mayor
37.	_____	If outside assistance is needed, execute the proposal and forward signed copies to the engineering firm and the Clerk-Treasurer.	Mayor
38.	_____	Prepare bid packet or direct outside engineering firm to prepare bid packet. Note: See attached bid package requirements Note: The appropriate Department Head should be involved In this process.	Eng. Dept. assisted by Dept. Head or Board Pres.
39.	_____	Department Head review, recommend changes as needed.	Dept. Head
40.	_____	Is a Police or Fire Department review needed? If so, recommend changes as needed.	Police Chief, Fire Chief
41.	_____	Engineering Department final review, recommend changes as needed and approval of bid package.	Eng. Dept.
42.	_____	City Attorney review, recommend changes as needed and approval of bid package.	City Attorney
43.	_____	Contact Clerk-Treasurer to establish dates for advertising and bid opening in conjunction with the appropriate Board meetings.	Dept. Head, Board Pres., Eng. Dept.
44.	_____	Provide final packet to the appropriate Board – 6-10 packet copies must be in Clerk's Office before public notice is published.	Dept. Head, Board Pres., Eng. Dept.
45.	_____	Request approval from the appropriate Board for advertising dates.	Dept. Head, Board Pres., Eng. Dept.
46.	_____	Provide Clerk-Treasurer with completed legal notice for advertisements.	Dept. Head, Board Pres., Eng. Dept.

47.	_____	Open bids/quotes at public meeting.	Mayor or Board Pres.
48.	_____	Review bids/quotes and make written recommendation to appropriate Board as to award.	Eng. Dept. or Engineering Firm
49.	_____	Review bids/quotes and Engineering Department recommendation.	City Attorney
50.	_____	If grant funds will be used, ensure all requirements are met before proceeding.	Clerk-Treasurer
51.	_____	Award bid/quote and execute notice of award at a public meeting.	Mayor or Board Pres.
52.	_____	Send an executed copy of the notice of award to the successful quoter/bidder.	Eng. Dept.
53.	_____	Notify the unsuccessful quoters/bidders in writing.	Clerk-Treasurer
54.	_____	Return the bid bonds if applicable to the unsuccessful quoters/bidders.	Clerk-Treasurer
55.	_____	Execute contract at a public meeting.	Mayor or Board Pres.
56.	_____	Verify the following paperwork is properly executed prior to giving notice to proceed: _____ Contractor and all subs are properly licensed _____ All required permits pulled _____ Public Works Agreement is executed _____ Right-of-way Obstruction Agreement if needed _____ Call for underground utility located if needed _____ Insurance certificates and bonds in place, where applicable	Eng. Dept, Building Dept.
57.	_____	Obtain purchase order from Clerk-Treasurer to encumber funds in amount of award.	Eng. Dept.
58.	_____	Notice to proceed is given to contractor and ratified at a public meeting.	Dept. Head or Board Pres.
59.	_____	Any change orders required must be presented to and reviewed by Engineering Department. Engineering will be responsible for bringing change orders to the appropriate Board for approval prior to additional work being authorized.	Eng. Dept.
60.	_____	If grant funds were used, pursue all remaining reimbursements.	Clerk-Treasurer

61.	_____	Once project is complete, notify appropriate Board in writing as to receipt/acceptance.	Eng. Dept., Engineering Firm or Architect
62.	_____	Officially close the project at a public meeting.	Board Pres.
63.	_____	Collect all documents, drawings and related material and place in the Engineering Department project file.	Eng. Dept.
EMERGENCY PROJECT PROCEDURE			
1.	_____	Estimate cost of the project. Estimated Cost: _____	Dept. Head, Board Pres., Eng. Dept.
2.	_____	Verify with Clerk-Treasurer that funds available.	Dept. Head or Board Pres.
3.	_____	Present Mayor with viable options to complete the project.	Dept. Head or Board Pres.
4.	_____	If project is expected to exceed \$150,000, consult attorney to determine if a Construction Wage Hearing is necessary.	Eng. Dept., City Attorney
5.	_____	Determine the state of emergency and recommend course of action.	Mayor
6.	_____	Request appropriate Board to ratify the Mayor's actions.	Mayor
7.	_____	Ratify Mayor's actions	Appropriate Board
8.	_____	Execute contract.	Mayor or Board Pres.
9.	_____	Verify the following paperwork is properly executed prior to giving notice to proceed: ____ Contractor and all subs are properly licensed ____ All required permits pulled ____ Public Works Agreement is executed ____ Insurance certificates and bonds in place, where applicable	Eng. Dept.
10.	_____	Obtain purchase order from Clerk-Treasurer to encumber funds in amount of award.	Eng. Dept.
11.	_____	Notice to proceed is given to contractor and ratified at a public meeting.	Mayor or Board Pres.

12.	_____	Any change orders required must be presented to and reviewed by Engineering Department. Engineering will be responsible for bringing change orders to the appropriate Board for approval prior to additional work being authorized.	Eng. Dept.
13.	_____	Once project is complete, notify appropriate Board in writing as to receipt/acceptance.	Eng. Dept., Engineering Firm or Architect
14.	_____	Officially close the project at a public meeting.	Board Pres.
15.	_____	Collect all documents, drawings and related material and place in the Engineering Department project file.	Eng. Dept.

BID PACKET REQUIREMENTS

The following documents should be included in all bid packets:

- Cover Sheet
- Table of Contents
- Notice to Bidders
- Instructions to Bidders
- Bid
- Bid Bond
- Wage Stipulations
- Form 96 (Non Collusion Affidavit)
- Affirmative Action Requirements
- Performance and Maintenance Bond
- Payment Bond (if over \$100,000)
- Public Works Project Agreement
- Contractor Licensing Application
- Building Permit Application
- Right-of-Way Obstruction Agreement
- Contract or Agreement
- Notice of Award
- Notice to Proceed
- Specifications – Scope of Work

The detail of the specifications will depend on the dollar value and complexity of the project. **CONTRACTORS SHOULD NOT BE CONTACTED IF THE WORK IS BEING PUBLICLY BID.**

QUOTE PACKET REQUIREMENTS

If you are preparing for sealed quotes, you need to write out specifications detailing the work to be done which are as complete as practicable. While at least 3 contractors **must** be solicited, policy decisions have been made to invite quotes from as many qualified contractors as reasonable and to require a non-collusion affidavit for all quotes.

The following documents should be included in all quote packets:

- Cover Sheet which includes:
 - Itemized cost breakdown
 - Total project cost
 - Estimated start date
 - Estimated completion date
- Detailed Project Description
- Form 96 (Non Collusion Affidavit)
- Public Works Project Agreement

If there are any questions throughout the process, you can contact either the engineering department or the law department for assistance. The engineering department already has most of the applicable forms and appropriate language in electronic format.