



Administration Department
300 N. Pine Street, Burlington, WI, 53105
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COUNCIL WORKSHOP

Tuesday, March 5, 2013

6:00 p.m

Common Council Chambers, 224 East Jefferson Street

A workshop for the Common Council will be held to discuss The Life Cycle of a Public Works Project as presented by the Department of Public Works.

No city action will be taken at the workshop.

Note: If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk's Office at 262-342-1161 at least 24 hours prior to the meeting.

Note: Notice is hereby given that a majority of the members of the Common Council may be present at the Open House and Workshop. Although this may constitute a quorum of the Council, the Council will not take any action at this function.

“Lifecycle of a Project” Presentation



Project Selection & Funding

■ Capital Improvement Initiated

- Street Program – PASER Street Rating – 5 year program for reconstruction, resurface, maintenance
- Sidewalk Program – New walk and walk repair/complaints
- WWTF/Utility System upgrades – Expansion or upgrades - Annual video program, coordination with street program
- Regulatory requirements
- Emergency repair items

■ Funding Sources

- Capital Improvement - Annual Budget (Approved by Council)
- Grants/Loans – LRIP, CMAQ, Safe Drinking Water, Clean



Project Kickoff

■ Define scope of work for task order - Design & Construction Oversight

■ Task Order prepared and submitted for review and approval.

- Scope of Services -- Presented as defined at the onset of the project
- Estimated hours with cost not to exceed amount



2013 Street & Utility Program

- Beloit Street – Sheldon Street to McHenry Street – Full Depth Mill Overlay 4" Asphalt, Curb Repair, Sidewalk Repair, Handicap Ramps
- Teutonia Drive – Full street - Full Depth Mill Overlay 4" Asphalt, Curb Repair, Sidewalk Repair
- W. Chandler Boulevard – Randolph Street to Kane Street - Full Depth Mill Overlay 4" Asphalt, Curb Repair, Sidewalk Repair
- E. Chandler Boulevard (LRIP Funding) – Kane Street to Edward Street Full Depth Mill Overlay 4" Asphalt, Curb Repair, Sidewalk Repair, Handicap Ramps
- James Street – Lewis Street to Chestnut Drive - Full Depth Mill Overlay 4" Asphalt, Curb Repair, Sidewalk Repair, Handicap Ramps, 8" Water Main
- Johnson Street – Water Main, Storm Manhole, Street Patch
- Bridge Street – S. Pine Street to Adams Street – Asphalt patch and Slag Seal
- Pine Street Sidewalk – South of Hidden Creek to Dunford Drive
- Pine Street Cross Walk
- Sidewalk Repair Program



Data Collection

- Field Survey
- Sidewalk/Curb/Driveway Inspection
- Sanitary Video



Design & Project Manual

- Plan Preparation
 - 60%, 90% and Final review of plans with City staff and design team
 - Construction staff is heavily involved with this process
 - Utilize contractors as resources
 - Sidewalk Program – Review of process



Project Manual - Bid Process

- Advertisement for Bid – Burlington Standard Press, Quest, other.
 - 2-3 weeks for contractors to bid
- Bid Documents
 - Bid Form - Bid Items/Unit Pricing or Lump Sum
 - Others Documents at Bid (bid bond, **statement of qualifications**, subcontractors)
 - Alternate bids
- Agreement – Official Contract
 - Commitment to contract \$\$
 - Contract Change Order to adjust \$\$
 - Completion dates – interim completion dates
- Specifications – must be CLEAR
 - Defines materials, installation requirements, measurement and payment



Contract Change Orders

- Unknowns in the Field
 - Poor Soils
 - Rock/Boulder
 - Unknown Utilities
- Plan Error
- Additional 'Scope'



Construction Oversight

■ Communication

- City Staff, Project Team, Contractor
- Property Owners

■ Oversight

- Oversight of 'key' activities
- Stay on schedule
- Track quantities



Project Closeout

■ Punch List

- Restoration

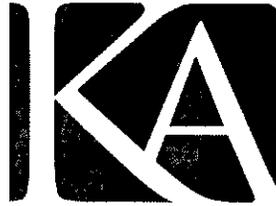
■ Final Pay Request

■ Final Contract Change Order

- Balances payment to Contractor/Agreement



Questions?



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