Capital Improvement Project Process

Project Initiation

Project can be initiated by Council, Committees, or Staff.

Project Prioritization and Funding

City Council based on recommendations from Committees and Staff prioritizes projects.

City Council budgets funding for the project.

Preliminary Planning

Engineering Task/Work Order created.

Task/Work Orders generated for projects are presented to sponsoring committee and Council for consideration prior to work commencing.

Project Phase 1

Preliminary Engineering begins

Project Management and Review

Project updates are presented to City Council and Committees as needed for recommendations

Changes to scope, amendments to task orders, and any unforseen problems are reported to sponsoring committees and Council for changes.

Project Phase 2

Final Engineering completed

Projects presented to sponsoring committees and City Council to be released to the bidding phase.

Bidding/Contractor Selection

Project released for bids.

Once responses are received, engineer prepares recommendations for approval of contractor to sponsoring committtee.

Committee recommendation sent to City Council and Council awards contract.

Construction Phase Project Management

Project updates are presented to City Council and Committees as needed for recommendations

Changes to scope, amendments to task orders, and any unforseen problems are reported to Council for changes.

Project Completion

Construction completed. Project closeout recommendations provided by City engineer and presented to sponsoring committee for recommendation to City Council.

Final Acceptance by City Council