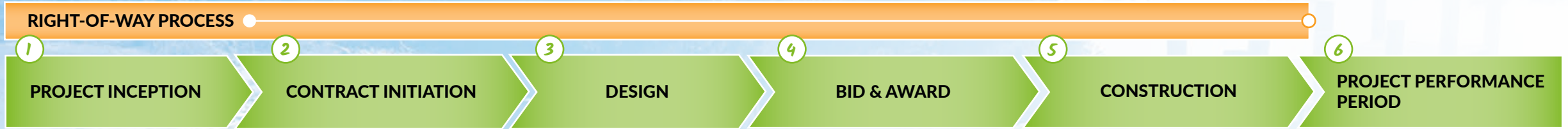


Capital Project Life Cycle



Right-of-Way Process

It is critical that the appropriate rights-of-way, easements and real estate acquisitions necessary to implement a project be secured before the Construction Phase can begin.

1 Project Inception

A Capital Project request is created in response to a need identified by a User Agency. The Bureau of Engineering develops a project description, budget and schedule. The Capital Project request is reviewed by the Capital Improvement Plan Oversight Committee, who weighs costs and public advantages along with those of other ongoing or new project requests. Ultimately, the County Executive determines which projects are included in the Capital Budget request presented to the County Council annually. The request to fund the new Capital Project must be approved by the County Council.

2 Contract Initiation

Once the Capital Project is approved, a new Contract is created. A scope of work is identified and used to competitively select an engineering firm to execute the Design Phases. The DPW Project Manager oversees the engineering firm's selection process and the various Design Phases, including communicating and coordinating with the User Agency and the Public.

3 Design

Schematic Design
During the Pre-Design Phase, the information that has been gathered is transformed into multiple options, alternative evaluations and comparisons, and ultimately a recommended preferred alternative. This evaluation process includes developing conceptual drawings, writing reports and estimating probable construction costs that illustrate the scale and relationship of project components.

Design Development
In Design Development, the Schematic Design is defined and refined through plans, profiles, elevations, and sections depicting the layout of buildings, linear infrastructure, rights-of-ways, limits of disturbance and pertinent site features.

Construction Documents

The plans and outline specifications prepared during Design Development are developed into a complete set of Construction Drawings and Specifications used to secure construction contractor bids, obtain the required permits and rights-of-ways and serve as the basis for preparing the Engineer's final estimate of probable construction cost.

Bid Documents

After completing the Construction Documents, the necessary rights-of-way and construction permits must be received before DPW can warrant the construction documents, sign the drawings and advance the Project to the Bid & Award Phase.

4 Bid & Award

The Bid Documents are provided to prospective bidders as part of a competitive bidding process that determines which Construction Contractor will be awarded the contract to build the proposed capital improvements.

5 Construction

The DPW Project Manager is responsible for overseeing and coordinating the collective efforts of the Construction Contractor, the Consultant providing construction management and inspection services and the Design Consultant providing technical guidance during construction.

6 Project Performance

This is the close-out of the Construction Contract, signifying conditional acceptance of the work. During the one-year Contractor warranty period, the constructed project is monitored – any observed defective construction work is corrected – and the County issues "final acceptance" of the Project. At the end of the Project Performance Period, the User Agency becomes responsible for all required routine maintenance and operation.