City of Baxter - Lift Station #3 Re-route Improvement Project

2/24/2015 **Proposed Schedule**

		February			March					April				May				June					July				August					September			
		9	16	23	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31	7	14	21	28
1.0	**Preliminary Details and Survey**																																		
1.1	Prepare Project Schedule																																		
1.2	Establish Vertical and Horizontal Control																																		
1.3	Field Topographic Survey																																		
1.4	Coordinate and Locate Existing Utilities																																		
1.5	Record and Document existing Property Corners & ROW																																		
1.6	Prepare Base Map																																		
1.7	Acquire Utility Easements and Permits																																		
2.0	**Soils Investigation**																																		
2.1	Standard Penetration Soil Borings																																		
2.2	Summary Soils Report																																		
3.0	**Control Panel and Pumps**																																		
3.1	Review Lift Station Forcemain Routing/Design																																		
3.2	Prepare Report Detailing Changes to Pumps and Control Panel																																		
3.3	Coordinate Owner Supplied Equipment in Project Documents																																		
4.0	**Design**																																		
4.1	Prepare Construction Plans																																		
4.2	Prepare Estimate of Probable Construction Cost																																		
4.3	Prepare Project Manual																																		
4.4	Plan Modifications per City and Agency Review																																		
4.5	Design Update - City Council and Utility Commission Meetings (2 Each)																																		
4.6	City Council and Utility Commission Approval Meeting																																		
4.7	Provide Monthly Written Update for Duration of Project																																		
5.0	**Advertising, Bidding, & Award**																																		
5.1	Project Advertising & Bidding																																		
5.2	Award Recommendation & Meetings																																		
6.0	**Construction Staking**																																		
6.1	Re-establish Vertical & Horizontal Control																																		
6.2	Removal & Erosion Control Staking																																		
6.3	Utility Relocate Staking																																		
6.4	Forcemain Staking																																		
7.0	**Project Management**																																		
7.1	Contract Award and Document Review																																		
7.2	Pre-Construction Meeting																																		
7.3	Prepare Written Monthly Project Status Report																																		
7.4	Utility Commission Meetings																																		
7.5	Weekly Construction Meeting																																		
7.6	Prepare and Administer Payment Applications																																		
8.0	**Construction Services**																																		
8.1	Construction Engineer																																		
8.2	Part-Time Resident Project Representative																																		
8.3	On-Call Field Observer																																		
8.4	Final Walk Through Inspection and Report																																		
9.0	**Construction Testing**																																		
9.1	Construction Engineer																																		
9.2	Resident Project Representative																																		
9.3	Meet with Property Owners to mark Sewer & Water Stubs																																		
10.0	**Post Construction Services**																																		
10.1	Field Survey																																		
10.2	Establish all Project Area Property Corners																																		
10.3	Prepare Certificate of Survey																																		
10.4	Prepare Record Drawing																																		
10.5	Provide Record Drawing in Electronic Format for GIS Integration																																		
10.6	Provide Scanned Copies of Construction Documents																																		

To Be Determined

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