

CAPITAL IMPROVEMENT PROJECT

PROCESS MANUAL



Capital Improvement Project
Process Manual

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Authorized by:

A handwritten signature in black ink, appearing to read "David A. Sorrell", is written over a solid horizontal line.

David A. Sorrell, P.E.

Director of Utilities

October 2024 revised Sewer and Storm Water Sections

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0.0 Introduction

0.1 Purpose of the Manual

The City of Columbia's Capital Improvement Program (CIP) is a multi-year plan for capital investments in the City's infrastructure, facilities, and equipment. It is designed to address the challenges of supporting future infrastructure needs, while also addressing the City's current facility requirements. It includes items such as roads, bridges, sidewalks, public utilities, drainage projects, recreational facilities, building, and equipment.

A CIP is important because it connects city development, comprehensive plans and financial plans. Projects within the CIP are intended to reflect the community's values and goals, and also the overall policy goals of the City Council, including existing city-wide long range plans.

Columbia's City Charter provides policy to follow in developing a CIP:

"The City Manager shall also secure an estimate of all capital projects pending and those which it is recommended should be undertaken (a) within the budget year, and (b) within the next five (5) succeeding years. In preparing the budget, the City Manager shall review and may revise the estimates, as the manager may deem necessary."

Article 5. Section 35.

The City of Columbia's master plans are the basis for the CIP. Columbia has several master plans designed to reflect the long-term needs and goals of each department. These plans are formulated to establish long term development plans that reflect Council policies. These long term plans are periodically revised and updated to reflect the City's changing needs. The CIP is meant to contain capital projects that fulfill these long-term needs and goals.

Capital projects occur in each of Columbia's five utilities: water, electric, solid waste, sewer, and stormwater. Every Utility will meet with the City Manager in February of each year to review

the CIP and discuss various projects. This meeting doesn't set the CIP, as it is a working document until the draft budget document is presented to the City Council for their approval.

Typically, engineers are assigned to be the Project Manager of these capital projects. Capital projects have varying requirements based on the type of work performed, dollar amount of the project, use of contractors or force account labor, and other factors. The purpose of the Capital Improvement Project (CIP) Process Manual is to document the procedures involved to guide Project Managers through the entirety of the capital projects process. This manual describes in broad terms the project management process for all projects, and the details of management roles and responsibilities of staff involved with projects.

The goals of this Manual are as follows:

- Formalize the planning, executing, monitoring and controlling of a City Utilities Capital Improvement Project.
- Provide instruction, reference and guidance for City Utilities staff that outlines the process a capital improvement project goes through from the initial planning phase to completion.

0.2 Overview - Electric Utility Capital Projects

Planning

The Capital Improvements Plan (CIP) Budget is updated annually. The CIP is a multi-year plan for capital expansion and replacement of aging facilities and infrastructure. As part of CIP preparation, the electric system is evaluated for adequacy and replacement requirements. The engineering staff of the electric utility develops recommendations for the CIP after consultation with the electric distribution and electric production staff. These recommendations then go through a review process that includes the Utilities Director, the City Manager, the Columbia Water & Light Advisory Board (a citizen advisory board), and finally the Columbia City Council.

Various evaluation tools are utilized to make the recommendations outlined in the annual CIP. This includes evaluation of circuit loading after system peak; evaluation of customer growth

patterns; communication with inter-connected systems; and, evaluation of the need to upgrade lower voltage lines and/or replace older lines due to a history of faults.

In addition, an active preventive maintenance program is in place that can identify problem areas that may require moving funds from CIP to the Operations and Maintenance budget. This includes:

- Formal monthly inspections of electric substations.
- Periodic oil testing of distribution transformers and other major equipment.
- Infra-red scans of electric substations every six months.
- Infra-red scans of transformers at large industrial customers annually.
- Eleven tree-trimming crews to maintain clearances on overhead lines.

Funding

Funding for the electric CIP program is a combination of revenue bonds and enterprise revenue. This will vary based on the size and timing of projects. The electric CIP is a combination of annual projects and individually identified projects. The electric system is required to extend feeder circuits to serve proposed developments. Because of this, the electric distribution system expansion tends to be more reactionary to growth and more funding is allocated to annual projects rather than to specifically identified projects. Long-range planning for the expansion of the electrical distribution system is inherently more difficult to conduct due to the outside influences that drive system growth. Due to these influences, master planning of individual capital projects has typically not been conducted for the electrical distribution system. Long-range planning efforts currently being utilized include load forecasting, modeling of the electrical transmission and distribution systems to analyze power flow and loading.

At the beginning of each fiscal year, Finance will appropriate funds that were identified and approved by the City Council, in the budget documents for the various capital projects. This is generally done in mid to late October. If capital projects have a funding source from bond funds that were approved in a ballot issue, Finance will only appropriate those funds to the project if there is cash remaining from the bond sale. Otherwise, those funds identified in the

budget document will not be appropriated until the cash is available, which will occur when Finance sells the remaining bond authority.

0.3 Overview - Sewer Utility Capital Projects

Planning

The Capital Improvements Plan (CIP) Budget is updated annually. The CIP is a multi-year plan or expansion, rehabilitation and replacement of sanitary sewer collection and treatment facilities. As part of preparing the CIP, the sanitary sewer collection and treatment facilities are evaluated for adequacy and replacement requirements. The City Utilities Director and Sewer Utility staff develop recommendations for the CIP. These recommendations are then reviewed by the City Manager and the Columbia City Council.

Various evaluation tools are utilized to make the recommendations outlined in the annual CIP. These include petitions requesting private common collector elimination and sewer district projects, the Integrated Management Plan, modeling the sanitary sewer collection system to evaluate existing system capacity; the impact of proposed development and determination of when collection system improvements are necessary; evaluation of customer growth patterns; communication with the Boone County Regional Sewer District regarding inter-connected systems, and the evaluation of the Columbia Regional Wastewater Treatment Plant facility needs.

In addition, an active preventive maintenance program is in place that can identify problem areas that may require moving funds from CIP to the Operations and Maintenance budget. This includes:

- Annual inspection of trunk sewers along major creeks to identify any creek bank erosion problems that could affect the sanitary sewer collection system.
- Manhole inspection program to identify sewer manholes that need to be repaired or replaced.
- Internal television inspection of sanitary sewers to identify lines that need to be rehabilitated or replaced.

In 2018, the City Council adopted the Integrated Management Plan (IMP) for the Sewer and Stormwater Utilities. The goal of the IMP is to develop an adaptable and affordable long-term plan that addresses the City's wastewater and stormwater management needs and meets Clean Water Act requirements. Sewer Utility staff will begin the implementation of the recommendations presented in the IMP and utilize these recommendations to inform future Sewer Utility CIP budgets.

Funding

Funding for the sanitary sewer utility CIP program is a combination of revenue bonds and enterprise revenue.

In FY 2013, Columbia voters approved a \$32 million ballot issue for the primary purpose of rehabilitating the existing sewer collection system to address inflow and infiltration. This ballot issue also included funding for elimination of private common collector sewers, sewer extension improvements and digester improvements at the Columbia Wastewater Treatment Plant.

At the beginning of each fiscal year, Finance will appropriate funds that were identified and approved by the City Council, in the budget documents for the various capital projects. This is generally done in mid to late October. If capital projects have a funding source from bond funds that were approved in a ballot issue, Finance will only appropriate those funds to the project if there is cash remaining from the bond sale. Otherwise, those funds identified in the budget document will not be appropriated until the cash is available, which will occur when Finance sells the remaining bond authority.

0.4 Overview – Solid Waste Utility Capital Projects

Planning

The multi-year Capital Improvement Plan (CIP) budget is updated annually. Collections, Recovery and Disposal functions of the utility require facility expansions periodically to account for collections, administrative, material recovery and disposal space needs as well as regulatory compliance requirements. Evaluation for CIP needs is influenced by the quantity of material

collected for disposal and recovery, the volume of space available for disposal, the age and condition of existing facilities.

The Solid Waste Management Master Visioning Plan was developed in summer 2008 to outline a direction for the future. The plan was updated in 2011 and again in 2015. The visioning plan includes types of collection, equipment, landfill and material recovery programs. A cost of service study was conducted in 2014-2015 to determine rates required to sustain and expand the utility as the City grows and industry standards and regulations evolve. A new cost of service study is planned for 2020-2021.

Bioreactor Landfill Cell #6 was completed in December of 2018 and is the last disposal cell that can be constructed within the permitted airspace. The existing permitted landfill disposal area is anticipated to reach capacity between 2026 and 2031. A Landfill Site Master Plan has been completed and was adopted by Council in April 2018. This master plan identifies how the City's Landfill property can be utilized for future disposal purposes. In October 2018, the utility began the multi-year regulatory process of permitting additional landfill space on the current Columbia Landfill property.

The utility plans to propose additional recycling drop off sites, in an effort to keep pace with the growing use of existing sites. Additionally, a comprehensive evaluation of the utilities' recycling and waste diversion programs is planned for 2020-2021.

Due to substantial growth in Solid Waste operations over the past 45 years, the Administration and Collections staff and equipment was relocated to the Landfill in 2017, with the continued expansion of the facilities to better meet the demands of the utility.

Funding

Funding is primarily derived from enterprise revenue. In addition, since the early 1990's the City has taken advantage of available grant funding to expand recovery efforts (recycling, composting, waste minimization).

0.5 Overview – Stormwater Utility Capital Projects

Planning

The Capital Improvement Plan (CIP) Budget is updated annually. The CIP is a plan for the reconstruction, replacement and upgrade of existing infrastructure to address flooding and failing stormwater conveyance facilities. As part of preparing the CIP, stormwater systems are evaluated for adequacy and replacement requirements. Staff develops recommendations for the CIP based on review of citizen’s complaints and consultation with operations staff. These recommendations then go through a review process that includes the Director of City Utilities, the City Manager, and finally the Columbia City Council.

Various tools are utilized to make recommendations outlined in the annual CIP. These include review of communications with citizens, and analysis of needs for upgrading undersized infrastructure and/or replacing older pipes due to a history of stormwater problems or deterioration of the facilities. CIP projects are prioritized based on their flooding impact and associated risk and safety of life and property including the erosive impact to structures and infrastructure.

In 2018, the City Council adopted the Integrated Management Plan (IMP) for the Sewer and Stormwater Utilities. The goal of the IMP is to develop an adaptable and affordable long-term plan that addresses the City’s wastewater and stormwater management needs and meets Clean Water Act requirements. Stormwater Utility staff will begin the implementation of the recommendations presented in the IMP and utilize these recommendations to inform future Stormwater Utility CIP budgets.

Funding

Funding for the stormwater CIP program is by enterprise revenue approved by voters in 1991. A ballot issue was approved by voters in the April 2015 election to increase the Stormwater Utility rate. Any future Stormwater Utility rate increases must be approved by the voters.

0.6 Overview – Water Utility Capital Projects

Planning

The Water Engineering Division annually updates the Capital Improvement Plan (CIP) as part of the City's budgeting process. The actual development of the CIP is a continuous process that considers the following:

- The need for additional system capacity and reliability.
- The frequency and costs of recurring repairs and maintenance of system assets.
- The need for replacement and modernization of system assets.
- Coordination with projects driven by private development and other city projects.
- Updates needed to maintain regulatory compliance.
- City Council directives.

Near the beginning of each fiscal year, the Engineering Division begins preparing a list of projects for inclusion in the CIP for the next budget cycle. The Engineering Division uses many methods and tools to evaluate the water system for needed capital improvements, including:

- Evaluation of system models.
- Demand forecasting.
- Long range planning studies.
- Evaluation of maintenance records and outage reports.
- Discussions with distribution and production personnel.
- Review of regulatory changes

The Water CIP is a combination of annual and individually identified projects. Because much of the water distribution system's expansion is funded and constructed by private development, new water main projects are typically identified to increase system capacity, address low fire

flow issues, and close loops in the distribution system to increase reliability. Long-range planning studies are generally conducted on a five-year cycle. These studies include demand forecasting and identifying customer growth patterns, hydraulic modeling analysis to identify areas abnormal operating pressures and low flows, and the identification of major capital projects needed to increase system capacity and reliability over a 20-year planning horizon. Water main replacement projects are identified using Geographical Information System (GIS) based heat maps that identify areas with a high rate of break history and calculate the break frequency all water mains in the distribution system. These GIS databases used for this analysis are currently being enhanced to include ratings for pipe criticality and consequence of failure to further enhance this planning tool. Discussions are conducted with water distribution & production staff to identify projects needed to eliminate areas that require continuous maintenance, enhance system reliability, and address needed technological upgrades. Water CIP projects are also identified to install or relocate water distribution facilities in conjunction other City capital projects or private developments. Water CIP projects are also identified to address regulatory compliance issues identified during Missouri Department of Natural Resources (DNR) audits that are conducted on a three-year cycle or by operations staff. Changes in regulations and directives by City Council can also cause projects to be added.

Funding

Funding for the water CIP program is a combination of revenue bonds and enterprise revenue. This will vary based on the size and timing of projects. The last multi-year revenue bond was passed by voters in 2019.

At the beginning of each fiscal year, Finance will appropriate funds that were identified and approved by the City Council, in the budget documents for the various capital projects. This is generally done in mid to late October. If capital projects have a funding source from bond funds that were approved in a ballot issue, Finance will only appropriate those funds to the project if there is cash remaining from the bond sale. Otherwise, those funds identified in the budget document will not be appropriated until the cash is available, which will occur when Finance sells the remaining bond authority.

0.7 Capital Improvement Project Checklist

- Memo to Study (Petition Projects Only)
- Preliminary Design
 - Survey
 - Preliminary Design
 - Cost Estimate
 - Coordination with Maintenance/Utilities/Departments
 - If utilizing federal, state or local grant monies contact Finance
- Interested Parties (IP) Meeting
 - Schedule meeting through Public Information Specialist
 - Notify Interested Parties by telephone or in person and by mail
 - Prepare meeting materials (See templates)
 - Create project Contact Log
- Public Hearing
 - Incorporate comments received at IP meeting and finalize preliminary design
 - Establish Resolution Estimate (should include all relevant costs)
 - Provide Memo and Diagram to Supervisor
 - Notify Interested Parties by telephone or in person and by mail of PH date once set (after Council approves Resolution)
 - Include council memos and diagrams with letter
 - Provide Updated Contact Log to Supervisor
- Easement Acquisition
 - Determine necessary easements
 - Review proposed easements with Senior Compliance Inspector
 - Describe easements
 - Send to City Surveyor for Approval
 - Prepare Easement Acquisition Memo for Easements to be acquired (not required for easements to be donated.)
 - Send to Property Acquisition Coordinator once Ordinance to Acquire has been executed.
- Bid Call Ordinance
 - Prepare Bid Call Memo for Council
- Final Design
 - Finalize plans and technical specifications
 - Update cost estimate
 - Constructability Review
 - Supervisor Review
 - Division Manager Review
 - Sealed Plans
 - Director Approval
 - Provide Engineering Tech Sealed Plans to scan, map

- Bidding and Award (Bid through Purchasing)
 - Submit sealed plans, technical specs and reports, bid items, cost estimate and bid call ordinance to Purchasing
 - Schedule Pre-Bid Meeting, if needed
 - Send responses to Purchasing for questions submitted by bidders.
 - Review Bids and approve Contractor.
 - Check in with Purchasing regarding status of contracts.
 - Enter in PO requisition with Senior ASA once contract is in place.

- Bidding and Award (Term & Supply)
 - Schedule Pre-Bid Meeting, if needed
 - Obtain a proposal for the work from the Contractor
 - Complete a PO Request Form and obtain all signatures
 - Enter in PO requisition with Senior ASA
 - Submit executed PO Request form and bid call ordinance to Purchasing

- Construction
 - Schedule Pre-Construction Meeting
 - Receive Notice to Proceed from Purchasing
 - Notify affected property owners (door hangers, email, etc.)
 - Set up initial pay estimate

- Monthly Pay Estimates
 - Inspector verifies monthly quantities with Contractor and prepares pay estimate
 - Review submitted pay estimate for accuracy, both total quantities to date and current estimate quantities
 - Prepare request for contract payment and cover sheet
 - Obtain required signatures on payment form and pay estimate from the Division Manager and Director
 - Scan a copy of the signed documentation and save to project folder
 - Submit a signed copy to SR ASA for receiving on Purchase Order

- Inspections
 - Pre-final inspection Letter
 - CCTV inspection (Sewer and Stormwater Only)
 - Testing
 - Final Inspection Letter
 - As-Built Survey

- Project Closeout
 - Prepare final change order and final pay estimate
 - Verify Purchasing has received all final documentation
 - Ensure all inspections have been performed and passed.
 - Prepare final Acceptance Letter
 - Issue final payment. See monthly pay estimates checklist above.
 - Notify property owners of completion and warranty date (1 year from Date of Final Acceptance)
 - Warranty Period Inspection (Perform 9-10 months after project acceptance date)
 - Notify Finance that a project is ready to be capitalized.

1.0 Public Improvement Process

**Refer to City of Columbia Code of Ordinance Chapter 22 Article III Division 3 for most up to date process.*

1.1 Guidelines for Following Public Improvement Process

Per Columbia Code of Ordinance Section 2-459, the purchasing agent has the authority to bid competitively certain projects without following the Public Improvement Process. However, these are very specific cases and must be authorized by the Director. Otherwise, the Public Improvement Process must be followed as outlined below and in the Process Manual.

1.2 No Public Improvement Process

The Director must approve this category for use. Please note that the Law Department currently defines ordinary maintenance as repairing or replacing something that is already in place with the same size and/or type. Any improvement, i.e. larger pipe, additional equipment, different location, may be required to follow the public improvement process, except as outlined in Code of Ordinance Section 2-459.

When competitively bidding through the purchasing agent without City Council approval, the Project Manager must complete the following:

1. When preparing to execute the construction contract through Purchasing, complete the "Authority for Public Improvement Contract" form (*Section 14.0 Appendix*), by placing an "X" in the first box titled "Ordinary maintenance of public improvement", identify the project name and obtain the Director's signature.
2. Forward the completed Authority for Public Improvement Contract form to Purchasing so they can attach it to the contract. Law Department will not sign a contract if the form is not attached.
3. Complete Bidding, Construction, Inspections, Pay Estimates and Project Closeout as outlined in this Process Manual.

1.3 Administrative Public Improvement Process

The Director must approve this category for use. Eligible projects as outlined in Code of Ordinance Section 22-72a.

1. Complete the "Administrative Public Improvement Project" form (*Section 14.0 Appendix*), identify the project name and obtain the Director and City Manager signatures.
2. An IP meeting will be required unless the Director approves otherwise. Follow the IP section in this Process Manual.
3. A report to Council will need to be prepared with information about the project. Format the report similar to a Public Hearing Memo. No council action is needed on the report.
4. After council meeting, complete the "Authority for Public Improvement Contract" form (*Section 14.0 Appendix*), by placing an "X" in the 4th box titled "Administrative Public Improvement Process" and write in the date the report went to Council.
5. Forward the completed Authority for Public Improvement Contract form to Purchasing so they can attach it to the contract. Law Department will not sign the contract until after the council meeting.
6. Complete Bidding, Construction, Inspections, Pay Estimates and Project Closeout as outlined in this Process Manual.

1.4 Standard Public Improvement Process

All public improvements as outlined in Code of Ordinance Section 22-71)

1. An IP meeting will be required unless the Director approves otherwise.
2. Follow the process as outlined in Code of Ordinance Section 22-71 as necessary.
3. Complete the "Authority for Public Improvement Contract" form by placing an "X" in the 5th box titled "Standard Public Improvement Process", identify the Bid call ordinance # and the date the ordinance was passed by Council.

4. Forward the Authority for Public Improvement Contract form to Purchasing so they can attach it to the contract.
5. Complete Bidding, Construction, Inspections, Pay Estimates and Project Closeout as outlined in this Process Manual.

2.0 Initiation Phase

2.1 Memo to Study – Petition Projects Only

The initial phase called 'Memo to Study' is the formal process of requesting permission from City Council to authorize staff to proceed with a preliminary design of a petition project. This preliminary design allows staff to determine the feasibility and costs associated with the petition project. Sewer is currently the only utility that has petition projects.

2.2 Capital Improvement Projects

Once funding for the project has been appropriated by City Council, usually during the budget process, the Engineering Supervisor should assign a Project Manager/Engineer. During the budget process, the Finance Department should have established a MUNIS project number to track all the expenses for the project. The Project Manager establishes the project folder in the appropriate network location to keep all necessary records for the project. If staff time will be tracked on the project, then the appropriate timekeeping codes should be set up through the Division Manager. The appropriate process should be determined and approved at this time: Standard, Administrative or no public improvement process.

3.0 Preliminary Design

3.1 Survey

City Ordinance 15992; Council Bill B129-99 establishes procedures and guidelines for procurement of architectural, engineering and land surveying services. Further references can be found on the intranet [here](#). (*Search for Pre-Qualified Consultants*).

When ordering a survey, through City Surveyor or a contracted surveyor, include the following information to ensure the survey crew in the field collects all pertinent features. This is not an exhaustive list and the Project Engineer will need to use their best judgement when ordering survey.

- Boundary Survey Limits
- Topographic Survey Limits
- Building footprints
- Retaining walls
- Trees and shrubs (caliper of tree if necessary)
- Sidewalks
- Utilities (MO-1 Call, 1-800-344-7483)
- Roadway features (curb, gutter, stormwater inlets, etc.)
- Tops and flow lines of sewer and stormwater infrastructure
- Streams, creeks, waterways, etc.

*For City surveys, complete the Survey Request Form. See Section 14.0 Appendix for sample document.

Other items that may need to be included in the surveyor's scope of services include:

- Private sewer lateral locates,
- Easement descriptions and exhibits signed and sealed by a Professional Land Surveyor, and
- Title reports from a title company to identify existing easements by separate documents.

3.2 Preliminary Design

At the preliminary design phase, there are still many unknowns about the design of the project. Below is a list of things to take into consideration when preparing a preliminary design. The following list is not exhaustive and the Project Engineer will need to use their best judgement when designing the project.

- Project access point(s) and laydown areas
- Permanent and temporary easement sizes and locations
- Input from the interested parties and/or property owners
- Constructability of the project
- Trees to be removed and trees to remain
- Ground elevations (underground pipe)
- Existing infrastructure the new design will tie into
- Other utilities' infrastructure effected by the project
- Maintaining utility services to existing customers
- Number of proposed structures and linear feet of system
- Determine if bypass pumping will be needed

3.3 Cost Estimate

Once a preliminary design is completed, utilize the unit cost spreadsheet to estimate the cost of the project. This estimate will be updated continuously as the design of the project is finalized. See attached example of term & supply spreadsheet.

Things to consider and/or include in your cost estimate:

- Construction cost with 3% inflation (+3 years)
- 20% contingency for any unexpected issues
- Easement costs for non-donated easements that are required
- Easement description and exhibit costs associated with acquisition
- Survey costs

3.4 Coordination with Maintenance/Utilities/Departments

Throughout the design phase of the project, it is important for the Project Engineer to coordinate with other utility departments that have services at the project location. Whenever there is a conflict between utilities on the new design, the Project Engineer needs to work through solutions with the applicable utility department. Utilize the employee directory to find appropriate contact information for different divisions.

3.5 Grant Funding

It is the intent of the City of Columbia to actively pursue all available grants which are cost effective. As a result, the City of Columbia, MO applies for and receives thousands of dollars from federal, state and local grant agencies. Typically, each grant has a unique application process, reporting requirement(s), payment/reimbursement process, and compliance requirement(s). The Finance Department develops and maintains procedures relating to grant necessary to properly coordinate grant information. For specific requirements and specifications on applying and utilizing grant funding for a CIP Project, the Project Engineer should contact the Finance Department. For grant related forms and procedures, see the Document Directory section found on the City's intranet [here](#).

(An example of a grant checklist can be found in Section 14.0 Appendix.)

4.0 Interested Parties (IP) Meeting

Once a preliminary concept is completed, an Interested Parties (IP) meeting can be scheduled. This is an informal meeting for property owners, residents, and businesses that could be affected by the construction project (plus any other stakeholders) to view preliminary project concepts and provide input. The Interested Parties (IP) meeting and associated process shall adhere to Code of Ordinances Section 22-71(a). In instances where Code of Ordinances Section 22-73 applies, the Project Engineer shall receive written permission from the Director to forgo the interested parties meeting.

The main objectives of the Interested Parties meeting are to:

- Present the concept plan and proposed timeline.
- Discuss how the affected properties will be impacted by the project.
- Ask for input from stakeholders, including any special concerns, scheduling needs or access needs during construction.

4.1 Planning for the IP Meeting

The affected and adjacent properties are identified through the parcel information that is housed in the City’s GIS mapping system. Property owners and their contact information is captured using ArcGIS software and can be exported to an Excel spreadsheet.

	A	B	C	D	E	F	G	H	I
1	OWNER1	OWNER2	MAILING ADDRESS	CITY	STATE	ZIP	HOUSE ADDRESS	STDIR	STREET NAME
2	COLUMBIA PUBLIC SCHOOL	DISTRICT	1818 W WORLEY ST	COLUMBIA	MO	65203			
3	COLUMBIA COLLEGE		1001 ROGERS ST	COLUMBIA	MO	65216 0		N	704-708 SEVENTH
4	ESTES AMANDA & EVA BROADUS		8 E WORLEY ST	COLUMBIA	MO	65203 515		N	FIFTH ST
5	HINSHAW FAMILY PARTNERSHIP	LP	PO BOX 194	COLUMBIA	MO	65205 414		N	FIFTH ST
6	HINSHAW FAMILY PARTNERSHIP	LP	PO BOX 194	COLUMBIA	MO	65205 513		N	FIFTH ST

The project manager should coordinate with their Supervisor and the Utility Department Public Information Specialist, as well as the City Calendar, to set a date and location for the IP Meeting. IP meetings are often held in one of the first floor meeting rooms at City Hall, but can also be held at convenient locations on or near the project site if desired. The Public Information Specialist or someone with the Community Relations division can assist with

reserving the meeting room and ensure the meeting notification is on the Official Meetings Calendar on the City's website. The project manager should send a calendar invitation of the IP meeting to their supervisor, the Division Manager and the Director for their information.

After receiving project information from the project Engineer, the Utility Department Public Information Specialist will create a project page on the "BeHeard" section of the City of Columbia website (<https://beheard.comogov/>), and draft a press release with the relevant information. Press Release Example:

"The <UTILITY NAME> is holding an interested parties meeting on <DATE> from <TIME> in Conference Room 1C of City Hall, 701 E. Broadway, to discuss the upcoming <PROJECT NAME> located at <LOCATION>. Concepts will be available for public review and City staff will be present to answer questions.

The purpose of this meeting is to present the plan for <BRIEF DESCRIPTION OF PROJECT>. Construction is anticipated to take place <ROUGH TIME FRAME> and is estimated at <\$COST>. Financing for this project will be through <FUNDING SOURCE>.

<OTHER INFO TO EXPLAIN WHY THE NEED FOR THE PROJECT> : <"Private common collectors are major sources of inflow and infiltration of stormwater into the sewer system. By replacing the outdated, private sewer and connecting these properties into the publicly maintained sewer, the City can reduce the occurrence of backups and overflows."

4.2 Contact Log

The Contact Log is a record of any correspondence between interested parties and staff. This can be in the form of an Excel spreadsheet that records the date the correspondence happened, the name and contact info for the person, and what was discussed. This provides a timeline showing interaction between the City and the public. Since the contact log is published as an attachment with the public hearing Council memo, phone numbers and emails should be kept separately. The Engineering Supervisor or manager should give approval prior to sharing interested parties contact phone numbers or emails with anyone outside the City or for a Council document. (See an example of a contact log in Section 14.0 Appendix).

4.3 Notification

The project manager should make every effort to contact adjacent and affected property owners by phone or in person to notify them of the upcoming IP meeting. When not readily available, owner's contact information can be found using the utility billing data maintained by

Utility Customer Service. A Google Chat entitled “Utility Customer Info”, maintained by the Utility Customer Service Mgr., has been established to obtain contact info for addresses or parcels. The main purpose for speaking with the landowners is to make sure contact is made early in the process to help prevent misunderstandings by the public that could cause problems later in the process. City Code of Ordinances requires staff to contact affected property owners by phone or in person about the scheduled IP meeting.

A letter should be sent out to property owners or interested parties whose properties, businesses or interests could be impacted by the project. Letters should be mailed approximately two weeks prior to the date of the IP meeting. *(An example of the notification letter can be found in Section 14.0 Appendix).*

One week prior to the IP meeting, door hangers can be delivered to the businesses and/or residences in the vicinity of the project. (Door hangers are not required, but are tangible evidence that we attempted to contact affected properties in person.)

If using a door hanger, it should include the date, the contact information for the utility, and any other specific contacts, for example the project manager name and direct phone line and email.

(An example of a door hanger can be found in Section 14.0 Appendix).

4.4 Meeting Preparation (Templates)

The following items should be prepared prior to the IP meeting date and provided at the meeting: sign-in sheet, informational handout/meeting agenda, and comment forms.

Directional signs may be needed to direct attendees to the correct room. In addition, a large format project graphic/map of the project location is important as a visual aid. A checklist is provided in the next section. *(An example of meeting templates can be found in Section 14.0 Appendix.)*

The Engineer should prepare a Power Point-style presentation to be given during the IP Meeting. The presentation should provide background information and make the case why the improvement is needed, walk through the current and future project steps/milestones, give

some information about the design concepts, spell out City and owner responsibilities, discuss the property impacts the residents and property owners can expect, and finally, state the anticipated project timeline.

4.5 Tips for a Successful IP Meeting

On the day of the IP Meeting, the following checklist should be followed:

- Arrive early
- Bring items such as:
 - Sign-in Sheet
 - Comment forms
 - Informational handout/meeting agenda
 - Directional signs to help people find their way to the meeting
 - Large format project graphics/maps
 - Easels
 - Pens/Pencils for comments
 - Business cards
 - City Identification and fob to access city buildings
- Power Point-style Presentation
 - Laptop, projector and screen (if providing own)
 - Ensure the Power Point file is saved on laptop, or in a drive that can be accessed by the PC in the meeting room.
- Set up the large displays (project graphics, maps, etc.)
- Be sure that everyone that attends signs in on the sheet
- Introduce all City staff present
- Give the presentation which discusses the purpose of the project and timeline and City process. Ask for questions or comments. Direct attendees to the available comment forms.
- Be kind, patient and positive – this is an improvement process – What is the City improving?

4.6 Utility Coordination

Around the time of the IP Meeting, send an email to the utilities expected to have facilities in the project area, and attach a concept plan. Sample language follows:

Dear Utility Representatives,

The City of Columbia Sewer and Stormwater Utilities have begun design work for the _____ project located near _____. Preliminary concepts are attached. The project is anticipated to be constructed in _____ of 20____. We are notifying utilities included in the Missouri One Call ticket for the project survey.

Please review the attached conceptual plans and verify that the location of your utility is correctly shown. If you have additional information or corrections, please mark-up and return the plans or provide diagrams showing the location of your utility. The intent is to identify potential utility conflicts at the earliest opportunity in order to revise the design and/or address the utility relocation. Additionally, we would like to know of any future plans you may have for relocation, replacement, or upgrades of your utility within the vicinity of the project.

*Project Contact(s): _____, Engineer, 573-874-_____, _____@como.gov
_____, Engineering Technician, 573-874-_____, _____@como.gov*

Please send information within two weeks. Thank you,

A list of contact information for utilities can be found here:

K:\Sewer\Engineering\References\Utility Contact for Precon

Responses from the utility companies will be saved by the Engineer or Engineering Technician in the project folder, and information received will then need to be incorporated into the project design. A Utility Contact Log can be established, that tracks the communications with utilities.

5.0 Public Hearing

After the Interested Parties meeting, and once a preliminary design is completed, a Public Hearing will need to be scheduled, to take place at a City Council Meeting. The Resolution of necessity and the Public Hearing and associated Council Memos and process shall adhere to the Code of Ordinances Section 22-71(b) and (c).

Any comments received as a result of the IP Meeting, can be incorporated into the preliminary design prior to presenting to Council.

5.1 Planning for the Public Hearing

A City Council resolution to set the public hearing date must be prepared. This resolution sets the public hearing for a subsequent meeting. If there is grant money or federal money involved in the project, the Project Engineer should adhere to the proper notice time for the public hearing, which may mean the public hearing will be two or three meetings following the resolution. Typically, the public hearing will be scheduled for the 2nd council meeting following the meeting where the resolution was set. (If necessary, it could be scheduled for the next council meeting after the resolution, however, this will cause a very quick turn-around for mailing of PH notifications and updating of the contact log.)

The Council memo and other documents for the resolution to set the public hearing should be submitted to the Engineering Supervisor. A list of these required documents are:

- Council Memo (Use the current template from intranet)
- Location Map (JPEG) & (PDF)
- Project Graphic (JPEG) & (PDF)
- Contact Log (No phone numbers or emails should be included) (PDF)

The project graphic, location map, and an updated contact log may be the same as what was prepared for the IP Meeting.

The Contact Log is a record of any correspondence between interested parties and staff. This can be in the form of an Excel spreadsheet that records the date the correspondence happened, the name and contact info for the person, what was discussed. This provides a timeline showing interaction between the City and the public. (See section 4.1). After the Public Hearing date is set, the project Engineer should contact all interested parties to notify them of this date, as discussed in the “Notification” section below. The contact log is to be updated after these notifications are made.

The Engineering Supervisor and Division Manager will review and make any changes before submitting to council for approval.

5.2 Preparation (Templates)

Use the current Council Memo form (See section 14.0 Appendix) and edit for each project. This ensures that the proper template is used for the Council Memo.

5.3 Resolution Estimate

The Project Engineer itemizes total estimated costs for the project based on the preliminary design, and should include all costs that will be tied to the project. In addition to construction costs, total project costs may include engineering, surveying, utility relocations, and easements. Some divisions track engineering time with project numbers, some projects use consultants to perform engineering work, all of these costs should be included in the resolution estimate.

Sewer Utility uses current Term & Supply bids to begin the construction estimate. When engineering or easement costs are unknown, typical percentages of construction costs will be 20% to 25% for engineering costs and 15% to 20% for easement costs. Additionally, a 20% contingency is included for cost escalation for the life of the project. All of these costs are included in the resolution estimate. Each utility may have their own best management practice to estimate costs.

5.4 Diagram/Project Graphic

Along with the council memo, a diagram or project graphic of the location and proposed project should be provided to the Engineering Supervisor for review. These should be submitted as

.PDF and .JPEG formats. The PDF format is used for the Council Agenda and the JPEG format is used for the public hearing power point presentation prepared by the Division Manager or Director. There may be multiple location maps and diagram or project graphics submitted for the public meeting in order to give a good representation of the project area, and any proposed changes. Diagram maps should have the following titles in preparation for placement in the Council Agenda: Location Map and Project Graphic.

The preferred location map is created using a software called ArcMap. Typically these are drawn by an Engineering Technician within the engineering division. An example of a location map can be found in Section 14.0 Appendix.

5.5 Notification

The Project Engineer should make every effort to contact property owners by phone or in person once the public hearing date has been set as directed by ordinance. Update the contact information from the IP meeting prior to making contacts. The main purpose for speaking with the property owners is to inform them of the public hearing, and to make sure contact is made early in the process to help prevent misunderstandings by the public that could cause problems later in the process. The contact log is to be updated with all contacts to interested parties related to the project.

Notifications need to be mailed to the property owners and interested parties once the public hearing date has been approved by City Council. These should be mailed immediately following the meeting that set the public hearing date. Along with the notification letter, a copy of the council memo and a copy of the signed resolution should be provided. An example of a public hearing notification letter can be found in Section 14.0 Appendix.

The Resolution with signatures can be found on the [City's Granicus webpage](#) within two days of the meeting.

An example of a signed resolution pulled from the Granicus system can be found in Section 14.0 Appendix.

5.6 Utility Coordination

After the Public Hearing, send another email to the utilities that have facilities in the project area, and attach a preliminary plan. Sample language follows:

Dear Utility Representatives,

The City of Columbia Sewer and Stormwater Utilities are in the process of completing the final design and acquiring easements for the _____ project. The preliminary plans were recently approved by the City Council at a Public Hearing. The final design will be based on the attached preliminary plans. The Project is anticipated to be constructed in _____ of 20___. We are notifying utilities included in the Missouri One Call ticket for the project survey.

Please review the attached preliminary plans to verify that the location of your utility is correctly shown, and for any other design issues with your utility, then forward your comments. If you have additional information or corrections, please mark-up and return the plans or provide diagrams showing the location of your utility. The intent is to identify potential utility conflicts at the earliest opportunity in order to revise the design and/or address the utility relocation. Additionally, we would like to know of any future plans you may have for relocation, replacement, or upgrades of your utility within the vicinity of the project.

Project Contact(s): _____, Engineer, 573-874-_____, _____@como.gov

_____, Engineering Technician, 573-874-_____, _____@como.gov

Please send information within two weeks. Thank you,

A list of contact information for utilities can be found here:

K:\Sewer\Engineering\References\Utility Contact for Precon

Again, responses from the utility companies will be saved by the Engineer or Engineering Technician in the project folder, and information received will then need to be incorporated into the final design.

6.0 Easement Acquisition

6.1 Property Acquisition

The acquisition of property shall adhere to the Code of Ordinances Section 22-71(d). In addition, the Property Acquisition Coordinator (PAC) must follow certain requirements & guidelines for easement acquisition. The Engineer should consult with the PAC to ensure these are followed, especially when any grant, state or federal funding is involved in the project.

Easements can be donated, purchased or acquired through eminent domain. Easements to be purchased or acquired through eminent domain must go through the Council process prior to acquisition.

Easements that need to be purchased: *(This is when the City may need to use eminent domain to acquire the easement; easements to be donated do not need to go through City Council prior to acquisition, but must be accepted by City Council after acquisition.)*

1. Review design and easements with Construction Inspector – by Project Engineer.
2. Discuss easements with property owners and get preliminary approval (non-binding) – by Project Engineer, often during earlier discussions about the Public Hearing, etc.
3. Have a Professional Land Surveyor (City or consultant) describe the easements and create exhibits .
4. Submit documents to supervisor or manager to be placed on council agenda for approval:
 - Council Memo (Word)- by Project Engineer
 - Location Map (PDF) -by Project Engineer
 - Project graphic for each address (PDF)- by Project Engineer via Surveyor
 - Easement description(s) (non-executed) (Word)-so Law Department can draft the ordinance

5. Council approves
6. Property Acquisition Coordinator (PAC) coordinates with property appraiser
7. PAC negotiates prices with property owner based on appraisal
8. PAC has property owner sign easements over to the City of Columbia (notary present)
9. PAC records easements
10. Project Engineer adds book and page to construction documents

Easements that will be donated: *(Sewer Example: PCCE project where policy dictates that property owners donate easements in exchange for public sewer.)*

1. Review design and easements with Construction Inspector-by Project Engineer.
2. Discuss easements with property owners and get preliminary approval (non-binding)-by Project Engineer.
3. Have surveyor (City or contractor) describe the easements and create exhibit -by Project Engineer.
4. PAC or Project Engineer meets with the property owner to sign easements over to the City of Columbia (notary must be present)
5. PAC records easements
6. Project Engineer adds book and page to construction documents

Executed easements must be sent to City Council for acceptance. The executed documents can be provided to the Utilities Administration Senior Administrative Assistant (Sr. ASA) for inclusion in easements to be accepted by City Council at the next available Council meeting.

6.2 Council Memo

Use the Council Memo from the intranet *(See section 14.0 Appendix)* and edit for each project. This ensures that the proper template is used for the Council Memo.

7.0 Final Design

7.1 Utility Coordination

In most cases it will be appropriate to contact each utility company that has facilities in the project area during the final design stage, to determine whether there are still any conflicts that need to be addressed before construction begins. Good practice is to send a separate email to each utility contact, notifying them of the upcoming bidding and construction timeline, and attach 80-90% plans with utility lines highlighted.

Once again, any information received will need to be incorporated into the final design.

7.2 Plans & Technical Specifications

At this stage, the Project Engineer has incorporated any interested party comments, coordinated with other utility departments as needed, and acquired necessary easements and incorporated any requirements from easement negotiations. The Project Engineer should conduct a constructability review with their inspectors to ensure nothing is missed. Once the plans are ready to be finalized, they are then submitted to the Engineering Supervisor and Division Manager for a final review and are signed and sealed by a professional engineer. Plans produced in house are signed by the Director of City Utilities. Below is a list of things to include and take into consideration when finalizing the design. This is not an exhaustive list and the Project Engineer will need to use their best judgement when designing the project.

- Traffic control plan
- Erosion & sediment control plan when applicable
- Permitting
- Bore pit size and location is adequate
- Proposed alignments allow for trench boxes to be appropriately utilized
- Check against plans checklist
- Finalize depths of pipes, location of structures (Sewer Utility, Water?)
- Minimize disruption streets, sidewalk and private property

- In-ground infrastructure abandonment plan (Sewer Utility, Water?)
- Fence Removal and Replacement
- Property Owners access to their property

8.0 Bid Call Ordinance

8.1 Bid Call Council Memo

The bid call ordinance and Council Memo should adhere to the Code of Ordinance Section 22-71(e). It is important to describe in the Council Memo how the project will be constructed, using all or portions of the following: City employees (force account), bid through purchasing, bid through purchasing via a term and supply contract.

A bid call ordinance must be passed by City Council before any construction can begin. The Bid Call Ordinance memo utilizes the same template as all previous memos to Council and should be downloaded from the intranet. *(See Section 14.0 Appendix for specifics)*.

9.0 Bidding and Award

9.1 Bid through Purchasing

City Ordinances concerning the Purchasing Division can be viewed [here](#).

For a list of formal bid types and other purchasing guidelines, please reference the Purchasing Policy Quick Guide found on the intranet [here](#).

Spending dollar thresholds per City Ordinance shows that anything over \$15,000 requires a formal bid process. This is handled by the Purchasing Division with assistance from the requesting City Department.

After the Ordinance for the Bid Call has passed Council and has been signed (accessible through Granicus), the following items will need to be submitted to the Purchasing Division by the Engineering Supervisor:

- Construction plans, signed and sealed by professional engineer
- Specifications applicable to the project
- All bid items
- Total cost estimate
- Enacted bid call ordinance
- Calendar days to be contracted for construction or to provide services
- Liquidated damages is work goes past contracted days – projects with more critical deadlines should have higher liquidated damages, City must be able to prove damage.

If needed, the Engineering Supervisor will schedule a pre-bid meeting with contractors.

A formal bid through Purchasing is summarized as follows:

- The City Department and the Purchasing Division work together to develop a formal competitive bid document

- Purchasing issues the bid on the City's e-bidding website. In addition, all formal solicitations are advertised in local newspapers which is handled by the Purchasing Division.
- During this time, vendors MUST submit all questions and inquiries through Purchasing. The Project Engineer SHALL NOT communicate directly with any vendors during the bid period.
- When the bid closes, an evaluation process takes place following the process stated in the procurement document.
- Overall, lowest and best vendor is awarded a contract.
- At a minimum, three months should be allowed for the formal bid process to take place.

Bids will then be reviewed and a contractor will be approved. The Engineering Supervisor will enter a Purchase Order requisition with Senior ASA once Purchasing has the contract in place. Project Engineer should become familiar with all contract language associated with the construction project.

9.2 Bid through Term & Supply

City Ordinances concerning the Purchasing Division can be viewed [here](#).

Term & Supply is a form of contract with one or more vendor sources to provide high-volume, repetitive City-wide requirements (goods or services) over a specific term or period of time. A blanket Purchase Order (PO) will typically be issued as authorization for the department/division to purchase items or services on an as needed basis for the term of the contract. *(See section 9.3)*. Project Engineer should become familiar with all contract language associated with the term and supply contract.

After the Ordinance for the Bid Call has passed Council and has been signed (accessible through Granicus), the following are the steps to proceed with bidding through Term & Supply:

- Schedule a pre-bid meeting with contractors, if needed.

- Obtain a proposal for the work from the contractor, develop construction timeline and calendar days required for completion.
- Complete a PO request form and obtain all signatures
- Enter in the PO requisition (Senior ASA).
- Submit executed PO request form and enacted bid call ordinance to purchasing.

9.3 Purchase Order Process - Purchasing

A Purchase Order MUST be issued prior to beginning any work by a contractor or vendor or ordering any materials.

A purchase order must be submitted to the Purchasing Department through a requisition to purchase goods or services.

Steps on Requisition Entry Process through MUNIS can be found on the intranet [here](#).

- Department (usually an ASA) submits a requisition to purchase goods or services. All required documentation must be uploaded to the requisition in MUNIS.
- Based on the dollar amount, the requisition may go to a department supervisor for approval. The approver should check the requisition for detailed order information, correct account information and accurate documentation. If something is incorrect or missing, the supervisor should reject the requisition.
- The requisition will come to Purchasing for review and approval. If all required information is present, Purchasing will issue the Purchase Order (PO).
- In most cases, the PO places the order with the vendor. ***The PO must be issued prior to work being done or product ordered.***
- Vendors will ship the product or provide the service and will issue an invoice.
- Requisitioner will receive the items in MUNIS.

Steps on the Receipt Entry Process through MUNIS can be found on the intranet [here](#).

- Accounts Payable will pay in accordance with the invoice.

- Requisition must include information regarding the purchasing vehicle (Informal Bid (three quotes), Purchasing contract, sole source, City Council Resolution/Council Bill, etc.), invoices and/or quotes.
- Information state herein should be referenced in the General Notes of the requisition and the actual procurement documents state herein shall be uploaded to TCM in MUNIS.

An example of a Purchase Order Request can be found in the Appendix (*Section 14.0*) of this document. This document is a helpful reference that includes all the pertinent information about the contract and construction in one single page.

10.0 Construction

10.1 Pre-Construction Meeting

The Pre-Construction Meeting will be set up by the Project Engineer and informal invites in the form of emails or phone calls will be sent out to all stakeholders. The attendees will include the Project Inspector, applicable utilities, Contractor and the Project Engineer. Invite the Right of Way Technician from Building & Site Development Division, if there are any road closures or significant traffic impacts. The main items to be discussed at this meeting should include:

- Discussion of the project components and answer any questions from the Contractor
- Select a notice to proceed (NTP) date (*See Section 10.2*) based on the Contractor's availability
- Once the NTP date is selected, Inspector will schedule a date for hanging door tags and sending out notifications to affected parties. This date needs to take place at least 1 week prior to NTP date.

10.2 Notice to Proceed

Notice to Proceed (NTP) is a date that is considered the first day that construction activities can begin. This date is based on Contractor availability and other factors discussed in pre-construction meeting that was agreed to by all parties. It is the official contract start date.

Purchasing will issue the official notice to proceed document for all construction contracts.

*The Contractor can begin the project prior to receiving the official document from purchasing, however, they do so at their own risk.

10.3 Notification

Notifications in the form of door hangers, letters, and on-site communications to any affected parties will occur before any construction activities by the Inspector. (*See Section 14.0 Appendix for example of a Construction Notice Letter.*)

11.0 Pay Estimates

11.1 Initial Pay Estimates

Set up the initial pay estimates based on the engineers estimate and signed Purchase Order. This will include entering construction quantities from the signed Purchase Order. If quantities change from the signed purchase order, a change order must be issued and approved. (See *Section 11.3*)

11.2 Monthly Pay Estimates

Inspector verifies monthly quantities with contractor and prepares pay estimate. These will be submitted by the end of each month to the Engineering Supervisor. The pay estimate will include:

- Project Name
- Contract Number
- PO Number
- Contractor Name, Address
- Date Range for materials and work performed
- Pay Estimate Number
- Item Description
- Unit
- Bid Quantity
- Change Order (+/-)
- Total Quantity Used
- Current Estimate
- Unit Price
- Total Cost

An example of a monthly pay estimate can be found in Section 14.0 Appendix.

The Engineering Supervisor will review the submitted pay estimate for accuracy, both total quantities to date and current estimate quantities. A request for contract payment and a cover sheet (*See Section 14.0 Appendix*) will be prepared and the signatures of the Division Manager and Director will be obtained for the payment form and pay estimate.

A scanned copy of the signed documentation will be saved to the Division's project folder, and a scanned copy will be submitted to the Senior ASA for receiving on Purchase Order.

11.3 Change Order

Unknown conditions in the field may require an addition or deletion of certain line items in the initial pay estimate. A Change Order must be issued and approved PRIOR to the work being completed. Be sure to adhere to all contract language for the project. In these instances, a Change Order form must be submitted. A Change Order may also be required if there is a significant change in existing line items. At the end of a project, a Final Change Order will be completed showing overrun or underage of certain line items. This final change order (formerly known as Summary of Changes) will balance the final pay estimate. (*See Section 13 for more information*). These are issued by the Inspector to the Engineering Supervisor. (*See an example of the form in Section 14.0 Appendix*).

Instructions on how to enter a Change Order in MUNIS can be found on the intranet under the Finance Purchasing tab. (*For final change order information, See Section 13.1*).

Per City Code of Ordinances Section 2-459:

The total amount of all change orders executed in connection with any contract for capital or public improvements authorized by this article shall not exceed fifteen (15) percent of the contract price without the written approval of the City Manager.

12.0 Inspections

During the construction phase, all utilities have Inspectors who monitor the contractor's work. The Inspector is considered the City's on-site representative for a construction project. The Inspector works with the Project Engineer and the contractor(s) to ensure work is completed as designed and per City specifications. The Inspector tracks materials used during the project. Each utility has its own daily inspection log to document criteria for materials, hours worked, equipment used, etc. The inspection process will be different for each utility. Inspectors should familiarize themselves with the specific contract for each construction project. *(Forms can be found in Section 14.0 Appendix.)*

12.1 Inspection Process-Water Utility

The Project Inspector performs daily inspections and reports throughout construction. Prior to water mains being placed into service, the utility will disinfect and perform bacteriological sampling and testing per Water Utility's current specifications.

At the completion of the project, the Project Inspector will prepare a final report and complete As-Built drawings. Additionally, the Project Inspector will coordinate fire hydrant easements and deeds of dedication for private development projects.

12.2 Inspection Process-Electric Utility

The Project Inspector performs daily inspections and reports throughout construction. Prior to electric infrastructure being placed into service, the Electric Utility will perform testing per Electric Utility's current specifications.

At completion of the project, the Project Inspector will prepare a final inspection report and complete As-Built drawings. Additionally, the Project Inspector will coordinate any additional easements required for a project.

12.3 Inspection Process-Sewer/Stormwater Utility

The Project Inspector performs daily inspections and reports throughout construction. Prior to closing out a project, a pre-final inspection occurs. The Project Inspector will identify if there are any lingering tasks that need to be completed, and what tests need to be conducted before the final payment or final inspection can be made. The following list includes but is not limited to types of tests that may need to be completed depending on the project type:

- Air testing
- Mandrel testing
- Vacuum Testing
- Camera Inspection
- BMP Inspection (Stormwater)

The contractor will complete any unfinished tasks identified in the pre-final inspection and present the results of all tests to the Inspector.

The Inspectors will then conduct the final Inspection on the project. The Project Engineer will ensure all As-Built drawings are submitted, reflecting any changes that were made to the original design (i.e. rim elevations, pavement quantities, flow-line elevations etc.). Once all construction has been completed and passed inspection, a final inspection report will be sent to the contractor, along with forms for the project closeout. *(See Section 13.1 Final Change Order/Final Estimate).*

13.0 Project Closeout

13.1 Final Change Order/Final Estimate

The Inspector will prepare final change order and final pay estimate forms for the project and submit the paperwork to the Engineering Supervisor. *(See Section 14.0 Appendix for examples.)*

When a project with prevailing wage requirements is about to close, the Project Engineer should contact the current Contract Compliance Officer in the Finance Department to verify that all documentation has been received.

Required documentation:

- Certified payrolls from the contractor and subcontractors
- Affidavit of Compliance with Prevailing Wage submitted by the contractor/subcontractors (states the subcontractor/contractor upheld all requirements for Prevailing wage law.)
- Affidavit for Final Payment from the contractor (Shows final, unalterable dollar amount, waiving claims for any additional amount)
- Affidavit for Final Payment and Release from any and all subcontractors (Shows the subcontractors have been paid in full for all work and materials and they waive any future claims against the City)

If the contract is utilizing federal grant funding, there may be some additional requirements.

- Disadvantaged Business Enterprise (DBE) submittal (This is to show that the DBE goal was achieved)
- Settlement of Claims affidavit (Filled out by the contractor to document that they have no outstanding bills.)

If grant funding is being utilized or if it is a particularly large project, also include the current Contract Compliance Officer on the emails for pay applications. In doing so, allows the Finance Department to track payments and compare them to the paperwork they are receiving.

13.2 Notification

The Inspector prepares a Final Acceptance letter that announces the completion of the project's construction. This letter will be submitted to the Engineering Supervisor and routed to the Utilities Director for their signature and seal. *(See Section 14.0 Appendix for example.)*

The Inspector verifies quantities with contractor and prepares final payment estimate. See monthly pay estimates checklist *(See Section 11.2)*.

13.3 Warranty

The Warranty Period for Inspection starts on the date of the final acceptance. The Inspector will conduct an inspection of the project at the end of the time frame listed for the type of project.

- One (1) year for CIP Projects (Public)
- Two (2) years for Private projects

If there is an issue that needs attention, a notification letter will be sent to the contractor identifying the issues that need to be resolved before they can be released of warranty responsibilities by the City. *(See Section 14.0 Appendix for a Warranty Inspection Report.)*

13.4 Coordination with Finance

The Engineering Supervisor should provide regular updates to the Division Manager and Finance about the status of capital projects. Once the capital project is complete, Finance must begin the capitalization process for all improvements.

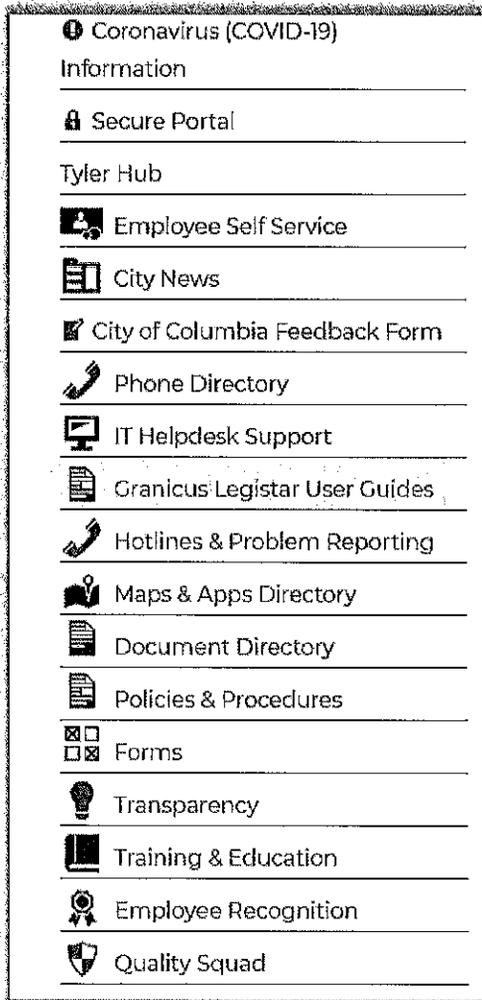
14.0 Appendix

14.1 Council Memo

The City of Columbia officially began using the Granicus/Legistar (hereinafter “Granicus”) system to produce agendas for council meetings in January 2016. Granicus is a cloud-based software program that provides a workflow process for the creation of City meeting agendas.

It is important that the template used for each council memo is downloaded from the intranet every time to ensure the correct template.

You will need to login to www.mycolumbiamo.com to access the templates and Granicus. Forms can be found by clicking the ‘Granicus Legistar User Guides’ as shown below:



Template from Granicus:

Granicus Legistar User Guides

Checklists, User Guides & Forms:

- [Appropriation of Funds Form, Council Memo Template and Personnel Change Calculation Form](#)
- [Granicus Legistar Drafting Files](#)
- [Granicus Agenda Item Checklist \(updated 01/20/2023\)](#)
- [Granicus Legistar Approving, Disapproving and Delegating Legislative Files](#)
- [Granicus Legistar Agenda Creation for Boards and Commissions](#)
- [Granicus Legistar Minutes Creation for Boards and Commissions](#)
- [Mandatory Headings for Granicus Boards, Commissions, and Task Forces](#)

Granicus offers a variety of help and training options including:

- Granicus Help Center
- Granicus University Webinars
- Videos

Granicus Legistar User Guides

Checklists, User Guides & Forms:

- [Council Bill Request Form, Council Memo Template and Personnel Change Calculation Form](#)
- [Granicus Legistar Drafting Files](#)
- [Granicus Agenda Item Checklist](#)
- [Granicus Legistar Approving, Disapproving and Delegating Legislative Files](#)
- [Granicus Legistar Agenda Creation for Boards and Commissions](#)
- [Granicus Legistar Minutes Creation for Boards and Commissions](#)
- [Mandatory Headings for Granicus Boards, Commissions, and Task Forces](#)

Granicus offers a variety of help and training options including:

- Granicus Help Center
- Granicus University Webinars
- Videos

The following form is the standard template used for this purpose as well as any future actions that must go before City Council.



City of Columbia
701 East Broadway, Columbia, Missouri 65201

Department Source: Choose a department.
To: City Council
From: City Manager & Staff
Council Meeting Date: July 19, 2021
Re: Briefly state purpose of agenda item.

Executive Summary

Briefly describe the result if Council takes actions recommended in the "Suggested Council Action" field. Do not replicate the Re: field.

Discussion

Be as clear and concise as possible.

Fiscal Impact

Short-Term Impact: Enter the cost of proposed legislation to the city for the next **two** years.
Long-Term impact: Enter the cost of proposed legislation to the city for years **beyond two**.

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Comprehensive Plan Impacts:

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Legislative History

Date	Action
Manually enter dates in this format: MM/DD/YYYY. Use hard returns to get to the next line of action entry.	Manually enter action items here. Use hard returns to space down to align with the corresponding date to the left. Order history from most recent to oldest. For each Council action, significant procedural action by a Board/Commission and Interested Parties meeting, enter the action date and brief statement of the action with vote totals, if known. Include ALL information you feel is relevant to this item.

Suggested Council Action

Briefly describe recommended action or options Council may wish to consider.



City of Columbia
701 East Broadway, Columbia, Missouri 65201

Department Source: Choose a department.
To: City Council
From: City Manager & Staff
Council Meeting Date: July 19, 2021
Re: Briefly state purpose of agenda item.

The heading of the form contains critical information regarding which department/division is requesting the preliminary design. The form will always be addressed to the City Council from the City Manager & Staff. A drop-down is built into the form to identify which department is making the request.

Department Source: Choose a department.
To: City Council
From: City Manager & Staff
Council Meeting Date: []
Re: Briefly state purpose of agenda item.

Briefly describe the result of the "Action" field. Do not be as clear and concise as possible.

- City Clerk
- City Manager
- City Utilities - Sewer/Stormwater
- City Utilities - Solid Waste
- City Utilities - Water and Light
- Community Development - BSD
- Community Development - CDBG/Home
- Community Development - NS
- Community Development - Planning
- Community Relations
- Convention and Visitors Bureau
- Cultural Affairs
- Economic Development
- Finance
- Fire
- Human Resources
- Information Technology
- Law
- Municipal Court
- Parks and Recreation
- Police
- Public Health and Human Services
- Public Works
- Sustainability

The council meeting date also has a drop down that allows the requesting department/division to select the date the request will be presented to council.

From: City Manager & Staff
Council Meeting Date: July 19, 2021
Re: Briefly state purpose of agenda item.

Briefly describe the result of the "Action" field. Do not be as clear and concise as possible.

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

(Typically, City Council meetings are held the 1st and 3rd Mondays of the month. Exceptions to this are when those Mondays fall on a federal holiday or for special sessions. Information for upcoming meetings and dates can be viewed on the Official Meetings Portal found on the City of Columbia's official website: <https://www.como.gov>.)

Also in the heading, the purpose of the agenda item must be entered after 'Re:'.

This can simply be entered as: "Resolution to set a Public Hearing for <Project Name>.

An example of a completed heading:

Department Source: City Utilities - Water and Light
To: City Council
From: City Manager & Staff
Council Meeting Date: September 27, 2021
Re: Resolution to set a Public Hearing for [Project Name]

The Executive Summary of the form is a place to give a high-level synopsis of what the project is about and any notifications of attachments such as diagrams, locations maps and petitions. It should not be a duplication of what was placed in the 'Re:' field.

Executive Summary
Briefly describe the result if Council takes actions recommended in the "Suggested Council Action" field. Do not replicate the Re: field.

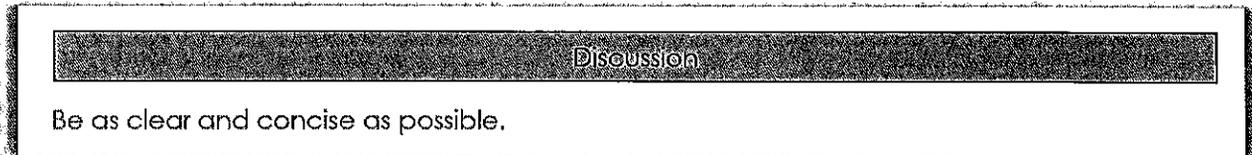
An example of an executive summary would be:

"Staff has prepared for council consideration a resolution to set a public hearing for [DATE], concerning [PROJECT NAME]. The proposed project will consist of [BRIEF SUMMARY]. The estimated cost will be [\$\$\$] and will be paid from [FUNDING SOURCE]."

*If the proposed project falls under a PCCE (Proposed Private Common Collector Elimination (Stormwater/Sewer Utility), then the following must be followed:

-Reference the petition within the executive summary and the number of property owners that signed the petition.

-Within the attached diagram of the project area, the properties/parcels of the petition signers need to be shaded to show those locations.



The Discussion section of the Council Memo form is where the details of the project are explained. This can be done referencing location based on existing resources the City has already available, such as ArcGIS data. Other items to mention could be the current issues that are causing the project to be considered, if there is eligible/ineligible infrastructure in the project area, easements, the quality of existing infrastructure, etc. Any information about the IP Meeting and comments can also be placed here. The total cost and funding source for the project should also be listed. This section should answer the basic who, what, when and why questions.

An example of what information can go into the Discussion section:

“On [DATE], Council directed staff to conduct a preliminary feasibility study to determine the scope of work on the project. [Department] staff held an Interested Parties Meeting at [LOCATION] on [DATE]. Of the [#] properties affected, [#] property owners attended the meeting. [#] other property owners in the area attended as well. The City contacted the other affected property owners by phone. All property owners are in support of this project.

The resolution estimate for this project is [\$COST]. In accordance with Section 22-253 of City Code, financing for this project will be through the [FUNDING SOURCE].”

Fiscal Impact

Short-Term Impact: Enter the cost of proposed legislation to the city for the next **two** years.

Long-Term Impact: Enter the cost of proposed legislation to the city for years **beyond two**.

An example of for the type of verbiage that could go within the section:

Short-Term Impact: The resolution estimate is [\$COST] and will be paid from the [FUNDING SOURCE].

Long-Term Impact:

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Comprehensive Plan Impacts:

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Tertiary

The Strategic Plan for the City of Columbia is a long-term vision of where the municipality wants to be in the future, as well as the steps it will take to get there. The Strategic Plan serves as the roadmap in prioritizing objectives and initiatives, as well as looking at important metrics to ensure the City is on the right track. The City of Columbia's Strategic Plan can be found on its official website (<https://www.como.gov>). The Strategic Priorities of the City of Columbia are as follows:

Organizational Excellence: Create and support an engaged workforce that delivers an efficient, innovative, transparent and collaborative city government.

Safe Community: Equitably provide emergency services, crime and fire prevention, community risk reduction, emergency preparedness, public health and well-being, community policing and social services to ensure the City is considered safe for all residents and visitors while increasing public trust through accountable leadership.

Reliable and Sustainable Infrastructure: Provide reliable, sustainable, and innovative organizational and infrastructure foundations for the efficient delivery of municipal services to meet the current and future needs of our residents and visitors.

Inclusive and Equitable Community: Cultivate a safe and sustainable community focusing on equitable access, inclusive engagement, equal opportunity and treatment, leading with race.

Resilient Economy: Promote a sustainable and diverse economy through policy development and support for entrepreneurship, innovation and efficiency.

While the Strategic Plan focuses on the aspirations of city government and aligns the community to fulfill them, the Comprehensive Plan is the comprehensive land use plan and is intended to provide residents, appointed boards and commissions, and elected officials with a document that will help guide the City's growth until 2030. The City of Columbia's Comprehensive Plan is also known as 'Columbia Imagined.' More information can be found on the City of Columbia's official website (<https://www.como.gov>) on the Community Development page.

The seven categories of the Comprehensive Plan are as follows:

Land Use and Growth Management

Environmental Management

Infrastructure

Mobility, Connectivity, and Accessibility

Economic Development

Inter-Governmental Cooperation

Livable & Sustainable Communities

The Council Memo form contains a section that allows the project manager to highlight any primary, secondary, and tertiary impacts a project may have to either the Strategic Plan goals or the Comprehensive Plan goals. Drop downs are provided with the specific categories for each plan.

Strategic Plan Impact Area
 Primary Impact: Primary Secondary Impact: Secondary, Tertiary Impact: Tertiary

Comprehensive Plan Impact Area
 Primary Impact: Resilient Economy
 Safe Neighborhoods
 Reliable Infrastructure
 Organizational Excellence
 Inclusive Community
 Not Applicable Secondary Impact: Secondary, Tertiary Impact: Tertiary

Comprehensive Plan Impact Area
 Primary Impact: Primary Secondary Impact: Secondary, Tertiary Impact: Tertiary

Land Use & Growth Management
 Environmental Management
 Infrastructure
 Mobility, Connectivity, and Accessibility
 Economic Development
 Inter-Governmental Cooperation
 Livable & Sustainable Communities
 Not Applicable

Legislative History

Date Action

Manually enter dates here. Use hard returns to space down to align with the corresponding date to the left. Order history from most recent to oldest.

Legislative History	
Date	Action
Manually enter dates in this format: MM/DD/YYYY. Use hard returns to get to the next line of action entry.	Manually enter action items here. Use hard returns to space down to align with the corresponding date to the left. Order history from most recent to oldest. For each Council action, significant procedural action by a Board/Commission and Interested Parties meeting, enter the action date and brief statement of the action with vote totals, if known. Include ALL information you feel is relevant to this item.

The Legislative History section of the Council Memo form provides a space to record any previous legislation that has gone in front of council that pertains to the proposed project. If there are any previous actions taken (such as a petition or interested parties meetings), the

date and a brief description are recorded in this section. It is not uncommon for this section to be left blank if this is a newly proposed project appearing to council for the first time. Search for previous related legislation here: <https://gocolumbiamo.legistar.com/Legislation.aspx>.

Suggested Council Action
Briefly describe recommended action or options Council may wish to consider.

The Suggested Council Action section is provided for the project manager to include a suggestion of what the recommended next step in the process is. An example of this could be:

“Approve the resolution authorizing staff to proceed with setting the Public Hearing for the [PROJECT NAME] on [DATE].”

The following pages give examples of how a Council Memo can be formatted depending on the purpose.

(Public Hearing Memo Example):



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: [Department Name]
To: City Council
From: City Manager & Staff
Council Meeting Date: [DATE]
Re: Resolution to set a Public Hearing for [Project Name]

Executive Summary

Staff has prepared for Council consideration a resolution to set a public hearing on [DATE], concerning [Project Name]. The proposed project will consist of [Brief Summary]. The estimated cost will be [COST] and will be paid from [Funding Source].

Discussion

The scope of this project consists of <More Detailed Project Summary>. See attached location map and project graphic. This project is expected to begin <Start Date (FYXX)>.

An Interested Parties (IP) meeting was held on [DATE]. [#] people attended the meetings. Staff communicated with others who were interested but unable to attend the meeting. The estimated cost of this project is [COST] and will be paid from [Funding Source].

Fiscal Impact

Short-Term Impact: The total project cost, including construction, is estimated at [\$COST] and will be paid from the [Funding Source].

Long-Term Impact: It is anticipated that this project will have a minimal impact on the [Utility Name] annual operating cost.

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Infrastructure, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Infrastructure, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

Date	Action
	Interested Parties Meeting Council directs staff to conduct a preliminary feasibility study associated with the proposed project [Project Name]

(Public Hearing Memo Example Continued):



City of Columbia
701 East Broadway, Columbia, Missouri 65201

Suggested Council Action

Approve the resolution setting the Public Hearing for the [Project Name] on [DATE].

Direct staff to proceed with [Project Name].

(Ordinance to Acquire Memo Example):



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: [Department Name]

To: City Council

From: City Manager & Staff

Council Meeting Date: [DATE]

Re: Authorizing the acquisition of easements for construction of [Project Name]

Executive Summary

Staff has prepared for Council consideration an ordinance authorizing the acquisition of easements necessary for the construction of [Project Name], as shown on the attached project graphic. The proposed project will consist of [Brief Summary]. A public hearing was held on [Date].

Discussion

The scope of this project consists of [Brief Description]. This project is expected to begin [Start Date (FYXX)].

Current policy requires that the temporary construction easements and permanent [Easement Type] necessary for the construction of the project be donated by property owners that benefit from the project. However, in addition to the donated easements, this project will require the acquisition of [#] temporary construction easements (TCE) from [#] property owners, and [#] permanent [Easement Type] easements from [#] property owners not benefiting from the project. See attached project graphic of the proposed easements to be acquired.

Construction plans are [%] complete with construction expected in FY[XX].

Fiscal Impact

Short-Term Impact: The resolution estimate for the project is [\$COST] and will be paid from the [Funding Source].

Long-Term Impact: It is anticipated that this project will have a minimal impact on the [Utility Name] annual operating cost.

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Infrastructure, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Infrastructure, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

(Ordinance to Acquire Memo Example Continued):



City of Columbia
701 East Broadway, Columbia, Missouri 65201

Date	Action
Date	Manually enter action items here. Use hard returns to space down to align with the corresponding date to the left. Order history from most recent to oldest. For each Council action, significant procedural action by a Board/Commission and Interested Parties meeting, enter the action date and brief statement of the action with vote totals, if known. Include ALL information you feel is relevant to this item.

Suggested Council Action

Approve the ordinance authorizing the acquisition of easements for [Project Name].
Direct staff to proceed with [Project Name].

(Bid Call Memo Example):



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: [DEPARTMENT-DIVISION]

To: City Council

From: City Manager & Staff

Council Meeting Date: [DATE]

Re: Authorizing Construction of [PROJECT NAME] and calling for bids through the Purchasing Division.

Executive Summary

Staff has prepared for Council consideration an ordinance authorizing construction and issuing a contract for the work or a bid call through the Purchasing Division for [PROJECT NAME] as shown on the attached Location Map. A public hearing was held on [DATE]. The resolution estimate for this projects is [\$COST] and will be paid from the [FUNDING SOURCE].

Discussion

[PROJECT NAME] will consist of [ENTER BRIEF PROJECT DESCRIPTION] as shown on the attached Diagram. Staff anticipates utilizing [Select: TERM & SUPPLY or BIDDING THROUGH PURCHASING] for this project. However, this ordinance authorizes construction either through the City's term and supply contract or by bidding through Purchasing, whichever is most appropriate.

[UTILITY] Staff held an Interested Parties meeting on [DATE]. A public hearing for [PROJECT, NAME] was held on [DATE]. The resolution estimate for this project is [\$COST] to be paid from [FUNDING SOURCE].

Construction plans are 100 percent complete, and all necessary easements have been obtained. Construction is expected to begin in [FYXXXX].

Fiscal Impact

Short-Term Impact: The resolution estimate is [\$COST] for this project and will be paid from the [FUNDING SOURCE].

Long-Term Impact: It is anticipated that this project will have a minimal impact on the [UTILITY] annual operating cost.

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Infrastructure, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Infrastructure, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

(Bid Call Memo Example Continued):



City of Columbia
701 East Broadway, Columbia, Missouri 65201

Legislative History

Date	Action
List of Dates from most recent to oldest	List the Council Actions from most recent to oldest

Suggested Council Action

Approval of the Ordinance.

|

14.2 Administrative Public Improvement Project Form

ADMINISTRATIVE PUBLIC IMPROVEMENT PROJECT

Project name and brief description: _____

Department: _____

Estimated cost: _____

Funding source: _____

Project meets the following criterion (check one):

- Construction, upgrade or relocation of electric distribution lines less than sixty-nine (69) KV that is estimated to cost less than one million dollars (\$1,000,000.00).
- Water and electric production facility expansion projects estimated to cost less than five hundred thousand dollars (\$500,000.00).
- Sanitary sewer projects estimated to cost less than one hundred fifty thousand dollars (\$150,000.00).
- Storm water utility public improvement projects estimated to cost less than one hundred fifty thousand dollars (\$150,000.00).
- Any project estimated to cost less than fifty thousand dollars (\$50,000.00).

No tax bills will be issued for the project.

Project does not require exercise of power of eminent domain.

IP meeting held on _____

Attendance: _____

Result: _____

Other contacts: _____

Note: IP meetings are not required for ordinary maintenance of public improvements or for projects where there are no obvious interested parties.

Submitted by: _____ Approved: _____
Department Head City Manager

14.3 Authority for Public Improvement Contract

AUTHORITY FOR PUBLIC IMPROVEMENT CONTRACT

Check the applicable box and fill in the blanks if the Administrative Public Improvement Process box or Standard Public Improvement Process box is checked.

Project Name / Description: _____

Purchasing Ordinance

- Sec. 2-459(b)(1): Ordinary maintenance of public improvement.
- Sec. 2-459(b)(2): Electric distribution line less than 69 KV and less than \$500,000.00.
- Sec. 2-459(b)(3): Water distribution lines 16-inches or less and less than \$100,000.00.

Approved by: _____ Date _____
Department Director

Administrative Public Improvement Process
Report on Council agenda for meeting of _____, 20____

Standard Public Improvement Process
Bid call ordinance: Ordinance No. _____
Passed on _____, 20____

14.4 Surveying Services Request Form – When Using City Land Surveyor



FROM:

DATE:

SURVEYING SERVICES REQUEST FORM

The following information must be provided and attached to this form by the Project Engineer or the Technician assigned to the project. This information will be needed before the survey crew goes to the field. Please include a preferred completion date in the comment area:

NEW PROJECT

Need Project Name. I also need the Work Order and Project numbers for time sheets:

Mo-1 Call (1-800-344-7483) (Check this box if Mo-1 Call is needed. The Call will be made by the Survey Section).

Sketch showing the extent of the project

In lieu of a sketch the Engineer or Technician can meet the survey crew in the field. Request a meeting and provide a contact number in the Comments section.

ADDITIONAL TOPO or PROJECT EXPANSION

Need Project Name. I also need the Work Order and Project numbers for time sheets:

Mo-1 Call (1-800-344-7483) if needed. (See NEW PROJECT)

Sketch showing the extent of the project. (See NEW PROJECT)

Traverse Point list

Beginning Topo point number

Use the point numbering convention found on page 4 of "Engineering Division Survey Procedure" found at O:\SURVEY SECTION\Survey.Manual\12.7-SurveyProcedures.doc.

Comments:

14.5 Grant Checklist

Determine if Funding is a Grant

1. How do I know if this is a grant or a contract?

- a. A grant is money or items we receive with no obligation to pay back. Any money or items received from the Federal government, State, or County are going to be considered a grant.
- b. Sales tax and other types of revenue we receive for services like birth certificates, water, electric, parking meters, etc. are not considered a grant.

2. There are 4 types of grants

a. Competitive Funding

Also known as discretionary funding, competitive funding is a process of proposal selection based on the evaluation of a reviewer or team of reviewers. Funding is based on the merits of the application, and recipients are not predetermined.

b. Formula Funding

In contrast to competitive funding, formula grants are given to pre-determined recipients. Non-competitive awards are usually allocated to eligible entities according to population and/or other census criteria, and all applicants who meet the minimum requirements of the application process are entitled to receive money. In many instances, formula funds are distributed from the federal level to states. States then determine the process to be used to award funds to local jurisdictions.

c. Continuation Funding

Continuation funding grant programs offer current award recipients the option of renewing grants for the following year. Some programs are restricted to existing grantees only, while others invite applications from current grantees and new applicants. Often, current grantees are awarded extra points during the review process for being a current grant recipient. Since priority is often given to continuing applicants, if you are a new applicant, you should consider entering into a partnership with a currently funded entity.

d. Pass-Through Funding

Pass-through grants are funds given by the federal government to the states for further distribution to local governments. Under this funding structure, states may disburse federal funds to eligible local jurisdictions through formula allocations or open competitions.

Applying for a New Grant

1. Financial Assessment

- a. **Ensure funds availability**
 - i. Contact Budgeting if need assistance
- b. **Project all initial and ongoing costs including:**
 - i. Staff Support
 - ii. Needed assistance for computer systems
 - iii. Office space
 - iv. Utilities
 - v. Systems furniture
 - vi. Vehicles
 - vii. Office equipment
 - viii. Office supplies
 - ix. Computer software and hardware
 - x. Telephone

2. Does this grant require a commitment to apply or cost share from the city?

(Grant Checklist Page 2):

<input type="checkbox"/> Yes	<input type="checkbox"/> No
Need to receive approval from city management to apply.	Fill out the application according to the grantor's guidelines.

3. Contact your department's attorney to know if you need to go to council to apply for and/or accept the grant.

4. Does this grant require any form of software?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
Complete the Business Request form and forward to IT <u>Business Request Form</u>	Skip to Step 5

5. Is this a new grant or a grant renewal?

<input type="checkbox"/> New Grant	<input type="checkbox"/> Grant Renewal
Complete section "apply for a grant" within the Grant Information for Finance google form. <u>Grant Information for Finance</u>	Complete the section "renew a grant" within the Grant Information for Finance google form. <u>Grant Information for Finance</u>

Attach the application and any other documents

6. Finance will enter the grant information provided into Munis' grant manager.

7. The grant will be released through workflow.

a. Approvals will be made by:

- Department Director
- Finance Director
- City Manager

8. Once all approvals have been received, Finance will notify the department through email the grant has been approved by city management.

9. Does this grant need a new project string set up for tracking?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contact Finance at grants@como.gov	Skip to step 10

Include in the email:

- a. Name of the grant (Project)
- b. What the grant is for (Segment 2)

(Grant Checklist Page 3):

c. How the grant is funded. Examples: Federal, State, etc. (Segment 3)

10. Grantor awarded or denied the grant?

Awarded

Complete the section "update grant as awarded" within the Grant Information for Finance google form.

[Grant Information for Finance](#)

Denied

Complete the section "update grant as denied" within the Grant Information for Finance google form.

[Grant Information for Finance](#)

Attach the grant agreement, denial letter, and/or other important documents.

Finance will update the grant within Munis

11. Was the grant incorporated into the City Budget and appropriated?

Yes

Finance will enter the grant authority into Munis once the section "update grant as awarded" has been completed.

No

Department will need to appropriate through the City Council within Granticus. Once the process is complete with City Council, Finance will enter the grant authority into Munis.

12. Does the authority need to be entered into Munis before all the above steps are completed?

Yes

Contact Finance at grants@como.gov

No

No action is needed.

13. Notify Treasury for reimbursement through the reimbursement form.

Grant Denied

If a grant has been denied by the grantor, management, or City department:

1. Complete section "update grant as denied" within the Grant Information for Finance google form.

[Grant Information for Finance](#)

2. Attach the denial letter or documents to the above form or send to grants@como.gov

3. Finance will update the grant within Munis.

(Grant Checklist Page 4):

Monitoring and Reporting

1. Departments will have access to view and pull information from grant manager in Munis.
2. Reimbursement requests and reports will be completed by the department still.
3. Copies of all reimbursement requests should be emailed to grants@como.gov
4. Guidelines required by the grantor are to be followed.

Year-End Procedures

1. Indicate on the reimbursement requests and invoices which fiscal year they are to be posted to.
2. Only goods and services received prior to September 30 can be posted to the prior year.
3. Any adjustments, corrections, or accruals for the prior year can be made until the **first Friday of November**.

Close a Grant

1. Complete section "close a grant" within the Grant Information for Finance google form.
[Grant Information for Finance](#)
2. Finance will update the grant within Munis.

14.6 Purchase Order Request Examples



PURCHASE ORDER REQUEST

Project Name: _____	Type of Contract: _____
Contract Amount: _____	Contract: _____
Contract Days: _____	Vendor: _____
Anticipated NTP: _____	Bid Number: _____
PO No: _____	Account No: _____

Contractor: <NAME>
 <ADDRESS>
 <CITY, STATE, ZIP>

Project Engineer: _____

Authority for Public Improvement Contract:

- Sec. 2-460 (6): Emergency Purchases
- Administrative Process: Report on Council agenda for meeting of _____, 20__
- Bid Call Ordinance: Ordinance No. _____ Passed on _____

<CONTRACTOR NAME> agreed to perform the work according to the contract plans and specifications at the cost shown below.

Item #	Item Description	Units	Quantity	Price	Cost
1				= \$	-
2				= \$	-
3				= \$	-
4				= \$	-
5				= \$	-
6				= \$	-
7				= \$	-
8				= \$	-
9				= \$	-
10				= \$	-
11				= \$	-
12				= \$	-
12a				= \$	-
13				= \$	-
				TOTAL -	\$0.00

Submitted by:

<SIGNATURE> _____ Date _____

Engineering Supervisor

<NAME>

Approved by:

<SIGNATURE> _____ Date _____

<NAME>

Engineering and Operations Manager

Accepted by:

<SIGNATURE> _____ Date _____

<CONTRACTOR NAME>

<ADDRESS>

<CITY, STATE, ZIP>

(Purchase Order Request for Professional Services):



**PURCHASE ORDER REQUEST
PROFESSIONAL SERVICES**

Project Name: _____
Contract Amount: _____
Contract Days: _____
Anticipated NTP: _____
PO No: _____

Type of Contract: Professional Services
Contract: _____
Vendor: _____
Vendor #: _____
RFP: _____
Account No: _____

Consultant: <CONSULTANT>
<ADDRESS LINE 1>
<ADDRESS LINE 2>

Project Engineer: _____

<PROJECT DESCRIPTION>

<CONSULTANT> has agreed to perform the work as outlined in attached documents.

Submitted by:

<NAME> Date
Engineering Supervisor

Approved by:

<NAME> Date
Engineering and Operations Manager

14.7 Contact Log Examples

Henderson Branch Sewer						
Property Owner	Parcel Address	Mailing Address	Comments	Attended IP Meeting	Received PH Letter	Expressed Interest in Connection
Knutson Living Family	1300 N Denmarkhoff Road	1001 N Denmarkhoff Road Columbia, MO 65203	spoke to in person, no opposition	yes	yes	
6650 Sugar Creek, LLC	6650 W. Sugar Creek Drive	2101 W. Broadway Suite 103 Columbia, MO 65203			yes	
William & Blair Johnson	6620 W. Sugar Creek Drive	6620 W. Sugar Creek Drive Columbia, MO 65203			yes	
Darren & Jane Harris	6550 W. Sugar Creek Drive	3715 Highway 5 New Franklin, MO 65274	Mr. Harris has concerns about the bore across the road. I have informed him that we will take his concerns into consideration in the design.	yes	yes	
Terry & Dyanm Butcher	6500 W. Sugar Creek Drive	7900 W. Sugar Creek Drive Columbia, MO 65203			yes	
Maheswari Ramndran	6440 W. Sugar Creek Drive	4270 Falls Bridge Dr. Alpharetta, GA 30022	Certified letter sent -		yes	
Country Owners	6600 W. Sugar Creek Drive	6600 W. Sugar Creek Drive Columbia, MO 65203		yes	yes	
Bechtold Properties, LLC	6401 W. Highway 40	509 Russell Blvd Columbia, MO 65203 c/o Donna Bechtold		yes	yes	yes
ANKR Campus LLC	6300 W. Sugar Creek Drive	1801 Valley Vista Court Columbia, MO 65203				yes
VH Properties, LLC	1011 W. Highway UU	5875 W. Van Horn Tavern Road Columbia, MO 65203			yes	
Dale Wanda Fenton Trust	1001 N. Highway UU	1001 N. Highway UU Columbia, MO 65203	Midway Arms - empty lot		yes	
Petr Zagorenko	931 N. Highway UU	931 N. Highway UU Columbia, MO 65203			yes	
Edward Agye	801 N. Highway UU	801 N. Highway UU Columbia, MO 65203			yes	
Dennis H. Meyer	701 N. Highway UU	701 N. Highway UU Columbia, MO 65203			yes	yes
Frederick E. Schmidt	601 N. Highway UU	601 N. Highway UU Columbia, MO 65203			yes	
Fritz Family Gift Trust	696 N. Highway UU	1312 Creasy Springs Rd Columbia, MO 65203 c/o L. Luis Crumb Corp	Engineering meet Mr. Fritz prior to IP meeting and discussed the project.		yes	
University of Boone County	1012 N. Highway UU	1408 170 Dr. SW, Columbia, MO 65203			yes	
VH Properties, LLC	1681 W. VanHorn Tavern Rd	5875 W. Van Horn Tavern Road Columbia, MO 65203	Midway Arms		yes	
Patrick T. Dougherty	5821 W. VanHorn Tavern Rd	5821 W. Van Horn Tavern Road Columbia, MO 65203		yes	yes	
Expedition Rentals LLC	5830 W. VanHorn Tavern Rd	2101 W. Broadway Suite 103 Box 133 Columbia, MO 65203			yes	yes
MPFL Golf LLC	0000 W. VanHorn Tavern Rd	7900 N. Route 1, Rockport, MO 65279	Mr. Scott has expressed interest in connecting to the city sewer. The sewer line will be built deep enough to connect the property by gravity.			yes

PCC #35 - Richmond Ave - Contact Log

PROPERTY OWNER	PROPERTY ADDRESS	CONTACT NAME	COMMENTS	INVITED TO IP MEETING (Letters mailed 9/20/23)	ATTENDED IP MEETING (Meeting Date 10/11/23)	RECEIVED PH NOTIFICATI ON
			<p>9/11/23: Emailed to ask for mailing address. Cindy responded with address same day.</p> <p>10/6/23: Cindy left a voice message indicating that no one from Gamma Phi Beta will be able to attend the IP meeting, but she had a few questions.</p> <p>10/9/23: Returned her call she had some general questions about the project process and what to expect. Mentioned possibly bringing the private sewer line along their west and south property lines into the public system, and that we would ask for easements at no cost. But this would make the City now responsible for their maintenance. She said that they were put in in 2018 or 19 with their recent building project. Mentioned that construction would take place over the summer (May-August) in 2024 if everything is ready to go other wise in 2025.</p>	Yes	(Kim Berry, House Manager)	Yes
GAMMA PHI BETA	808 RICHMOND AVE	Cindy Wood, President	<p>1/17/2024: Notified Cindy of the Z/5 Public Hearing by telephone and mailed the PH notification.</p> <p>9/11/23: Emailed to ask for mailing address. Karen responded with address same day.</p> <p>10/9/23: Karen emailed and indicated that no representatives from Alpha Chi Omega will be able to attend the IP Meeting on 10/11. Several questions were asked about the project regarding proposed timing, impacts to their property, fate of their existing sewer lines, and project process. Emailed answers on 10/9.</p> <p>1/17/2024: Notified Karen of the Z/5 Public Hearing by telephone and mailed the PH notification.</p>	Yes	No	Yes
ALPHA CHI OMEGA	900 RICHMOND AVE and 809 TIGER AVE	Karen Neylon, Treasurer	<p>9/11/23: Emailed to ask for mailing address. Tyler responded with address same day.</p> <p>1/17/2024: Notified Tyler of the Z/5 Public Hearing by telephone and mailed the PH notification.</p> <p>9/13/23: Kris verified that they are the correct contact person, and asked for more info on the project. Responded by email with a general description of the project and indicated that we are planning an IP Meeting for October.</p> <p>1/17/2024: Notified Kris of the Z/5 Public Hearing by telephone and mailed the PH notification.</p> <p>4/17/2024: After receiving the request to sign easements, spoke with Joshua Schenk, Director of Housing, who had some questions regarding the project and its extent. Answered his questions and emailed Mr. Schenk a diagram. He responded that this is what he was looking for, and will discuss the matter with the Board at their next meeting. He indicated a willingness to sign the easements pending Board approval.</p>	Yes	No	Yes
MAU DEUTRON FRATERNAL CORP (Alpha Epsilon Pi)	901 TIGER AVE	Tyler Conselva, Director of Facilities	<p>9/20/23: Called Susan and asked if she was still a good contact for Alpha Delta Pi. Susan is no longer the correct person for ADP. She will send a message to the current board members and have the correct contact person call or email me.</p> <p>9/27/23: Called Susan to let her know I hadn't heard back about a good contact person for Alpha Delta Pi. She thought she emailed me (I couldn't find her email). She said to use the 809 Richmond address. C/O the House Director. I asked if she had a phone number for them, and she said she would be happy to find that out. If she doesn't email, call her back in a few days. IP Meeting letter mailed to 809 Richmond address. C/O House Director.</p> <p>9/29/23: Susan Bridges emailed with contact information for Sharon Thompson, House Director, who will serve as contact person for Alpha Delta Pi. See Contacts list.</p> <p>1/17/2024: Notified Sharon of the Z/5 Public Hearing by telephone and mailed the PH notification.</p>	Yes	No	Yes
ZETA TAU ALPHA FRATERNITY HOUSING CORP	912 RICHMOND AVE	Kris Fleming, Vice President, Construction		Yes	No	Yes
ALPHA GAMMA CHPT OF ALPHA DELTA PI HOUSE CORP	809 RICHMOND AVE	Sharon Thompson		Yes	No	Yes

14.8 Change Order Example



CHANGE ORDER NO. <#>

PROJECT: <PROJECT NAME>
Contract #
PO #

DATE:

CONTRACTOR: <CONTRACTOR NAME>
<ADDRESS>
<CITY, STATE, ZIP>

CONTRACT DATE: <DATE>

You are directed to make the following change in this contract:
<DESCRIPTION OF WORK>. <CONTRACTOR NAME> agreed to perform the work at the cost shown below.

ITEM #	DESCRIPTION	UNIT	QUANTITY	COST	TOTAL
ADD					
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
DELETE					
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				Total Change Order NO. 1 = \$ -	

TOTAL INCREASE THIS CHANGE ORDER	\$ -
Original Contract Amount	\$ -
Net changes due to previous change orders	\$ -
Contract sum prior to this change order	\$ -
Amount contract increased by this change order	\$ -
CONTRACT AMOUNT TO DATE	\$ -

Submitted by: _____
<NAME>
Engineering Supervisor

Accepted by: _____
<CONTRACTOR>

Approved by: _____
<NAME>
Engineering and Operations Manager

<ADDRESS>
<CITY, STATE, ZIP>

14.9 Request for Contract Payment Cover Sheet Example



Project Name: <NAME>	Type of Contract: _____
<PROJECT PHASE>	Contract No: _____
	PO No: _____
Contractor: <NAME>	NTP: <DATE>
<ADDRESS>	Contract Days: _____
<CITY, STATE, ZIP>	Contract Expires: <DATE>

Current Contract Amount		
Amount of Previous Payments		
Amount of this Payment		Final Payment
Balance Remaining	\$	

#DIV/0! Paid to date (including current payment)

Estimate Number	Estimate Amount	Total Paid	Comments
1		\$	Period through <DATE>
2		\$	Period from <DATE> through <DATE>
3		\$	
4		\$	
5		\$	
6		\$	
7		\$	
8		\$	
9 - Final		\$	
	\$ -	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	
TOTALS -	\$ -	\$ -	

Contract Maintenance Log	Amount	Date
Original Contract Amount		Req <NUMBER> entered <DATE>
Amending contract days to 270	\$ -	Change Order No. 1 entered <DATE>
		Change Order No. 2 - Final
CURRENT CONTRACT AMOUNT -	\$ -	

14.10 Request for Contract Payment Form Example



REQUEST FOR CONTRACT PAYMENT				DATE:
ORG	OBJECT	PROJECT	AMOUNT	
AMOUNT DUE TO CONTRACTOR			\$	
ISSUE CHECK TO:			CONTRACT INFORMATION	
<CONTRACTOR NAME>			Current Contract Amount	\$ -
<ADDRESS>			Amount of Previous Payment	\$ -
<CITY, STATE, ZIP>			Amount of this Payment	\$ -
			Balance Remaining	\$ -
			CONTRACT NUMBER	0.00
			PO NUMBER	0
DESCRIPTION OF PROJECT				
Payment for materials and work performed in construction of <PROJECT NAME>				
Pay Estimate #9 - Final				
PREPARED BY:				
<NAME>			Date	
Engineering Supervisor				
APPROVED BY:				
<NAME>			Date:	
Engineering & Operations Manager				
<NAME>			Date:	
Director of Utilities				

14.11 Affidavit of Compliance with Prevailing Wage Law-Contractor

AFFIDAVIT OF COMPLIANCE WITH THE PREVAILING WAGE LAW

Before me, the undersigned Notary Public, in and for the County of _____,

State of _____, personally came and appeared _____,

(Name)

_____ of the _____,

(Position)

(Company Name)

a (Corporation), (Partnership), (Proprietorship), and after being duly sworn, did depose and say that all provisions and requirements set out in Chapter 290, Sections 290.210 through and including 290.340, Missouri Revised Statutes, pertaining to the payment of wages to workmen employed on public works projects have been fully satisfied and there has been no exception to the full and complete compliance with said provisions and requirements and with Annual Wage Order No. _____ issued by the Missouri Division of Labor Standards on the _____ day of _____, 20____, in carrying out the Contract and work in connection with:

(Name of Project)

located at _____ in _____

County, Missouri, and completed on the _____ day of _____,

20____.

(Signature)

Personally appeared before me, a Notary Public, within and for the County of _____

State of Missouri, the person whose signature appears above, PERSONALLY AND KNOWN TO ME AND ACKNOWLEDGED, that signed the foregoing Affidavit for the purposes therein stated.

Subscribed and sworn to me this _____ day of _____, 20____.

My Commission expires _____, 20____.

(Notary Public)

14.12 Affidavit for Final Payment-Contractor

AFFIDAVIT FOR FINAL PAYMENT

TO ALL WHOM IT MAY CONCERN:

KNOW ALL PERSONS BY THESE PRESENTS, THAT WHEREAS, the undersigned

Contractor Address City State hereinafter referred to as Contractor, and the City of Columbia, Missouri, hereinafter referred to as Owner, have heretofore entered into a certain written Contract dated the _____ day of _____, 20_____, covering work to be performed and material to be furnished for:

Name of Project

WHEREAS, Contractor has performed work, and furnished materials as provided under said Contract up to and including the date hereof, and upon supplying proper waiver of liens, is entitled to payment from the Owner for the sum of:

DOLLARS,

Balance of said Contract

NOW, THEREFORE, in order to induce the Owner to make payment of said sum, and if said sum represents the balance due under said Contract, to induce the acceptance of said work and materials by the Owner, Contractor hereby represents that all work performed and materials furnished under said Contract up to and including the date hereof, including work and materials, if any, performed or furnished by subcontractors and material suppliers, have been paid in full, and Contractor hereby waives any and all liens, rights of liens, and claims on or against the premises at the address above given, or on any and all structures and buildings located thereon, arising under any law of the State wherein said premises are situated, and hereby releases and agrees to save harmless the Owner from and against any and all claims for and on account of work performed, or materials furnished by or for Contractor under said Contract or otherwise, Contractor represents that all Sales and Use taxes, if any, applicable to any material furnished by or for Contractor, have been paid in full.

Contractor

Personally appeared before me, a Notary Public, within and for the County of

State of Missouri, the person whose signature appears above, PERSONALLY AND KNOWN TO ME AND ACKNOWLEDGED, that signed the foregoing Affidavit for the purposes therein stated.

Subscribed and sworn to me this _____ day of _____, 20_____. My Commission expires _____, 20_____.

(Notary Public)

14.13 Affidavit for Final Payment and Release-Subcontractor

FINAL RECEIPT OF PAYMENT AND RELEASE

KNOW ALL PERSONS BY THESE PRESENTS, THAT:

_____ hereinafter called "Subcontractor," who heretofore entered into a Subcontract with _____ hereinafter called "Contractor", for the performance of work and/or the furnishing of material for the construction of a project entitled:

_____ (Project Title and Project Number)

for the City of Columbia, Missouri, hereinafter called "Owner", which said Subcontract is by this reference incorporated herein, in consideration of such final payment by Contractor, DOES HEREBY:

1. ACKNOWLEDGE that they have been paid in full all sums due them for everything done by them, or done by their subcontractors, material vendors, equipment and fixture suppliers, agents and employees, or otherwise in performance of the work called for by the aforesaid Contract and all modifications or extras or additions thereto, for the construction of said project or otherwise.
2. RELEASE and fully, finally, and forever discharge Contractor and the Owner of and from any and all suits and actions, claims and demands of whatsoever kind or character arising out of or in any manner related to anything and everything done or omitted by Subcontractor, its agents and employees, in the performance of or connected with its/their performance of said work, or otherwise.
3. REPRESENT that all of its employees, subcontractors, material vendors, equipment and fixture suppliers and everyone else has been paid in full all sums due them, or any of them, in connection with performance of said work, or anything done or omitted by them or any of them in connection with the construction of said improvements, or otherwise.

DATED, this _____ day of _____, 20_____

Name of Subcontractor

Typed or Printed Name

Signature

Title

14.14 Affidavit for Settlement of Claims-Subcontractor

Sponsor _____
Project _____

**CONTRACTOR'S AFFIDAVIT
REGARDING
SETTLEMENT OF CLAIMS**

(To be executed and filed in duplicate)

_____, 20____

To the _____

This is to certify that all lawful claims for material, lubricants, fuel, coal, coke, repairs on machinery, groceries and foodstuffs, equipment and tools consumed or used in connection with the construction of the above mentioned project, and all insurance premiums, both compensation and all other kinds of insurance on said work, and for all labor performed in said work, whether by subcontractor or claimant in person or by his employees, agent, servant, bailee or bailor, have been paid and discharged.

Contractor

By _____
(Title)

By _____
(Title)

STATE OF _____

65.

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____, 20____, at _____.

Notary Public

(SEAL)

My Commission expires _____, 20____.

FIG.XI-8

Revised 03-25-00

14.15 Disadvantaged Business Enterprise (DBE) Documentation

(CONTRACTORS LETTERHEAD)

Date

Subject:

Disadvantaged Business Enterprise (DBE) Documentation
Project No.

TO: City of Columbia

In accordance with the Disadvantaged Business Enterprise Contract Provisions, we have listed below the DBEs used on this project and the work they performed. The list also shows the actual dollar amount we paid to each DBE that is applicable to the percentage participation set forth in the contract.

DBEs:

ABC Construction (list work performed)		\$ _____
XYZ Supply & Hauling	(Supply Materials -- 60%	
	\$1,000 x 60%)	\$ _____
	(Supply materials -- 100%)	\$ _____
	(Hauling materials)	\$ _____
	TOTAL -	\$ _____

If you desire further information, please advise.

Regards,

(Name of Construction Company)

(signature and title)

14.16 Interested Parties Notification Letter



<DATE letter is mailed>

TO: Property owners on <ADDRESS/LOCATION >

RE: Interested Parties for <PROJECT NAME >

Dear Property Owner or Interested Party:

The City of Columbia has prepared preliminary plans for construction of [Project Name/Location/Brief Description of project/mention the area being served]. (See attached diagram).

The Utilities Department has scheduled an informal meeting for those interested in the project to view and comment on the preliminary plans. The meeting will be held on [Date, Time, and Location].

Information and diagrams showing preliminary concepts will be available for public review, and City staff will be present to answer questions.

This invitation is being sent to those who are closest to the project, but anyone interested in the project is welcome. We hope you are able to attend this meeting to learn more about the project. If you have any questions regarding this meeting, please contact [Project Engineer Name] at [Phone #] or at [Email].

Respectfully,

City of Columbia Utilities Department

[Signature]

[Engineer Name]

Engineering Supervisor

14.17 Door Hanger Example



Date: _____

Dear Resident:

The City of Columbia <Utility> is planning a project in your neighborhood in the near future. Some of this work may occur in or adjacent to your yard.

Please contact the <Utility> Engineering Division at <PHONE> to learn how this project may impact your property.

14.19 Interested Parties Informational Handout/Agenda

(Take a minimum of 10 to the IP Meeting):



<PROJECT NAME>

<DATE>

PURPOSE OF TODAY'S MEETING

- Inform residents and other interested parties of the proposed project
- Provide an opportunity for people to ask questions about the project
- Provide opportunity for citizen comment and input.
- Explain the process and tentative schedule for this project.

CITIZEN PARTICIPATION

- At this meeting, you have the opportunity to ask questions and offer suggestions or comments on the proposed project.
- You may submit written comments on forms available at the meeting or as a separate letter.

Comment forms may be presented to us today or mailed later to the address on the comment form.

Letters may be addressed to any of the below listed project contacts.

Comments may also be forwarded via E-mail to <PROJECT ENGINEER>@como.gov or <ENGINEERING SUPERVISOR>@como.gov

Please forward comments to us within ten days (10) following today's meeting.

PROJECT CONTACTS AT THE CITY OF COLUMBIA

<PROJECT ENGINEER>	<NAME>	<NAME>
Project Engineer	Engineering Supervisor	Engineering & Operations Manager
<UTILITY DIVISION>	<UTILITY DIVISION>	<UTILITY DIVISION>
City of Columbia	City of Columbia	City of Columbia
PO Box 6015	PO Box 6015	PO Box 6015
Columbia, MO 65205	Columbia, MO 65205	Columbia, MO 65205
<PHONE NUMBER>	<PHONE NUMBER>	<PHONE NUMBER>

PROJECT INFORMATION

Problem: [Brief description of issue]

Solution: [Brief description of solution]

PROJECT PROCESS / TENTATIVE SCHEDULE

- Informal meeting with interested parties (Today's meeting)
 - Opportunity for public input

- Public Hearing at City Council Meeting (6 month – 1 year from IP date)
 - Notice of the Public Hearing date to be mailed to interested parties
 - Copy of the report to Council to be mailed to interested parties
 - Opportunity for public input

- Easement Acquisition (YYYY) [+1 year]

- Final Plans and Specifications (YYYY) [+1 year]

- Construction (YYYY/YYYY) [+2 years]

14.20 Interested Parties Public Comment Form

(Take a minimum of 10 to the IP Meeting):



PUBLIC COMMENT FORM

<PROJECT NAME>

We would appreciate hearing your thoughts about this project. You may make comments on this form and leave it with City staff at today's meeting or take it home to fill out. Please write legibly, include your complete mailing address, and sign your comment form.

Comment forms can be mailed to:

<PROJECT ENGINEER>
<UTILITY NAME>
 City of Columbia
 PO Box 6015
 Columbia, MO 65205

Comments may also be emailed to: <PROJECT ENGINEER>@como.gov

(please include "<PROJECT NAME>" in the subject line and provide your name and complete mailing address)

We are accepting comments until <DATE>. Thank you for your input!

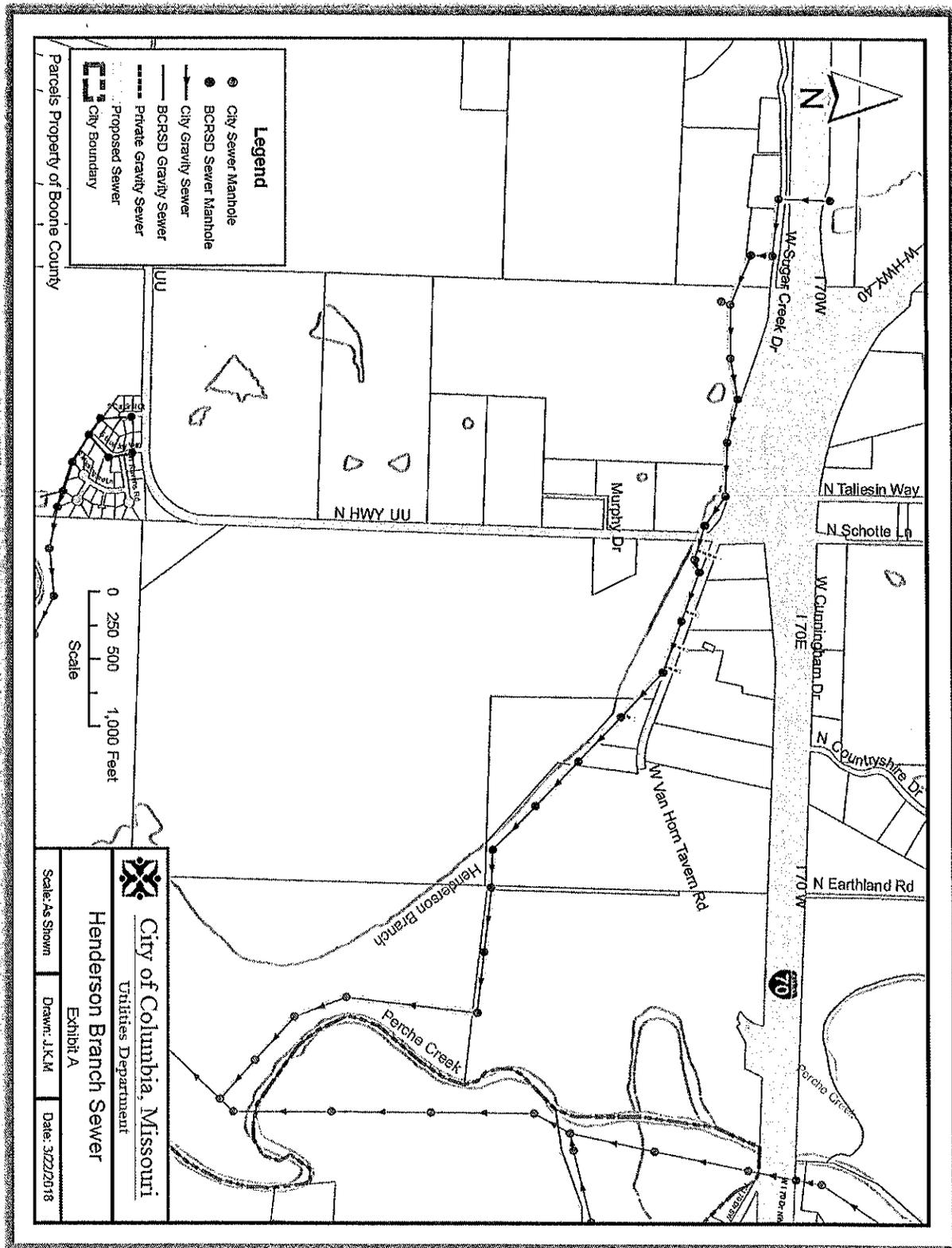
Signature:

Name		E-mail	
Mailing Address		City	State Zip

Comments:

There is more space on the back of this form.

14.21 Project Graphic/Location Map Example



14.22 Public Hearing Notification Letter



<DATE>

TO: Property owners along <ADDRESS/LOCATION >

RE: Public Hearing for <PROJECT NAME >

On Monday, <MONTH DAY, YEAR>, the City Council will hold a public hearing concerning the <PROJECT NAME>. The public hearing will be held at the City Council's regularly scheduled meeting which begins at 7:00 p.m. in the City Council chambers on the first floor of the City Hall addition at 701 East Broadway.

The project will consist of <PROJECT DESCRIPTION>. This letter is being sent to property owners in the area of construction to notify them of the public hearing. A copy of the memo to the City Council outlining the recommendations for the project and a location diagram are attached.

After the public hearing and following consideration of any public comments, the City Council will decide whether or not to proceed with design of the <PROJECT NAME>.

Please be advised that any landowner of property interests being acquired for this project has the right to submit alternate location proposals for a period of up to and including 30 days after receipt of a Written Notice of the Intended Acquisition. A Written Notice of the Intended Acquisition will be given to all landowners of property interests being acquired once the Right of Way Plans have been approved and the acquisition process has begun. Proposals for alternate locations shall be in writing and described in such detail that the alternate location is clearly defined. Please submit such proposals to Wendy Lister, Property Acquisition Manager, at 701 E. Broadway, P.O. box 6015, Columbia, Missouri 65205.

Funding for this project shall be made from <FUNDING SOURCE> and from such other funds as may be lawfully appropriated. Should you have any questions, please contact <ENGINEER> of my staff at <PHONE>.

Sincerely,
CITY OF COLUMBIA UTILITIES DEPARTMENT
<Signature, Title>

14.23 Example of Signed Resolution for Public Hearing

Introduced by Treece Council Bill No. R 149-21

A RESOLUTION

setting a public hearing; declaring the necessity for the proposed construction of the Landfill Fuel Station improvement project located at 5700 Peabody Road to include the installation of two (2) diesel fuel dispensers and metal canopy with lights, concrete pavement, storm water inlet and piping, and upgrades to the mechanical and electrical systems and existing control and fuel monitoring equipment; stating the nature of and the estimate of the cost of the proposed improvement; providing source of funds for payment for the proposed improvement; and providing for compliance with the prevailing wage law.

WHEREAS, an online interested parties meeting was held from April 9, 2021 through April 23, 2021 and an in-person interested parties meeting was held on August 12, 2021 by the City Utilities Department – Solid Waste Division for the proposed construction of the Landfill Fuel Station improvement project located at 5700 Peabody Road to include the installation of two (2) diesel fuel dispensers and metal canopy with lights, concrete pavement, storm water inlet and piping, and upgrades to the mechanical and electrical systems and existing control and fuel monitoring equipment.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. A public hearing in respect to the proposed public improvements set forth herein will be held in the Council Chamber of the City Hall Building, 701 E. Broadway, Columbia, Missouri, at 7:00 p.m. on October 4, 2021. The City Clerk shall cause notice of this hearing to be published in a newspaper published in the City.

SECTION 2. The City Council deems the proposed construction of the Landfill Fuel Station Improvement project located at 5700 Peabody Road, necessary to the welfare and improvement of the City but desires to hear from the public prior to taking further action to authorize construction of the project. Specific improvements include the following:

1. Installation of two (2) diesel fuel dispensers containing two (2) nozzles per dispenser.
2. Installation of a 32-foot by 71-foot metal canopy with lights over the added fuel dispensers.
3. Construction of approximately 11,000 square feet of concrete pavement.

4. Installation of a storm water Inlet and piping.
5. Upgrading mechanical and electrical systems.
6. Upgrading existing control and fuel monitoring equipment.

SECTION 3. The nature and scope of the proposed improvement shall consist of furnishing all labor, materials, transportation, insurance and all other items, accessories and incidentals thereto necessary for the complete construction of the improvements. Following the public hearing the City Council shall determine whether it is in the public interest to make the proposed public improvements or any part thereof.

SECTION 4. The estimated cost of this proposed improvement is \$450,000.00.

SECTION 5. Payment for this proposed improvement shall be made from Solid Waste Utility enterprise revenue funds and such other funds as may be lawfully appropriated.

SECTION 6. Any work done in connection with the construction of the proposed improvement specified above shall be in compliance with the provisions of the prevailing wage laws of the State of Missouri.

ADOPTED this 20th day of September, 2021.

ATTEST:

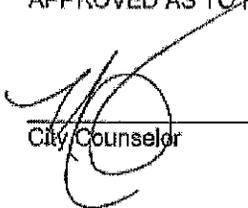


City Clerk



Mayor and Presiding Officer

APPROVED AS TO FORM:



City Counselor

14.24 Construction Notification Letter-Generic



To: Property Owners and Residents along <LOCATION>

From: <ENGINEER>

Date: <DATE>

Re: Construction Notice

Project: <PROJECT NAME>

Contract # <XXX-XXXX>

Beginning <DATE> (weather permitting), <CONTRACTOR> will begin work on the above referenced project. The work is expected to be completed by <TIMEFRAME>.

<DESCRIPTION OF WORK INCLUDING GENERAL LOCATION, EXPECTED ROAD CLOSURES ETC>

Should you have any questions, please call <INSPECTOR>, Project Compliance Inspector, at <PHONE>.

14.25 Daily Inspection Report-Electric

Daily Inspection Report – Electric

Date: _____

Project: _____

Contractor: _____

WO # _____

Inspector: _____

Conduit:

Type	Size	Length	Commercial	Residential	Joint Trench

Foundations/Manholes/Boxes/Pads/Risers/S.L. Poles:

#	Type/Name	Size	Commercial	Residential

Rock Excavation: Location (joint trench): _____ Linear Feet: _____

Signed: _____

Notes:

14.26 Daily Inspection Report-Water

Daily Inspection Report - Water							Date _____
Project _____							Contractor _____
Account# _____							Inspected By _____
Pipe	Type	Brand	Spec	PC	Size	Length	TW

Fittings	#	Type	Brand	Size	Desc	Restraints	

Valves	#	Type	Brand	Spec		Size	

Hyd.	FH #	Brand/Model	Bury Depth	Tee/Tap Size, Brand	Valve Size, Type, Brand		

Rock Excavation	Location		_____				
	Cubic Yards	Linear Feet			_____		
Notes							
Signed _____							

14.27 BMP Inspection Report-Sewer/Stormwater



BMP Inspection Report

Client: _____ Date: _____

Project: _____ Project NO: _____

Contractor: _____ Job Superintendent: _____

Today's Weather: _____ Temp: _____ °F Other: _____

Previous Precipitation: Rain: _____ Snow: _____ Sleet: _____ Other: _____

Describe Precipitation/Runoff: _____

Observations of BMP Effectiveness: _____

Actions Taken to Correct Deficiencies: _____

List Areas Where Land Disturbance has Stopped: _____

Other Recommendations/Discussions with Contractor: _____

Other Discharges (i.e.: Hazardous Substances, Oil, Etc.): _____

Observers Signature: _____

573.441.5530
573.446.8112 fax

PO Box 6015
Columbia, Missouri 65205

GoMo.gov

For a better Columbia, the best place to live, work, and play.

14.29 (Not Used)

14.30 Pre-final Inspection Report-Generic



**city of
Columbia**
Utilities

PRE-FINAL INSPECTION REPORT

<Date>

<Contractor Name>
<Address>
<City, State, Zip>

PROJECT: <Project Name>
Contract #<#>, PO # <#>

Recently, <Inspector Name> conducted a pre-final inspection on the above-referenced project. The following items will require your attention prior to final acceptance and approval of this work by the City:

1. <Enter Description>

Please contact <Inspector Name> of my staff at <PHONE> when making the above-noted corrections. If you have any questions or comments, please do not hesitate to call.

Sincerely,
CITY OF COLUMBIA UTILITIES DEPARTMENT

<NAME>
Engineering Supervisor

14.31 Final Inspection Report-Generic



FINAL INSPECTION REPORT

<DATE>

<CONTRACTOR>
<ADDRESS>
<STATE/ZIPCODE>

PROJECT: <PROJECT NAME>
Contract # <XXX-XXXX>

Recently, <INSPECTOR> conducted a final inspection on the above-referenced project. The following will be required prior to final acceptance and approval of this work by the City.

1. All work items have been addressed.

Enclosed you will find Exhibits D, F and G of the contract documents. These forms must be completed, notarized, and returned to this office before final payment can be released.

Payrolls for all subcontractors on this project must also be submitted prior to release of final payment. Each subcontractor must also submit a notarized affidavit of compliance with the prevailing wage law form.

Please feel free to contact <INSPECTOR> or my staff at <PHONE NUMBER> if you have any questions concerning this project.

Sincerely,
CITY OF COLUMBIA UTILITIES DEPARTMENT

<NAME>
Engineering Supervisor

Enclosures

c: Purchasing Department

14.33 Final Inspection Report-Water

FINAL INSPECTION REPORT

Project
Account #:

Contractor:
Inspector:

Pipe: Type Brand Spec. PC Size Length TW Diff. Pay

Fittings: No. Type Brand Size Desc. Restr. No. Type Brand Size Desc. Restr.

Valves: No. Type Brand Size No. Type Brand Size

F.H: No. Brand/Model Bury Depth Tee/Tap size,type,brand Cutoff valve size,type,brand

Tracer Wire Continuity Test: PASS

Main Disinfected:

Samples Pass:

Line Pressure: PSI Pressure Test: PASS

Leakage Test: Pass

CLEAN-UP: Land Restoration Complete: NA

Walk/Pav't. Repair Complete: NA

ROCK EXCAVATION: Cubic Yards: NA

Lineal Feet: NA

PROJECT COMPLETE:

PART COMPLETED: 100 %

Water Main Was Constructed In Accordance With City Of Columbia Specifications For Water Main Construction.

Project Compliance Inspector: Date:

14.34 Example of Final Acceptance Letter-Generic



<Date>

FINAL ACCEPTANCE

PROJECT: <Project Name>
 Contract #<Number>

CONTRACTOR: <Contractor Name>
 <Address>
 <City, State, Zip>

This letter is to inform you the construction of the above-referenced project has been satisfactorily completed.

Please feel free to contact this office if you have questions regarding this project.

Sincerely,
 CITY OF COLUMBIA UTILITIES DEPARTMENT

<Name>
 Director

City of Columbia, Missouri <Utility Division> P.O. Box 6015 Columbia, Missouri 65205 (573) 441-5530	<Utility Director Name> Registered Professional Engineer PE-<Number>	
Project: <Project Name> Location: Columbia, Missouri Date of Acceptance: _____		

- c: Purchasing
- Mapping Section
- Engineering & Operations Manager
- <Utility Division> Maintenance Superintendent
- <Utility Division> Supervisor

14.35 Warranty Inspection Report -Generic



WARRANTY INSPECTION REPORT

<DATE>

<CONTRACTOR>

<ADDRESS>

<STATE/ZIPCODE>

PROJECT: <PROJECT NAME>
Contract # <XXX-XXXX>

Recently, <INSPECTOR> conducted a warranty inspection on the above-referenced project. The following items will require your attention prior to release of warranty responsibilities by the City.

1. <ITEMS>

Please feel free to contact <INSPECTOR> of my staff at <PHONE NUMBER> if you have any questions concerning this project.

Sincerely,
CITY OF COLUMBIA UTILITIES DEPARTMENT

<Name>
Engineering Supervisor