

PROCESS TO DEFINE, PLAN, DESIGN, AND IMPLEMENT ROBINSON SIDEWALK PROJECTS

1. DPW Identifies Potential Projects
2. Questionnaire sent and received
3. Public Meeting (2) With Citizens to Discuss Questionnaire Results and Present Preliminary (Draft) Recommendation for Town Council
4. Prepare Recommendation for Council
5. Town Council Authorization
6. Prepare Scope/Write PO
7. Survey and 30% Design
8. 30% Design Review
9. Prepare 95% Design
10. Prepare Partial Plans/ ROE Agreements
11. Send and Receive Comments to Partial Plan Views, and ROE Agreements
12. 95% Design Review
13. Final Design
14. Plan Approval
15. Proposal From Contractor
16. Town Council Construction Contract Approval
17. PO to Contractor
18. Preconstruction Meeting
19. Utility Relocation
20. Construction

