

STEPS IN INITIATING AND ADMINISTERING A DEVELOPER FINANCED PUBLIC IMPROVEMENT PROJECT

All Public Improvement projects shall be designed to The City of Topeka and Shawnee County Design Criteria and Drafting Standards and meet all City of Topeka Specifications and Standard Details (<https://www.topeka.org/engineering/design-right-of-way/>).

1. Consultant submits an “City Project Request and Number Assignment Form” to the City Engineer. This form can be found on COT website under Engineering Department (<https://www.topeka.org/engineering/standard-front-end-documents/>).
2. City Engineer will assign a project number, assign a project manager and send the project number back to consultant.
3. Consultant shall submit plans for review to the project manager for review (check with project manager if electronic submittal or hard copy submittal). Project Manager will review, comment and submit back to consultant. This might take several rounds depending on the complexity of the project and how well the project plans meet the City of Topeka Design Criteria and Specifications.
4. It is the consultant responsibility to coordinate utility conflicts and resolutions. Utility contacts can be obtained from the “Utility Owner Contacts” at <https://www.topeka.org/engineering/drawing-elements/> .
5. Prior to project manager’s final approval, all regulatory permits and approvals shall be obtained and submitted, Temporary Construction Easements, Permanent Easements obtained, recorded and copies submitted to the project manager
6. When Project Manager approves final plans, consultant shall submit 2 full size sets of plans plus a copy of the title sheet w/ cost estimate and an Acceptance of fees letter from the developer (Developer agrees to pay for construction and all fees charged by the City associated with project).
7. Consultant will be notified once the title sheet is signed and available for pickup.
8. Consultant shall produce 3 full and 3 half size plan sets, all shop drawings and submittals needed for the project to the Project Manager at least 2 weeks prior to the preconstruction meeting.
9. Consultant shall call 785-368-3842 and schedule a pre-construction meeting with the construction manager.
10. Once project is completed the City Construction Management will request As-Built drawings to be completed from the consultant.
11. Consultant shall submit As-Built drawings per the City of Topeka and Shawnee County Design Criteria and Drafting Standards, 1-CD (TIF Format), 2 sets As-built plans, and the original marked-up plans shall be submitted to Construction Management in the Engineering Department.