

## **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 a “City Project Request and Number Assignment Form” to the City Engineer. This form can be found on City 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 (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’s 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. In addition, all Temporary Construction Easements and Permanent Easements shall be obtained, recorded and copies submitted to the Project Manager.
6. After Project Manager approves final plans, Consultant shall submit an electronic set of plans with 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 through the DocuSign process. An electronic set of signed plans will be returned to the Consultant.
8. Consultant shall provide the number of paper plans needed by the City for the construction process. All shop drawings and submittals for the project will be approved by the Consultant and submitted to the Project Manager at least one week prior to the pre-construction meeting.
9. Consultant shall call 785-368-3842 and schedule a pre-construction meeting with the City Construction Manager.
10. Once project is completed (including all punch list items) and the Developer has paid all fees, the project is accepted for maintenance and put into a one year warranty.
11. The Project Inspector will provide marked-up plans for the Consultant to produce As-Built plans. Consultant will submit As-Built plans to the City within 30 days after receipt of marked-up plans or within 30 days after punch list items have been completed if Consultant inspected.