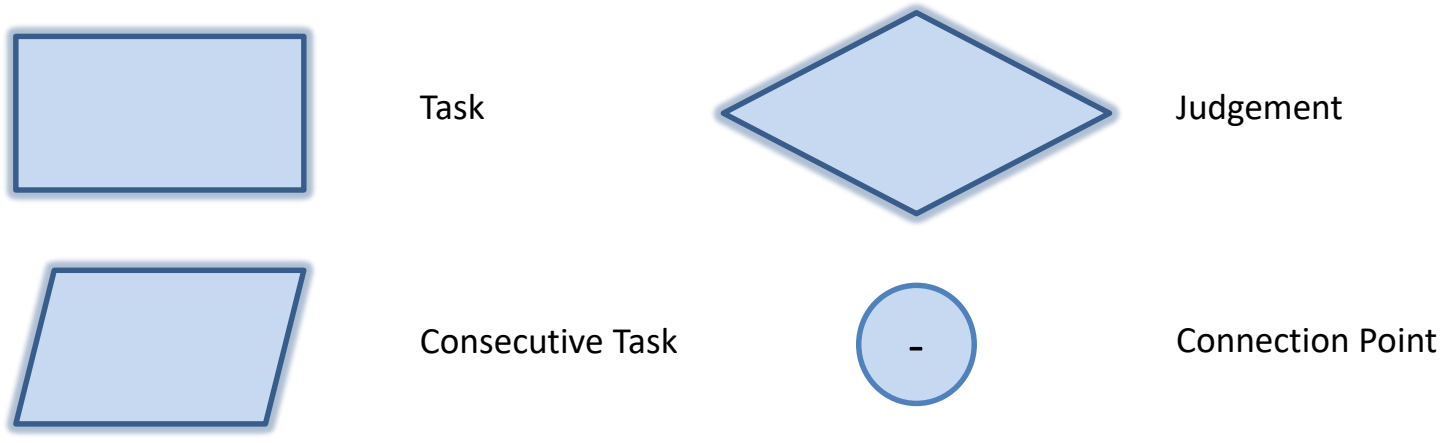
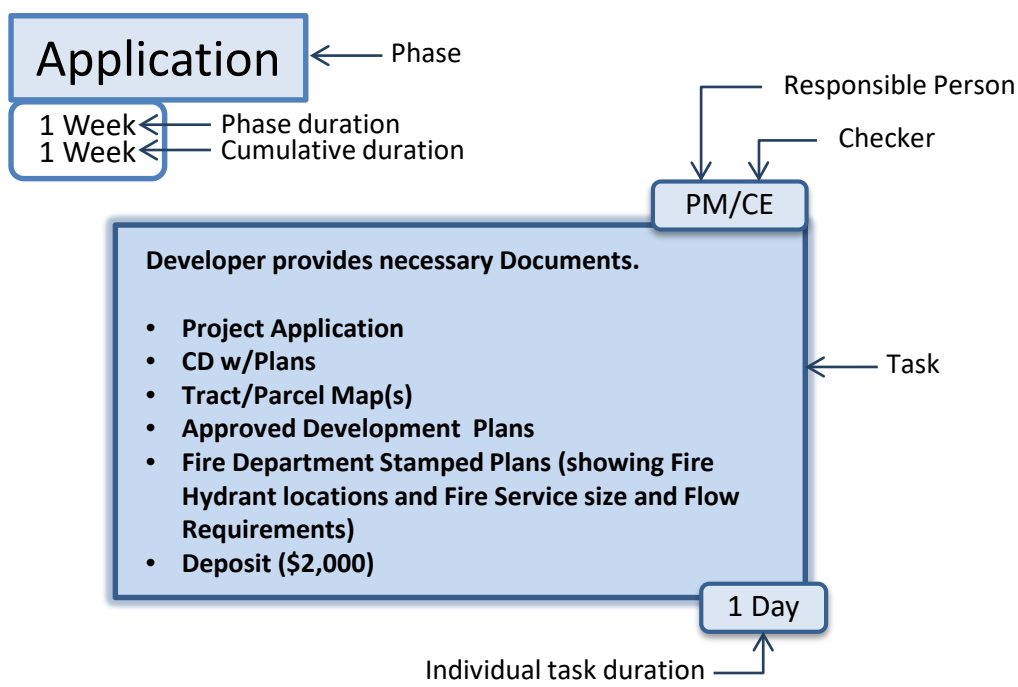
# Developer Project Process
# Flowchart Legend

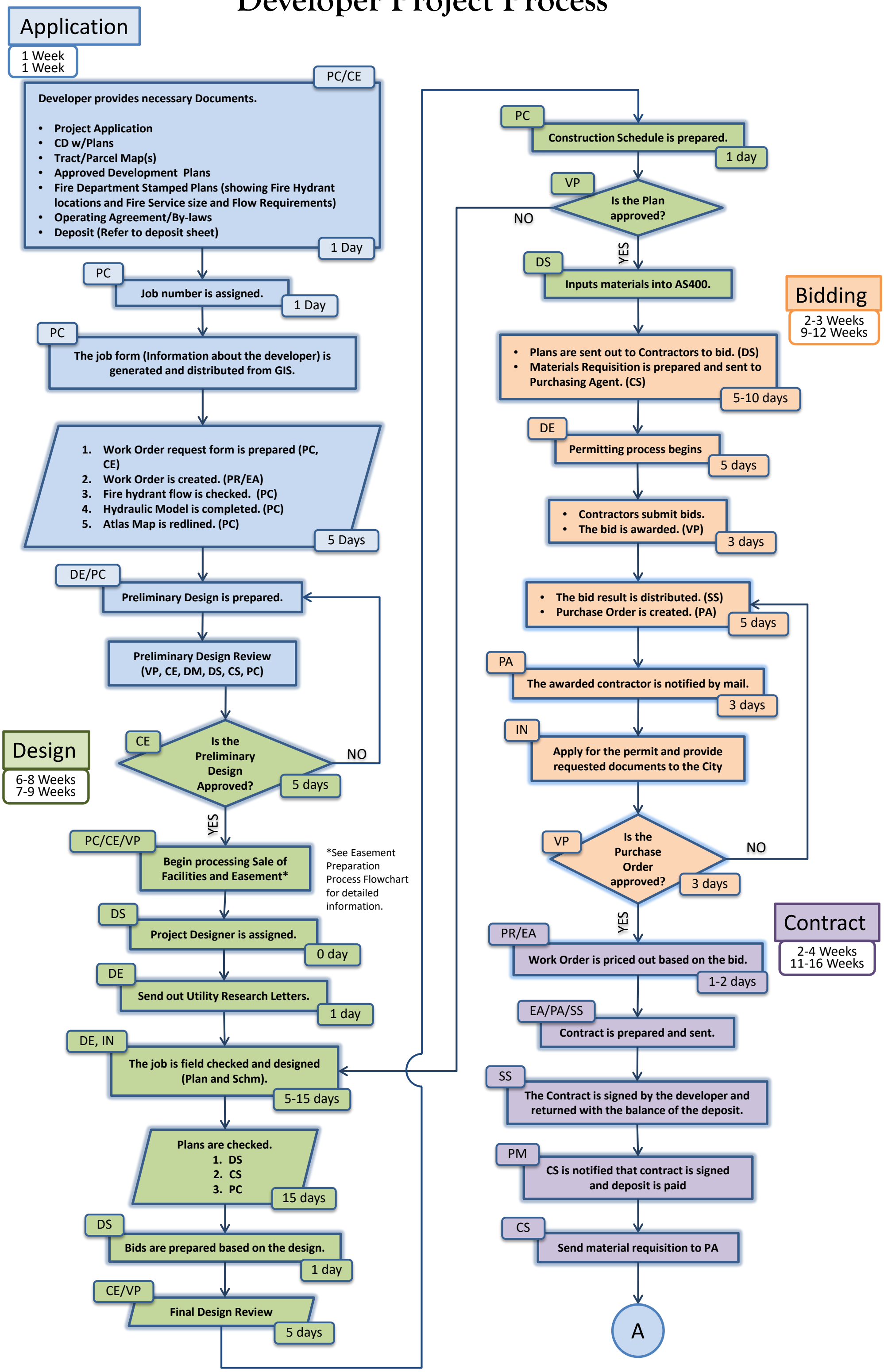


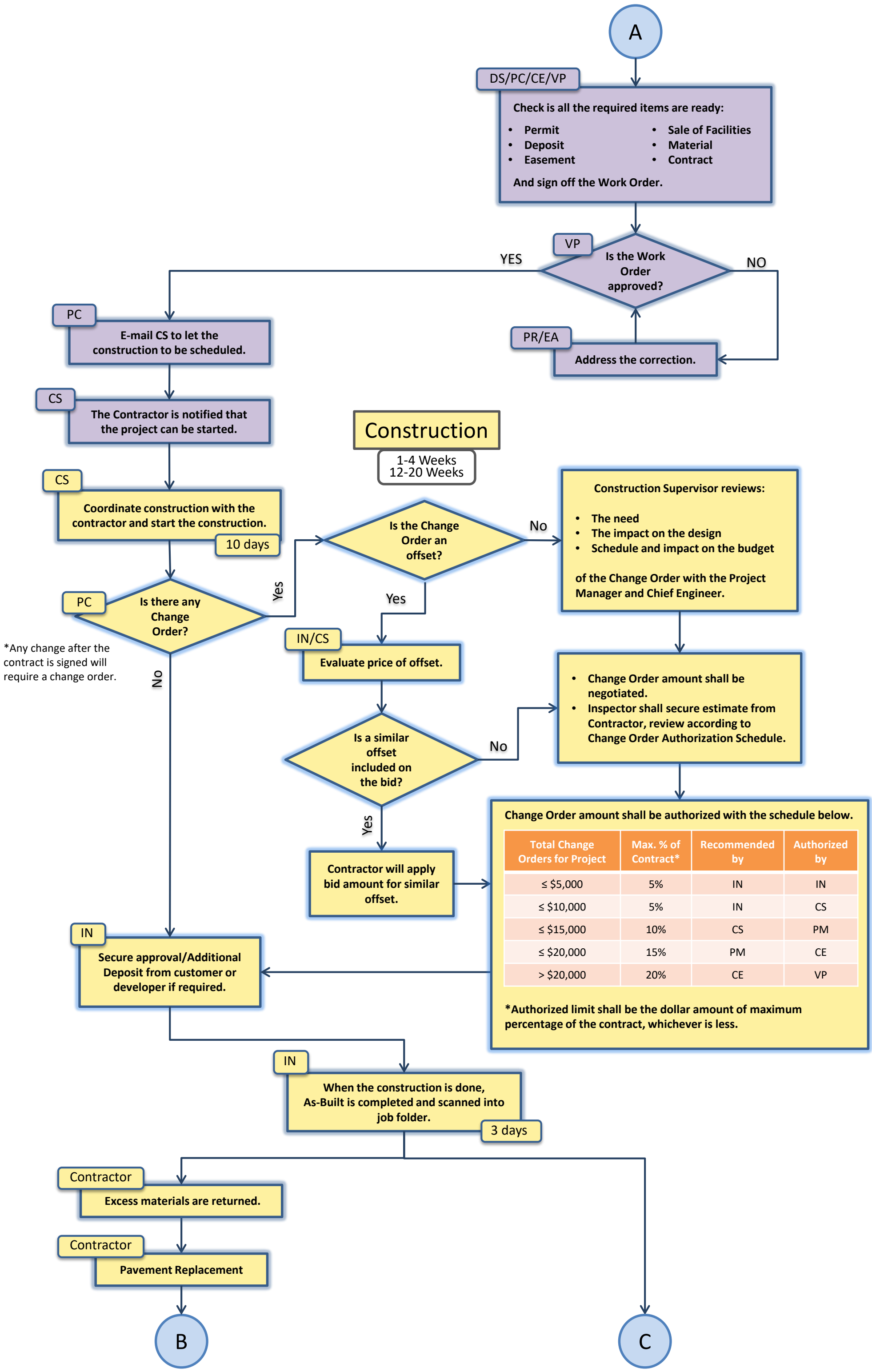




## Abbreviation

**VP – Vice President**
**PM – Project Manager**
**CE – Chief Engineer**
**SS – Senior Secretary**
**DS – Design Supervisor**
**CS – Construction Supervisor**
**DM – Design Manager**
**PC – Project Coordinator**
**DE – Designer**
**IN – Inspector**
**PA – Purchasing Agent**
**PR – Project Administrator**
**EA – Engineering Assistant**
**GIS – GIS Specialist**

# Developer Project Process




A
DS/PC/CE/VP
Check is all the required items are ready:
• Permit
• Deposit
• Easement
• Sale of Facilities
• Material
• Contract
And sign off the Work Order.
VP
Is the Work Order approved?
YES
NO
PR/EA
Address the correction.
PC
E-mail CS to let the construction to be scheduled.
CS
The Contractor is notified that the project can be started.
Construction
1-4 Weeks
12-20 Weeks
CS
Coordinate construction with the contractor and start the construction.
10 days
PC
Is there any Change Order?
*Any change after the contract is signed will require a change order.
Yes
No
Is the Change Order an offset?
No
Yes
Construction Supervisor reviews:
• The need
• The impact on the design
• Schedule and impact on the budget
of the Change Order with the Project Manager and Chief Engineer.
IN/CS
Evaluate price of offset.
Is a similar offset included on the bid?
No
Yes
• Change Order amount shall be negotiated.
• Inspector shall secure estimate from Contractor, review according to Change Order Authorization Schedule.
Contractor will apply bid amount for similar offset.
Change Order amount shall be authorized with the schedule below.
Total Change Orders for Project | Max. % of Contract* | Recommended by | Authorized by
≤ $5,000 | 5% | IN | IN
≤ $10,000 | 5% | IN | CS
≤ $15,000 | 10% | CS | PM
≤ $20,000 | 15% | PM | CE
> $20,000 | 20% | CE | VP
*Authorized limit shall be the dollar amount of maximum percentage of the contract, whichever is less.
IN
Secure approval/Additional Deposit from customer or developer if required.
IN
When the construction is done, As-Built is completed and scanned into job folder.
3 days
Contractor
Excess materials are returned.
Contractor
Pavement Replacement
B
C

# Closing

3-4 Weeks
15-24 Weeks

B

*See Authorization to Bill Process flowchart for detailed information.

PR
**Authorization to Bill* is prepared.**
2 days

EA
**Does the Authorization to Bill have correct information?**
1 day
NO
YES

CE/VP
**Is the Authorization to Bill approved ?**
2 days
NO
YES

PR/EA
**Authorization to Bill is sent to the Contractor and Purchasing Agent**
5 days

PA
**Purchase Order is completed and given to Jackie**
1 day

Acct.
**Accounting receives Invoice from the Contractor.**
5 days

PR/EA
**Accounting checks the invoice with the Purchase Order.**
1-2 days

Acct.
**The Materials are posted on AS400.**
5 days

PR/EA
**Materials are checked with JCR260, Storage folder and As-Builts.**
1-3 days

PR/EA
**If applicable, prepare Requisition/Bill the Contractor for the material discrepancies. The original is sent to Acct., Celine, and the copies remain within the job folder.**
1-2 days

C

GIS
**Update GIS**
5 days

DE
**Job Pick-up starts.**
5 days

PR/EA
**Verify if the Engineering Payroll Time and Pick-up are completed.**
1 day

PR
- **Write down the pipe installation and abandonment on the As-Built.**
- **Complete abandonment slip for Acct.**

1-2 days

PR
**Finish up the Work Order with:**
- **The dates,**
- **Permit number**
- **and line items**

**And distribute it to Acct., Emely and job folder, and update the Work Order excel file accordingly.**
1-2 days

GIS
**Update pipe book.**
1-2 days

PR
**Job Folder is prepared with:**
- **Signed copies of Authorization to Bill**
- **Signed copies of Change Order(s)**
- **Signed copies of invoice(s)**
- **Bid result**
- **Letters**
- **Plans**
- **Signed copies of Work Order**
- **Invoices**
- **Material Requisitions**
- **Accounting for each part number**

1-2 days

DS
**Merge design files with the job folder and archive.**
2 days

**The Job is Closed.**