



Division of State Parks

Capital/Park Improvement #44-1	New Facilities, Facility Additions, Replacements, Alterations, Maintenance, or Removal of Facilities	Rev. 1/20/2009	Page 1 of 3
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REFERENCES:

None

PURPOSE: To establish guidelines to follow when new facilities or additions are developed or when alterations, replacement, maintenance, or removal of existing park facilities are necessary due to identified needs, emergencies, obsolescence or degradation.

ORGANIZATION: Any new facilities, or replacements, alterations or deviations, additions, maintenance or removal of buildings, grounds, structures or other infrastructure will be made according to the park master plan, approved construction plans, record drawings, and/or the Standardization manual, unless otherwise authorized by the chief of planning and development, the deputy administrator, and administrator.

DEFINITIONS: Design Team: A project "Design Team" may consist of any combination of the following individuals: Planning & Development section (P&D) project manager, park supervisor, park maintenance staff, regional manager, regional facilities supervisor, consultant team members (when applicable), and/or other persons with a significant interest in the outcome of a project's design.

Emergency: Unexpected occurrence of a set of circumstances demanding immediate attention. Emergencies will include situations involving structural failures, roadway washouts, or sudden and unexpected failure of essential services such as sewer, water or electrical power.

Project Coordinator: Professional staff member of the P&D section assigned to several parks for the purpose of providing technical expertise and/or oversight for capital improvements (usually minor) and/or maintenance projects initiated by operations & maintenance (O&M) staff. Said oversight will include, but not be limited to review of plans for compliance with appropriate park master plan, applicable building codes, and facility/equipment standards adopted by the division.

Project Manager: Professional staff member of P&D assigned to manage a particular project funded through and managed by the P&D section.

Review Team: A "Review Team" is typically comprised of the park supervisor, park maintenance staff, regional facility supervisor, regional manager, P&D project manager, chief of P&D, deputy administrator, and administrator.

Short term: Less than two weeks.

PRIOR POLICY:

This policy supersedes the policy dated 6/1/07

PROCEDURES:

- I. Replacement or maintenance of facility components in complete conformance with previously approved plans, specifications, record drawings and/or the *Standardization Manual* do not require approval beyond the region facility supervisor. Major capital improvement or maintenance projects, including all new facilities, replacement of existing facilities, facility additions, major alterations or infrastructure system modifications (including structural changes or any physical changes to historic structures), must be approved by the regional manager and/or regional facility supervisor, the chief of planning & development, deputy administrator and administrator prior to any work being done. The regional manager will notify the region facility supervisor regarding approval. The project coordinator will respond within two weeks with “cc copies” to regional manager, region facility supervisor, chief of planning & development and the administrator.

All such projects requiring P&D Section design, engineering, or project management will require establishment of a “Review Team” (see definition above). At the discretion of the chief of P&D, a Project Directive may be drafted by the P&D project manager prior to any design/engineering, for review and signature by the “Review Team” per Section 601 of the *P&D Procedures Handbook* (see Attachment A). The Project Directive will normally be required only for larger or more complex projects that could potentially have a significant impact on a park, its visitors or resources.

Upon development of any conceptual plans, said plans will be circulated to the “Review Team” for comment. If deemed necessary, a meeting of a designated “Design Team” will be scheduled by the project manager, per Section 603.7 of the *P&D Procedures Handbook*. The “Design Team” will typically be comprised of the “Review Team” plus any applicable consultants, per Section 603.1 of the *P&D Procedures Handbook*.

Likewise, plans and specifications will be circulated for review at both the “preliminary plan” and “final plan” stages. As deemed necessary by the P&D project manager or upon request by any members of the Design Team, plan review meetings may be conducted at either the preliminary plan or final plan stages, or both, per Sections 603.9 and 603.14, respectively, of the *P&D Procedures Handbook*.

Upon completion of final revisions to the project plans and specifications, the P&D project manager, chief of P&D, deputy administrator and administrator will all sign off in the designated block on the original plan cover sheet, per Section 603.16 of the *P&D Procedures Handbook*.

- III. Approval of minor additions, alterations or deviations initiated by O&M staff shall be requested in writing, with a concise project description and justification, drawings, specifications and/or other essential details (model numbers, brand names, size, plan or specification cut sheet references, etc.) to the regional manager and/or region facility supervisor and to the P&D project coordinator (with a cc to chief of planning & development), prior to any work being done. The project coordinator will respond to an O&M request for review and approval within two weeks with “cc copies” to the regional manager, regional facility supervisor, chief of P&D, deputy administrator, and administrator.
- IV. Additions, alterations or deviations in an emergency situation may be made, and then reported by telephone or in writing within five days to the regional manager and to the P&D project coordinator, who will notify the chief of P&D and deputy administrator. Written reports will include a project description and justification; such written report will follow any telephoned report within ten days.
- V. In the event that an impasse occurs between O&M and P&D staff, the administrator will make the final decision after considering all staff arguments.
- VI. All changes will be noted on appropriate record drawings filed in the park office and region office with a copy submitted to planning and development.

RULES:

- I. Facilities installed with Federal Land & Water Conservation Fund grant money, such as picnic tables, grills, restrooms, electrical or irrigation systems, etc., may not undergo a change from the originally intended use, be removed permanently or temporarily (except for short term maintenance or special events), nor may they be relocated to another site, even within the same park, without State Liaison Officer (chief of P&D) and federal approval (per federal regulations).
- II. Projects that are made within the limitations of Direct Purchase Authorization (S.A.M. 1552) may be considered minor for purposes of this policy, provided that the field staff feel confident that they have the necessary expertise, time and resources to successfully complete the project.
- III. All significant maintenance projects initiated or funded through the maintenance funding process (M-425, CAT 06, etc) will be reviewed by appropriate P&D project coordinator at least two weeks prior to initiation of the project.
- IV. P&D project manager or coordinator shall provide written notification of project completion to the appropriate regional manager and park supervisor, with a "cc copy" to the division's administrative services officer II.
- V. If deemed necessary by O&M staff, the P&D project manager shall, upon request, arrange for appropriate training for the operation of new facilities or equipment associated with capital improvement projects.

Original signed by:	
SIGNED	2/23/09
_____ David K. Morrow, Administrator	_____ Date

Original signed by:	
SIGNED	2/23/09
_____ Allen Biaggi, Director	_____ Effective Date

Copy to Regions: _____ **3/3/09** _____

Review Date: _____

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IMPLEMENTATION STEPS**

PROJECT DEVELOPMENT

- 601.1 Chief of P&D (Planning & Development) will develop project files (*Appendix 1*), file codes, and a work program to include project priorities, P&D staff assignments, funding sources and amounts, tentative completion dates, etc. The work program will be revised as funding circumstances change, new projects are added, etc., anytime during the process.
- 601.2 Division clerical staff will assemble file folders and enter file codes in master file code book.
- 601.3 When deemed necessary by the Chief of P&D, the Project Manager (PM) will draft a project directive (PD) (*Appendix 2*) for review and signature. However, PD's will not be considered mandatory.
- 601.4 When required, the (PM) will develop a consultant Request for Proposals (RFP).
- 601.5 Any PD and/or RFP will be circulated for in-house review by a designated Review Team established for each project, as appropriate. Team members will submit written comments or responses regarding the PD to its initiator or to the PM regarding RFP's. Review Team may be comprised of any of the following: P&D Project Manager, Park Supervisor, park maintenance staff, Regional Manager, Regional Facilities Supervisor or other persons with a significant interest in the outcome of a project's design.
- 601.6 When appropriate, the PM will prepare a memo which summarizes review comments or responses regarding the RFP; initiator of the PD will prepare comment/response summary for project directive.
- 601.7 The PM will review any substantive comments and responses regarding the PD and/or RFP with administrative staff (Chief of P&D, Deputy Administrator, and Administrator). Any comments specifically identified by O&M staff as substantive will be treated as such; otherwise the PM will use his/her discretion.
- 601.8 Upon request by O&M staff, the PM will conduct a review meeting of the project directive, particularly when initially defined scope of work needs significant refinements or clarification. O&M staff are welcome to provide input/express concerns once a capital improvement project has gone through the budget development, review and revision process and receives approval from the State Legislature, Budget Office, DCNR Director and/or other appropriate authorities (depending on funding source). The following steps are needed to implement such projects:
- 601.9 The PM will finalize the PD, as appropriate. Likewise, the PM will finalize the RFP.
- 601.10 Circulate the PD and/or RFP for approval signatures, when appropriate, and distribute signed documents subsequent to signatory process. All Review Team members should be signatories of the PD. Normally, the PM and/or Chief of P&D will sign the RFP.

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- 601.11 Provide assistance or complete funding application forms, when appropriate, including any required schematic plans, environmental assessment, cost estimates, graphics, etc. Also procure copy of deed and title insurance policy (as necessary) for funding assistance from National Park Service, U.S. Department of Transportation, USDA Natural Resources Conservation Service, Bureau of Reclamation, Nevada Department of Wildlife, Nevada Division of Forestry, Nevada Division of Environmental Protection, State Lands and/or Historic Preservation & Archeology, etc.
- 601.12 Complete application will be reviewed by the Chief of P&D and then circulated for required signatures (normally the originator of a grant application, Chief of P&D or Administrator), before being forwarded to the funding source. A copy of any signed application will be sent to the Park & Recreation Program Manager for distribution to Department of Administration & LCB, with appropriate cover memo and filled out ADM 24 "Grant Information" form.
- 601.13 Transmit signed original application to the funding source with any necessary attachments.

CONSULTANT SELECTION

- 602.1 Prospective consultants are sent a request for Statements of Interest and Qualifications (SOQ) for specific projects by the PM. *Appendix 3*
- 602.2 Questions and comments relative to the SOQ's are responded to by the PM.
- 602.3 An SOQ Evaluation Team is established, usually comprised of at least three of the following: PM, Chief of P&D, Regional Manager, Regional Facilities Supervisor, Park Supervisor and possibly one or more others (county representative, other state agencies, representative of NSPCA, etc.), depending on the project.
- 602.4 SOQ evaluations are prepared by individual Evaluation Team members and coordinated by the PM; evaluation comments and scores are analyzed by the PM, who will record the scores and relative rankings of the competing firms via a memo to the Evaluation Team members. *Appendix 3a*
- 602.5 The top 3-5 firms are invited by the PM to submit a formal proposal (*Appendix 4*) which details the proposed methodology and approach. A detailed Scope of Work will be provided to the final firms.
- 602.6 Questions and comments relative to submitting proposals are responded to by the PM.
- 602.7 Receipt of proposals is coordinated by PM, who then distributes proposals to evaluation team along with standard proposal/interview forms (*Appendix 4a*).
- 602.8 Proposal evaluations are conducted by team members and results submitted to the PM, who coordinates assessment /scoring of proposals.
- 602.9 Interviews are conducted with one or more of the top firm(s), using standard proposal/interview forms (*Appendix 4a*).
- 602.10 Interview evaluation assessments/scoring are coordinated by the PM and a consensus reached for a recommended consultant.

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- 602.11 A written recommendation is submitted by the PM for review and approval by administrative staff.
- 602.12 Fees and contract terms are negotiated by the PM.
- 602.13 Contract, scope of work, purchase order, transmittals and contract summaries are prepared (see Consultant Contracts, Section 900).
- 602.14 Necessary signatures are secured, including the consultant's representative, Chief of P&D, Division Financial Officer and Deputy Attorney General.
- 602.15 Letter is prepared by the PM to unsuccessful consultants.
- 602.16 Contract documents are transmitted through Department Financial Officer to the Board of Examiners for final approval, with copy to LCB.
- 602.17 Contract award letter and Notice to Proceed (*Appendix 5*) are prepared.

PLANNING AND DESIGN

- 603.1 A Design Team, usually comprised of the same individuals named to the RFP/PD Review Team plus the consultant team (when applicable), is established.
- 603.2 An organizational meeting is set up with the Design Team (including consultant, when applicable) to finalize work program, project scope, etc.
- 603.3 Conduct workshop meetings as needed with:
- ▶ O&M Staff
 - ▶ Local governments
 - ▶ Special interest groups
 - ▶ Advisory committees and planning agencies
 - ▶ Department of Wildlife
 - ▶ Utility districts
 - ▶ Historic Preservation & Archeology
 - ▶ Environmental Protection Division (water, sewer, SWPPP)
 - ▶ Army Corps of Engineers
 - ▶ TRPA (Tahoe projects)
 - ▶ U.S. Forest Service
 - ▶ Bureau of Land Management
 - ▶ Natural Resources Conservation Service (formerly Soil Conservation Service)
 - ▶ TCID (Lahontan projects)
 - ▶ State Lands
- 603.4 The PM will arrange to conduct any necessary site reconnaissance and surveying.
- 603.5 The PM or consultant design team prepares conceptual design alternative studies; the PM

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distributes to the Design Team for review and comment.

- 603.6 Conduct in-house P&D review of conceptual studies, to include Park Engineers, Landscape Architect, Architect, Project Managers, Chief of P&D and Park & Recreation Program Manager, as appropriate.
- 603.7 Revise/refine conceptual plans/studies into preferred alternative in accordance with review comments. A Design Team conceptual plan review meeting will be scheduled by the PM when deemed necessary OR at the request of field staff. If any O&M staff comments/suggestions are not incorporated into revised/refined conceptual plans, PM will provide written explanation to Design Team.
- 603.8 PM or consultant design team prepares preliminary construction drawings and specifications; circulate to Design Team for review and comment.
- 603.9 A preliminary plan review meeting will be scheduled by Project Manager. If any O&M staff comments/suggestions are not ultimately incorporated into contract documents, PM will provide written explanation to rest of Design Team before preliminary plans are finalized. In the event that a consensus cannot be reached, Chief of P&D and Deputy Administrator will be approached for a decision. In the event a consensus is still not reached, the Administrator will make the final decision (it is understood that said decision will not violate applicable regulations & codes OR breach accepted engineering standards).
- 603.10 The PM or consultant will revise preliminary plans in accordance with review comments and any administrative decisions.
- 603.11 The PM will be responsible for circulating the preliminary construction drawings and specifications for review by appropriate parties (see item 603.2 for listing of potential review parties).
- 603.12 The PM will prepare a review summary and field check plans, as necessary.
- 603.13 The PM or consultant revises preliminary plans and specifications; the PM circulates to review team, if significant changes are made.
- 603.14 Conduct second review meeting with Design Team, if necessary, and circulate the revised construction documents to appropriate parties (see item 603.3 for listing of potential review parties).
- 603.15 Secure permits/approval of other agencies and utility companies, as necessary, including:
- ☞ NV Division of Environmental Protection (NDEP): all sewer, water & General Permit for Stormwater Discharge (any project with over ¼ acre disturbance). NDEP will determine which bureau or other agency will review & approve (all water systems and sewer systems)
 - ☞ NV Division of Historic Preservation & Archeology (all new construction)
 - ☞ State Public Works Board (all custom designed buildings); any buildings over 1,000 square feet, excluding residences, will also require a “delegation of authority” for A/E services from

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SPWB, in advance)

- ☞ State Fire Marshal (all projects involving occupied buildings or water mains)
- ☞ State Lands (all improvements other than existing buildings).
- ☞ NV Division of Wildlife (boat ramp/dock and NDOW funded projects)
- ☞ NV Department of Transportation (encroachment permits for utilities and/or vehicle entrances, and Transportation Enhancement projects)
- ☞ NV Labor Commission for projects over \$100,000 (Public Works Project (PWP) #; Notice of Award Form completed and faxed (all form forms available on their web site (Nevada Labor Commission under "Forms"))
- ☞ TRPA (all work within Tahoe Basin)
- ☞ Truckee-Carson Irrigation District (TCID) for Lahontan projects or Pershing County Irrigation District (PCID) for Rye Patch.
- ☞ Utility Companies (when hook-ups are made to existing facilities for water, power).
- ☞ U.S. Army Corps of Engineers (all boat ramps/docks and projects which encroach on wetlands or navigable waterways)
- ☞ U.S. Fish & Wildlife (U.S. Army Corps of Engineers 404 permits; projects which may impact 404 permits; endangered plants and animals)
- ☞ U.S. Environmental Protection Agency (U.S. Army Corps 404 permits)
- ☞ U.S. Bureau of Reclamation (Lahontan, Rye Patch, possibly Big Bend)
- ☞ U.S. Bureau of Land Management (R&PP applications and leased land)
- ☞ U.S. Forest Service (leased lands, right-of-ways on adjacent National Forest Lands)
- ☞ DO-IT (all telephone systems and hook-ups). They have a southern & northern office.

- 603.16 Final revisions to plans and specifications, based on regulatory agency comments, will be completed by the PM or consultant. Signatures of Project Manager, Chief of P&D, Deputy Administrator, and Administrator are secured in appropriate block of original plan cover sheet.
- 603.17 The PM coordinates printing of final construction documents and sends copies to Regional Managers and Park Supervisor with cover letter explaining changes made to accommodate O&M concerns; if any O&M staff comments/suggestions are not ultimately incorporated into contract documents, cover memo will include a written explanation regarding any deviations from staff comments. Cover letter will be initialed by the Regional Manager, Regional Facilities Supervisor, and Park Supervisor and returned to PM to be filed. A copy of the cover memo will also be sent FYI to Chief of P&D and Deputy Administrator.
- 603.18 Progress payments from consultants are processed by PM.
- 603.19 Legal description and drawings, etc., are secured by PM for State Lands, as required to obtain certificate for construction. (*Appendix 15*)
- 603.20 Updating of the work program, travel budget, project files and construction drawings files is accomplished by the Chief of P&D and the PM.

CONSTRUCTION PROCESS

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- 604.1 Request Public Works Project # (PWP#) from Labor Commission (*Appendix 16*) and prepare Notice Inviting Bids is transmitted by PM to selected contractors (*Appendix 17*)
- 604.2 The PM advertises for bids and transmit plans and specifications to building exchanges; publish one (1) day per week for two (2) consecutive weeks, a minimum of (2) weeks prior to the bid opening.
- 604.3 The PM issues plans and specifications to prospective bidders, and/or reviewing agencies; prepares plan holders list (*Appendix 18*) and keeps current; writes receipts for checks/cash received for plans & specifications.
- 604.4 Preparation and issuing of necessary project addenda is accomplished by the PM (see Section 800 for details).
- 604.5 PM, Park Supervisor, Park Maintenance, Region Manager & Maintenance conducts pre-bid meeting on-site (*Appendix 19*).
- 604.6 The PM coordinates responses to all questions by contractors relating to plans and specifications.
- 604.7 Bid openings and bid tabulations are conducted by the PM (*Appendix 20*).
- 604.8 Negotiations with the successful contractor are conducted by the PM, if necessary. The Regional Manager, Division administrative staff and the Deputy AG (when appropriate) will be consulted by the Project Manager concerning any contract terms demanded by the contractor that are not included in the Division's standard contract form and given the opportunity to comment, prior to the contract being finalized.
- 604.9 Unit Supervisor and Chief of P&D to review recommendation and contract.
- 604.10 The PM prepares recommendation memo, contract, exhibits, purchase order (*Appendix 23*), Vendor Registration form (*Appendix 24a for initial registration, 24b for changes to Vendor status*) and transmittals to contractor and secures contractor signatures (see Section 900 for details). Q1 funds require specific contract, requiring retention of records 6 years (*Appendix 21*). DCNR Summary form is required for Q1 funds (*Appendix 22*). All other construction contracts use standard form.
- 604.11 Division Clerical staff transmit contract to contractor for signature and log out (contract log book) after receipt of construction bonds, Workmen Comp Certificate and proof of insurance (including Additional Insured Endorsement) from contractor.
- 604.12 Final contract is submitted to Chief of P&D, Division Fiscal Officer, Department (with Q-1 funds) and Deputy Attorney General for final approval.
- 604.13 Contract is forwarded to Budget Office via Division Fiscal Officer with copy to LCB Fiscal Analyst (by Management Assistant).
- 604.14 Contract award letter (Notice to Proceed) is prepared by PM (*Appendix 25*).

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- 604.15 Memorandum of Understanding (*Appendix 27*) is prepared by PM in preparation for preconstruction meeting.
- 604.16 Preconstruction meeting is conducted with contractor, PM, O&M staff, utility companies, etc., as necessary (*Appendix 26*).
- 604.17 Notice of Award form is completed and faxed to State Labor Commission by PM (*Appendix 28*).
- 604.18 Either P&D or O&M staff may, at their discretion and after consulting with other section (to avoid duplicated efforts), prepare a news release for newsworthy items in accordance with Division Policy #08-1; notices of completion of new facilities or major renovations should especially be encouraged.
- 604.19 PM is to arrange for preliminary staking on-site and adjustment as necessary; contractor is to final stake for approval by state (when included in contract provisions) and then initiate construction.
- 604.20 Progress payments to contractor will be approved and processed by PM (*Appendix 29*). PM will review (initial & date) certified payroll submitted bi-weekly (15th of the month), perform cursory review that proper wages are being paid.
- 604.21 The PM coordinates field inspections, including consultant inspections. Project Manager and consultant will either routinely inspect on a pre-established schedule OR provide at least three calendar days notice, when possible, to a designated O&M staff representative regarding any project inspections and consult with them prior to making any significant changes to the plans and specifications. Similarly, the PM will consult with regional and/or park staff regarding resolution of any problems encountered during the inspection process. If O&M staff encounter any perceived problems during the construction process, they are to notify the PM; if the PM is unavailable his/her supervisor will be notified. Communication may be by telephone, FAX or mail, in accordance with the apparent urgency of the situation. The PM will address any written comments or concerns in writing within five (5) working days.
- 604.22 The PM and/or consultant prepares inspection reports with copies for the file, contractor, O&M staff and the PM (*Appendix 30*).
- 604.23 The PM will coordinate the update of the work program and travel budget with the Chief of P&D, as necessary.
- 604.24 The PM and consultants (when appropriate) review and/or approve all submittals from contractor.
- 604.25 The PM will prepare change order (see Section 1000 for details & *Appendix 31*). Prior to issuing a change order, the PM will consult with regional and/or park staff regarding any significant change order items.
- 604.26 The PM coordinates and communicates throughout project with utility companies, agencies, O&M

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staff and special interest groups, including a written response to any and all issues or concerns raised.

- 604.27 A final inspection is conducted, to include PM, consultants (if appropriate), O&M staff and any other Design Team members (*Appendix 32*)
- 604.28 A punch (ding) list is prepared by the PM, in consultation with O&M staff and any consultants, then transmitted to contractor.
- 604.29 A legal Notice of Completion, along with a memo to the Design Team, is prepared by the PM (*standard form; reference Appendix 33*).
- 604.30 Notice of Completion will be reviewed and signed by the Chief of P&D.
- 604.31 The PM sends (e-mail) Notice of Completion to Newspaper (county in which project was constructed) for publication ;
- 604.32 Complete Labor Commission Notice of Completion form and fax to State Office of Labor Commissioner (only if project is over \$100,000) (*Appendix 34*).
- 604.33 The PM confers with O&M staff and consultants (when appropriate) to assure completion of all punch list items.
- 604.34 Secure following items from Contractor before final payment is made:
1. Any required guarantees,
 2. 10% guarantee bond, as required by Section 6.02 of the General Conditions,
 3. Letter from Contractor certifying that all debts and claims related to the project have been paid,
 4. Letter from the Contractor certifying that all liens against the Contractor relating to the project have been released,
 5. Separate releases of liens or intents to lien filed by subcontractors, suppliers, or others,
 6. Consent of the Contractor's surety company(s) to final payment by the State,
 7. Record drawings (when required by contract),
 8. Operation/maintenance manual from contractor, including equipment data sheets.

PM will cause equipment data sheets and operation/maintenance manual to be organized in a usable configuration; this will include an index, alphabetized subject tabs, and accurate data sheets with specific models installed on the project site highlighted.

- 604.35 PM processes retention payments (after 45 day retention period) once punch list is completed and all Project Close-out items are completed.
- 604.36 PM prepares Facility Data Records Manual with Park Supervisor and/or maintenance staff. Data Records will be based on contractor supplied equipment data sheets, which will be verified at the time the Facility Data Records are compiled.
- 604.37 PM or consultant prepares finished reproducible record drawings; distribute one (1) copy each to

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region and park; file original in P&D office.

- 604.38 PM will organize construction file for auditor and federal billings.
- 604.39 PM prepares federal progress billings (if applicable).

- 04.40 O&M staff review construction project with federal representative (if applicable).
- 604.41 PM revises federal funding agreement, prepares final billings, photos as needed (if applicable); coordinate with Park & Recreation Project Manager.

POST CONSTRUCTION REVIEW

- 605.1 O&M staff to notify PM, Chief of P&D and Deputy Administrator regarding any post-completion problems, omissions, or suggestions, etc.
- 605.2 Any concerns regarding need for future modifications or changes that should be incorporated into the design of future facilities of a similar nature should be submitted in writing to all Design Team members.
- 605.3 Team explores means to finance/implement correction of problems.