

1130.1 SUBJECT: ORGANIZATION AND POLICY

:1 OBJECTIVE:

Manage the City's design contracts with consulting firms; perform in-house design of projects, ensuring that all work is performed by applying appropriate, cost-effective technology to the solution. Manage all construction contracts to ensure the City receives the highest quality product. Be responsive to the needs of the citizens and solve problems related to Public Works projects.

:2 AUTHORITY:

This procedure adopted by City Council April 12, 2010.

:3 DIRECTION:

CIID Division Manager, as an appointed official, serves at the pleasure of the Mayor and receives direction through the Public Works Director.

:4 FUNCTIONS:

- A. Provide engineering design services utilizing internal staff;
- B. Assist with selection process for professional services, construction projects and design-build contracts;
- C. Assist with developing project budgets, negotiating professional services fees and preparing construction estimates;
- D. Manage professional services contracts, including processing consultant pay applications, and coordinate project development with client department;
- E. Prepare for and participate in public meetings;
- F. Manage the construction of City infrastructure projects to include inspecting infrastructure work to ensure compliance with project plans and specifications, processing pay applications, assisting with the negotiation of change orders and assisting with Owner Direct Purchase Orders of construction material;
- G. Coordinate with other city agencies and utilities;
- H. Coordinate with county, state and federal agencies;
- I. Develop and maintain standard specification for roadway, utility and bridge construction.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE: Approved City Council, April 12, 2010, Item A-3.

:8 EFFECTIVE DATE:

This procedure effective April 12, 2010