



# WATERLOO CONSTRUCTION PROJECT ACTIVITY SEQUENCE

## BEFORE THE PROJECT BEGINS

- When project plans and specifications are complete, the Council sets a date of bid opening and a date of public hearing and reading of bids.
- Bids are received, reviewed, and a lowest responsible bidder determined.
- Council conducts public hearing and bids are read.
- Council awards project to lowest responsible bidder.
- Council approves project contract with contractor, which authorizes the contractor to start work and request progress payments for work completed to date.

## DURING THE PROJECT

- Either City or consultant staff oversee project in field.
- City and Consultant review and approve Progress Payment Requests (Pay Estimate).
- Progress Payment Requests are submitted to the Finance Department for payment approval with retainage held as required by State Code. These are based on bid items actually used that work period.
- Payment is made after the Finance Committee and City Council approval of the Bill Payments Report.
- During the course of construction, changes in bid item quantities may happen based on field conditions.
- During the course of construction, changes may occur that are not covered by existing bid items. At this time, a change order is negotiated for new items of work and is submitted for City Council approval if the total cost of that change order exceeds \$20,000.00.

## AFTER THE PROJECT IS COMPLETE

- Upon completion of work according to the plans and specifications, the following occur:
  - A Final Quantity Summary is prepared.
  - It is recommended that the City Council approve the project for Final Acceptance and accept the two-year maintenance bond.
  - The City Council acceptance date sets the beginning of the two-year maintenance bond period and starts the thirty-day period for release of retainage.
- If no claims for materials or labor are filed during the thirty-day period, then the retainage is paid to the contractor.