

# Executive Order (E.O.) for Private Construction Agreements Process

Clock starts at 8:00 AM, anything received after 8:00 AM is considered to fall on the next day

All responsibility of the Developer / Consulting Engineer

Does this project involve wastewater and require DEQ review?  
IF, YES then Developer / Consulting Engineer to send 2 signed and sealed sets to DEQ for their review. Review can take up to 30 days and is outside of city's control

Is any part of the project involving NDOR ROW?  
If YES then Developer / Consulting Engineer to obtain the NDOR permit can take 30 days and is outside city's control.

Is any part of the project involving County ROW? If yes then Developer / Consulting Engineer to obtain necessary County Permits and/or Inter-local Agreement.

Is any part of the project on other private property? If yes then Developer / Consulting Engineer to obtain necessary ROW, Permanent or Temporary Easements.

One **Electronic** Set of Plans (PDF format), Specifications (Word), drawing number submittal sheet and Cost Estimate (Aurigo) to ES for Review and assignment of drawing number

Plans sent to ES Coordinator:  
**Attn: Bill Nass\***

Review by:  
**Records / Steve Titus - Microfilming, coordinates, record issues, assigns drawing number**

**Development Services / Dennis Bartels - Plat Conformance, Waivered Standards type Issues**

Bill Nass - final determination with all city reviewers if plans meet minimum acceptability standards (14 days needed this box)

One **Electronic** Set of Plans, Specifications, and Cost Estimate (Aurigo) to appropriate division for review

IF the plans are for:  
**Water - Leroy Meints\***, Steve Owen, Nick McElvain  
**WW - Roger Krull\***, Brian Kramer, Mike Mandery  
**Paving - Andrew Edwards\*** passes to Wayne Teten  
**Storm - Devin Biesecker\*** passes to Andrew Edwards  
**Traffic Signals - Erin Sokolik\***

**\* Plans are sent to: Person with \***

Typically 14 calendar days are needed for these reviews

Developer / Consulting Engineer proposes a Field Check Location, Date & Time (minimum of 15 days from plan submittal). Approval of the field check date by ES Coordinator subject to the availability of staff.

**NOTE: These are not absolute Assumed General Time Frames** presumes everything is 100% correct and goes smoothly with **no** issues

This is for the typical sub-division type work. Anything with over \$10,000 subsidy will be required to go through city bidding process

Note: need to objectively define what meets the term "acceptable"

Did the plans meet minimum acceptability standards as determined by

NO

Plans rejected, **30 days** until plans can be resubmitted for another review or plan review resubmittal fee can be paid. (Letter from ES Coordinator to Consulting Engineer and Developer with specifics.)

YES

**FIELD CHECK / PLAN-IN-HAND**  
- Transmittal Letter from City Plan Reviewers returning Redlined Plans and Any Comments to Consulting Engineer (cc developer, ES Coordinator)  
(Occurs only after E.O. is signed by the Mayor & E.O. number is assigned by City Clerk)

At a minimum the E.O. documents will be executed by this time to stay on schedule. Process needs to be started at least 21 calendar days ahead of this date

Developer / Consulting Engineer will make necessary corrections and changes as needed and will submit final plans (mylars) with redline plans as part of a larger Project Package to ES Coordinator.

**Attendance will include** Consulting Engineer, Design and Construction Personnel, ES Coordinator PWU Operations Division  
- Notify Developer of time and place of field check / Plan-in-Hand

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