

Attachment 5
Schedule

Task 1: Direct Project Administration and Reporting

July 1, 2015 to April 1, 2018 – Track expenses and grantee requirements

Task 2: Easements – None

Task 3: Project Evaluation/Design/Engineering

July 1, 2015 – Release Request for Qualifications

July 15, 2015 – Review RFQs received; develop agenda memo to City Clerk for placement on
July 20, 2015 City Council agenda

July 21, 2015 – Notify firm and develop contract for City Attorney review

Task 4: Environmental Documentation

August 25, 2015 – Notice of Determination is filed with County Clerk

Task 5: Permitting – None

Task 6: Proposal Monitoring Plan

July 21, 2015 – Initial Plan developed from engineering firm's contract

August 25, 2015 – April 1, 2018 – track water use with AMI meter reading technology

Task 7: Project Construction/Implementation

August 25, 2015 – Prepare bid documents and generate list of suppliers

August 31, 2015 – Release bid package

September 21, 2015 – Review bids received with Public Works Director, Public Works
Commissioner, City Engineer and City Manager.

September 23, 2015 – submit recommendation to City Clerk for placement on October 5, 2015
City Council agenda

October 6, 2015 – Notify firm and develop contract for City Attorney review

October 19 – January 4, 2016 Public Works Director oversees project

October 19 – January 4, 2016 Grants Administrator photographs project in progress and
completion

January 4, 2016 Notice of Completion is filed with County Clerk

January 4, 2016 – April 1, 2018 Water Utility Clerk monitors system and generates reports to be
submitted to Public Works Director and Grants Administrator