

CAPITAL IMPROVEMENT PROJECTS

Steve Fiori, Project Delivery Services Manager

Function	Sub Function	Position (Title) Responsible for Managing and Implementing Sub Function	Data Systems Utilized	Dept. with Primary Responsibility	Cross Departmental Coordination (Department)	Inner Departmental Coordination (Group/Division)	Individuals with Notable Responsibility	Current Status	Known Gaps	Notes
Leverage UDFCD Funding	Identify Projects for Potential UDFCD Funding or Partial	" "	N/A	AW	PW, AP	O&M	Steve Fiori, Joe McCleary	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	A quantitative process should be established for determining the funding source shares on capital projects	
	With UDFCD Initiate Projects and Participate as Needed	" "	N/A	AW	N/A	O&M	Steve Fiori, Joe McCleary	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	Process Needs to be Developed	
	Coordinate with UDFCD 5-year Plan and Longer Terms Plans	Projects Delivery Services Manager	UDFCD Project Spreadsheet	AW	PW, AP	O&M	Steve Fiori, Sarah Young, Joe McCleary, Bill McCormick	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	Process Needs to be Developed	
								<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
								<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
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								<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
Prioritize Capital Projects List	Develop Project List from Master Plans	Planning Services Manager	N/A	AW	N/A	O&M	Sarah Young, Bill McCormick, Joe McCleary	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	List Needs to be Developed	
	Develop Project List from EDC/Development Projects	" "	N/A	AW	PW, EDC	O&M	Sarah Young, Cliff Stephens, Bill McCormick	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	List Needs to be Developed	
	Develop Project List from IGAs and Other Sources	" "	IGA Spreadsheet	AW	PW	O&M	Sarah Young, Cliff Stephens, Bill McCormick, Joe McCleary	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	List Needs to be Developed, IGA Spreadsheet may or may not actually exist?	
	Create Project Initiation Forms for New Projects	" "	N/A	AW	PW, EDC	O&M	Sarah Young, Bill McCormick	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Enter New Projects Into Expert Choice and DSMP	" "	DSMP	AW	PW	O&M	Sarah Young, Jon Villines, Bill McCormick, Joe McCleary	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Prioritize Capital Improvement Plan Annually Using Expert Choice and DSMP	" "	Expert Choice	AW	PW	O&M	Sarah Young	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Using DSMP or Expert Choice Prioritization as a Starting Point, Develop Short and Long Term CIP Plans	" "	Expert Choice	AW	N/A	O&M	Sarah Young, Steve Fiori	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		" "
	Coordinate CIP Needs w/Staff Resources	Project Delivery Services Manager		AW	N/A	N/A	Steve Fiori	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
							<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study			
Manage Stormwater Design & Construction Projects	Prepares Scope, Assign PM	Project Delivery Services Manager	EADocs	AW CPD	N/A	N/A	Steve Fiori, Project Manager As-Assigned	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	For In-house Design Prepare IDA, Assign Engineer	" "	" "	AW CPD	PW	N/A	" "	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	For MESA Projects Assign PM, Prepare Scope, and Evaluate Selection	" "	" "	AW CPD	N/A	N/A	" "	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	For RFP Projects Assign PM, Prepare Scope, Interview, Evaluate Selection	" "	" "	AW CPD	PW, AP	N/A	" "	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Coordinate with CDOT, RTD, etc. as needed.	" "	" "	AW CPD	N/A	N/A	" "	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Coordinate with O & M for maintenance needs in plans.	" "	" "	AW CPD	N/A	O&M	Steve Fiori, Joe McCleary	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Coordinate with Parks and Open Space if needed.	" "	" "	AW CPD	PROS	N/A	Steve Fiori, Curtis Bish	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Provide public involvement and education	Public Relations Manager	" "	AW PR	COA PR	N/A	Greg Baker	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Complete Design Work	Project Delivery Services Manager	" "	AW CPD	PW	N/A	Steve Fiori, Project Manager As-Assigned	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Provide Design Review, revisions and approval	Engineering Services Manager	AMANDA	AW Eng	PW, AP	N/A	Vacant	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Secure Permits	Water Permit Coordinator	N/A	AW CPD	PW	O&M	Asif Samuel	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Prepare interdepartmental agreements with other departments as needed.	Project Delivery Services Manager	N/A	AW CPD	PW, AP	N/A	Steve Fiori, Project Manager As-Assigned	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Prepare maintenance plan with maintenance department	" "	N/A	AW CPD	N/A	O&M	" "	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Obtain land rights, and maintenance easements as necessary.	" "	N/A	AW CPD	PW, ARP	O&M	" "	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
	Bid Work, Supervise Construction incl Surveying, Inspection & CA.	" "	EADocs (?)	AW CPD	PW	N/A	" "	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		
Complete As-built Process	" "	N/A	AW CPD	N/A	AW Engineering	" "	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study	Surveyed as-builts are not provided for CPD projects (same as for private developments). [Confirm]		

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	Provide As-Built Information to GIS for Transfer to Asset Management	" "	GIS, Infor	AW CPD	IT, AM	AW Planning	" "	<input type="checkbox"/> Functioning as Needed <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Needs Further Study		After the Extension Agreement permits are issued, this is not really a CPD task.