

ATTACHMENT F – CITY’S RESPONSIBILITIES

The City shall be responsible for completion of the following items in a timely manner and at no cost to the Consultant:

1. Provide copies of all available construction drawing and specifications for identified facilities.
2. Provide aerial images and GIS files of existing utilities in and around the project.
3. Provide access to the facilities.
4. Designate a person to act as the representative of the City for the Project. Such person shall have a knowledge and understanding of the Project, have authority to receive information, interpret the City’s policies pertaining to the Project and the Contract, and present issues to the decision making body for the City.
5. Provide criteria and information as to City’s requirements for project development.
6. Provide template Project manual front-end sections (Bid forms, general conditions, etc.)
7. Be responsible for printing and distribution of plans and Project manuals.
8. Advertise for bidding, distribute or make documents available, collect and evaluate bids.
9. Prepare, execute, and administer construction contracts.
10. Communicate City Council resolutions affecting the Projects.