



TOCL ROAD PROJECT ANNUAL PROCESS

Initial Release

Abstract

This process document identifies the series of detailed actions to be taken annually to achieve the objectives defined in the Vision Statement

TOCL Road Committee

Initial Release: July 13, 2023

Road project Annual Process

1. Street Superintendent Initiates & Collects Prioritization Tool updates.
 - 1.1. Community, Street Superintendent and Marshal Problem Reports
 - 1.1.1. Problem/Issue Reports by Road Segment include:
 - 1.1.1.1. Improper Drainage
 - 1.1.1.2. Irregular Traffic Patterns
 - 1.1.1.3. Safety Concerns/Issues
 - 1.2. Zoning Administrator Identifies location of approved yet-to-complete Residential & Commercial Developments (Residential Construction, etc.)
 - 1.3. Engineering Firm Performs Annual PASER Assessment
2. Engineering Firm Updates Prioritization Tool per Update Instructions (see instruction Tab in spreadsheet) & Provides Road Project Forecast to Road Superintendent
3. Road Superintendent Publishes Road Project Forecast
 - 3.1. Billing Clerk Posts Update on TOCL Web Page
 - 3.2. Billing Clerk Notifies Community of Update on REACH ALERT
 - 3.3. Road Superintendent Presents Update to Town Council During Regular Session (discuss 5-yr forecast and 1-yr projects)
 - 3.4. Town Council Infrastructure Member Motions to Accept Recommended 1-yr projects
4. Engineering Firm Updates Prioritization Tool Following Town Council Meeting if Necessary & Provides Final Road Project Forecast to Road Superintendent & Billing Clerk for Publishing on TOCL Web Page & REACH ALERT
5. Engineering Firm Identifies Project Constraints and Recommended Approach for Each Road Project (TOCL Input to Road Engineering Firm for projects approved in 3.3)
 - 5.1. Engineering Firm Identifies Design Constraints
 - 5.1.1. Road Right of Way
 - 5.1.2. Existing Drainage Easements
 - 5.1.3. Existing Drains
 - 5.2. Engineering Firm Assesses 1-yr Road Segment Projects Compliance to Governing Requirements
 - 5.2.1. Pavement Thickness (Records Search and/or Recommend Coring Samples to Town Council)
 - 5.2.2. Type and Density of Roadbed Aggregate (Records Search and/or Recommend Coring Samples to Town Council)
 - 5.2.3. Depth of Water Table (Records Search and/or Recommend Coring Samples to Town Council)
 - 5.3. Engineering Firm Identifies Applicable Lessons Learned from Previous Years Projects
 - 5.3.1. Identify Design and Process Improvements
 - 5.3.2. Discuss Root Causes for Previously Improved Road Segments Not Meeting Life Cycle Requirements
 - 5.4. Engineering Firm & Road Superintendent Develops a Conceptual Approach for Each Road Project
 - 5.4.1. Drainage (Passive Swales, Drains, New Easements, etc.)
 - 5.4.2. Roadbed and Pavement Cross-Sections
 - 5.4.3. Budget Estimate

6. Engineering Firm & Road Superintendent Provides Next (current year +1 approved in 3.3) Year's Road Project Concepts & Budget Estimates to Town Council & Town Staff During a Regular or Special Session
7. Engineering Firm Develops Preliminary Design per Roadway Design Standards Document (Current Year +1 Road Projects)
 - 7.1. Design Compliant with Governing Requirements & Informed by Section 5 & 6
 - 7.2. Present to Town Council, Town Staff & Community during a July Regular or Special Session
 - 7.3. Town Council Infrastructure Member Motions for Approval to Proceed with CCMG Application for Recommended Road Projects/Designs
 - 7.4. Update and Submit Current Year CCMG Application
8. Engineering Firm Develops Intermediate Design per Roadway Design Standards Document (Current Year +1 Road Projects)
 - 8.1. Contingent on CCMG Award Notification
 - 8.2. Town Council Infrastructure Member Motions for Approval to Proceed with Intermediate Design during Regular or Special Session
 - 8.3. Complete Engineering Topographic Survey
 - 8.4. Update Designs to 60% Maturity
 - 8.5. Update Cost Estimate & Verify Compliance with Section 6
 - 8.6. Hold Intermediate Design Review with Town Council, Town Staff & Community during a Regular or Special Session
 - 8.7. Town Council Infrastructure Member Motions for Approval to Proceed to Final Design
 - 8.8. Provide Intermediate Designs & Documented Action Items & Responses to Billing Clerk for publication on TOCL Web Page from Intermediate Design Review
9. Engineering Firm Develops Final Design per Roadway Design Standards Document (Current Year +1 Road Projects)
 - 9.1. Update Designs to 100% Maturity
 - 9.2. Update Cost Estimate & Verify Compliance with Section 6
 - 9.3. Hold Final Design Review with Town Council, Town Staff & Community during a Regular or Special Session
 - 9.3.1. Overview of project designs with Focus on Updates Since Intermediate Design Review
 - 9.3.2. Overview of Draft Bid Documents and Schedule
 - 9.4. Town Council Infrastructure Member Motions for Approval to Proceed; Vote on Approval to Proceed with Bidding Projects
 - 9.5. Provide Documented Action Items & Responses to Billing Clerk for publication on TOCL Web Page from Final Design Review
10. Engineering Firm Initiates Bidding Process per Roadway Design Standards Document (Current Year +1 Road Projects)
 - 10.1. Engineering Firm Generate Bid Advertisement & Provides to Clerk-Treasurer to Coordinate Publication.
 - 10.2. Engineering Firm Coordinates Meeting for Public Bid Opening with Clerk-Treasurer and Town Council Infrastructure Member
 - 10.3. Engineering Firm to Assess Bids for Compliance and Recommend Lowest Compliant Bid to Town Council for Award at Regular or Special Session
 - 10.3.1. Town Council Infrastructure Member Motions for Approval to Award Contract

- 10.3.2. Town Council President Signs Contract
- 10.3.3. Clerk Treasurer Returns Required Documents to INDOT by the CCMG Deadline
- 11. Construction (Current Year Road Projects)
 - 11.1. Town Council Infrastructure Member Motions to Approve Change Management Process
 - 11.1.1. Design Configuration Changes
 - 11.1.1.1. Engineering Firm is Authorized to Make Detail Changes Within the Approved Project Design Approach
 - 11.1.1.2. Engineering Firm will Gain Pre-Approval per Section 11.1.4 for any Change Deviating from the Overall Approach Approved in Section 9 to Drainage, Road Dimensions, Safety or Compliance to Governing Requirements
 - 11.1.2. Contract Value Changes
 - 11.1.2.1. Engineering Firm is Authorized to Make Changes as Necessary if those Changes do not Increase the Overall Value of the Contract
 - 11.1.2.2. Engineering Firm will Gain Pre-Approval per Section 11.1.4 for any Change Resulting in an Increase to the Overall Value of the Contract
 - 11.1.3. Contract Period of Performance Changes
 - 11.1.3.1. Engineering Firm is Authorized to Make Period of Performance Changes as Necessary if those Changes Result in a Completion Date < 45 days of the Schedule Presented in Section 11.2.3
 - 11.1.3.2. Engineering Firm will Gain Pre-Approval per Section 11.1.4 for any Change Resulting in an Increase to the Overall Period of Performance Resulting in a Completion Date in the Following Year
 - 11.1.4. Approval of Changes
 - 11.1.4.1. Town Council Infrastructure Member Will Motion Town Council to Approve in Advance of Construction the Approval of Changes Process Described in 11.1.4.2 thru 11.1.4.5 or similar at a Regular or Special Session.
 - 11.1.4.2. Design Configuration Changes
 - 11.1.4.2.1. Detail Changes Within the Approved Design Approach – No Approval Required
 - 11.1.4.2.2. Changes Deviating from the Overall Approach Approved in Section 9 to Drainage, Road Dimensions, Safety or Compliance to Governing Requirements Requires One Town Council Infrastructure Member, Town Council President & Street Superintendent Approval
 - 11.1.4.3. Contract Value Increasing Overall Contract Value
 - 11.1.4.3.1. \$0 No Approval Required
 - 11.1.4.3.2. ≤ \$3000 Requires One Town Council Infrastructure Member Approval
 - 11.1.4.3.3. > \$3000 ≤ \$5000 Requires One Town Council Infrastructure Member & Town Council President Approval
 - 11.1.4.3.4. > \$5000 Requires Town Council Approval at a Regular or Special Session
 - 11.1.4.4. Contract Period of Performance
 - 11.1.4.4.1. < 45 Days No Approval Required
 - 11.1.4.4.2. Period of Performance Changes > 45 Days Requires One Town Council Infrastructure Member & Town Council President Approval
 - 11.1.4.5. Notification of Change

- 11.1.4.5.1. All Changes not Requiring Town Council Approval will be Conveyed by the Town Council Infrastructure Member to all Town Council Members and Town Staff via Email or Similar Within one Week of its Occurrence
 - 11.2. Engineering Firm, as Approved by Town Council, will act as the Town's Representative during Construction Operations
 - 11.2.1. Develop Road Project Level Schedule with Successful Road Construction Contractor
 - 11.2.2. Coordinate & Lead a Preconstruction Meeting with Road Construction Contractor & Town Street Superintendent & Town Council Infrastructure Member
 - 11.2.3. Engineering Firm, Road Construction Contractor, Street Superintendent Present Construction Schedule to Town Council & Community at a Special Session
 - 11.2.4. Provide Construction Schedule Meeting Minutes to Billing Clerk for Publication on TOCL Web Page
 - 11.2.5. Engineering Firm, Road Construction Contractor & Street Superintendent to Discuss Daily any Special Considerations (Resident Ingress/Egress, etc.)
 - 11.2.6. Engineering Firm to Provide Billing Clerk Daily Status Updates for Posting on TOCL Web Page and REACH ALERT
 - 11.3. Engineering Firm will Perform In-Process Compliance Inspections & Report Any Issues and Corrective Actions to Road Construction Contractor, Street Superintendent & Town Council Infrastructure Member
 - 11.4. Engineering Firm will Obtain Advance Approval for any Change which Result in an Increase in Contract Value per Section 11.1.4.
12. Post Construction Review (Current Year Road Projects)
 - 12.1. Engineering Firm & Street Superintendent provide billing clerk construction feedback form (similar to BZA & PC feedback forms) 60 days prior to Post Construction Review for posting on the TOCL web page and notification to community on REACH ALERT
 - 12.2. Engineering Firm will Coordinate a Public Meeting Post Construction Review
 - 12.2.1. Collect Town Council, Town Staff & Community Feedback
 - 12.2.2. Develop Lessons Learned for Current Year Projects
 - 12.2.3. Engineering Firm will Publish Minutes, Action Items, & Responses & Provide to Billing Clerk for Publication on TOCL Web Page
13. Repeat Annually

Responsible, Accountable, Consulted & Informed (RACI) Diagram

Responsibility Assignment Matrix											
Road Project Annual Process Task Name	Stakeholder Name										
	Engineering Firm	Road Construction Contractor	Town Council (All)	Town Council President	Town Council Infrastructure Member	Community	Street Superintendent	Clerk Treasurer	Billing Clerk	Zoning Administrator	Marshal
1.0 Prioritization Tool Updates	R	-	-	-	I	R	R/A	-	-	R	R
2.0 Update Prioritization Tool	R/A	-	-	-	-	-	R	-	-	-	-
3.0 Publish Road Project Forecast	R	-	R	I	R	I	R/A	I	R	I	I
4.0 Finalize & Publish Road Project Forecast	R	-	-	-	-	I	A	-	R	-	-
5.0 Identification of Project Constraints & Design Concepts	R/A	-	-	-	C/I	-	R	-	-	-	-
6.0 Present Project Design Concepts & Budget Estimates	R/A	-	C	C	C	C	R	C	-	I	I
7.0 Preliminary Design	R/A	-	R	I	R	I	C/I	I	R	I	I
8.0 Intermediate Design	R/A	-	R	I	R	I	C/I	I	R	I	I
9.0 Final Design	R/A	-	R	I	R	I	C/I	I	R	I	I
10.0 Project Bids	R	I	R	R	R	I	I	A	I	I	I
11.0 Project Construction	R	A	I	R	R/I	I	C/I	I	I	I	I
12.0 Post Construction Lessons Learned	R/A	C	C	C	C	C	C	I	R	I	C

	R- Responsible	A- Accountable	C- Consulted	I- Informed
	Responsible: person who performs an activity or does the work			
	Accountable: person who is ultimately accountable and has Yes/No/Veto			
	Consulted: person that needs to feedback and contribute to the activity.			
	Informed: person that needs to know of the decision or action.			

Process Timeline

January	February	March	April	May	June	July	August	September	October	November	December
9. Develop Final Design per Roadway Design Standards Document	1. Gather Prioritization Tool updates (except 1.2) 10. Bidding per Roadway Design Standards Document	1.2. Perform Annual PASER Assessment 2. Update Prioritization Tool per Update Instructions (see instruction Tab in spreadsheet) 3. Publish Road Project Forecast	4. Update Prioritization Tool Following Town Council Meeting if Necessary 5. Identify Constraints and Recommended Approach (TOCL Input to Road Engineering Firm for projects approved in 3.3)	6. Provide next (current year +1 approved in 3.3) year's Road Budget Estimates to Town Council & Zoning Administrator	7. Develop Preliminary Design per Roadway Design Standards Document	7.3 Council Approval to Proceed with CCMG Application	11. Construction (Previous Years CCMG projects)	11. Construction (Previous Years CCMG projects)	5.2. Engineering Firm Assesses Road Segment Projects Compliance to Governing Requirements	8. Develop Intermediate Design per Roadway Design Standards Document 12. Post Construction Review	