

Plan for Installation of a Traffic Signal Synchronization Project on Santa Rosa Road

No.	Title	Description	Est. Start	Est. Compl.	Note(s)
1	Project initiation	Prepare Board letter requesting that Board: 1. directs PWA to design and install 4 non-war-ranted traffic signals with synchronization. 2. directs PWA to add re-prioritize CIP and add project to CIP. 3. provides PWA other direction as desired.	Nov. 15, 2005	Feb. 7, 2005	Done.
2	Appoint Community Representative (CR)	1. PWA requests Supervisor Parks solicit and appoint CR to provide community input for duration of project. 2. Supervisor Parks solicits volunteers and appoint CR.	Dec. 9, 2005	Jan. 28, 2005	Done.
3	Project Request (PR)	The PR authorizes design and construction work. It also forms the basis for accounting and financial records for the project.	Dec. 2, 2005	Dec. 8, 2005	Done.
4	Develop Scope of Work (SOW)	Develops scope of work and requests proposals (RFP) for designing traffic signal system to include installation of 4 signals, fiber optic interconnect and communication to Central Computer Surveillance System.	Feb. 7, 2006	Mar. 15, 2006	Technical SOW will be developed by PWA, CR input will be solicited. Done.
5	Review of SOW	1. CR reviews SOW. 2. Presents to SRV MAC; if desired. 3. Director PWA reviews and approves SOW.	Mar. 15, 2006	Apr. 7, 2006	#1 and #2 is Done
6	Short List	Develops list of qualified design consultants (3-4) from design consultants on file with PWA. Obtains PWA Director's approval of short list.	Mar. 15, 2006	Apr. 14, 2006	
7	Request for Proposals (RFP)	Mails RFP with SOW and requests technical proposals from short listed firms.	Apr. 14, 2006	Jun. 1, 2006	
8	Selection Interviews	Conducts selection interviews with design firms, selects most technically qualified, obtains PWA Director's approval.	Jun. 1, 2006	Jun. 20, 2006	CR participation in selection interviews requested
9	Negotiate Contract	Negotiates price and delivery terms for design consultant, obtains PWA Director's approval.	Jun. 20, 2006	Aug. 1, 2006	

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10	Approval of Consultant Agreement	BOS approves consultant selection and agreement terms and conditions. CR available to speak at Board meeting, if requested.	Aug. 1, 2006	Sep. 5, 2006	
11	Preliminary Design Conference	Meets with design consultant to discuss and ensure that Project Milestones and budget are understood, and that Community objectives and concerns are considered in design.	Sep. 5, 2006	Sep. 15, 2006	CR participation requested
12	Preliminary Design Submittal	Consultant prepares and submits preliminary engineering plans and specifications to PWA for review. Copy(s) will be furnished to CR for Community review. If requested, a presentation to SRV MAC will be scheduled.	Sep. 15, 2006	Dec. 15, 2006	CR participation requested
13	Design Comments	Design comments coordinated by PWA, and submitted to consultant.	Dec. 15, 2006	Jan. 30, 2007	CR provided copy FYI
14	Final Design	Consultant prepares final plans and specifications.	Jan. 30, 2007	May 30, 2007	CR provided copy FYI
15	Design waiver	Prepares design waiver for non-warranted signals by PWA. Board approves design waiver for non-warranted signals.	Jan. 30, 2007	May 30, 2007	
16	Prepare Bid Package	PWA consolidates all required bid documents and releases to Engineering Services.	May 30, 2007	Jun. 10, 2007	
17	Bid Advertisement	Public advertisement of construction contract and request for bids.	Jun. 10, 2007	Aug. 10, 2007	
18	Open bids	Bids opened and lowest, responsive and responsible bidder is determined.	Aug. 10, 2007	Aug. 15, 2007	
19	Board Approval	PWA prepares Board letter, Board approves plans and specifications, approves award of construction contract, and filing of Categorical Exemption (CEQA).	Aug. 15, 2007	Sep. 1, 2007	CR provided copy FYI
20	Award construction contract	Issues notice of award, files notice of determination, Contractor files insurance, bonding, and other documents with PWA, and issues construction contract.	Sep. 1, 2007	Oct. 15, 2007	

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21	Pre-construction Meeting	Meet with Construction Contractor, utility representatives, etc. to ensure contract terms and conditions are understood.	Oct. 15, 2007	Oct. 30, 2007	CR participation requested
22	Construction	Contractor orders, constructs, and installs four additional traffic signals, synchronization equipment, etc.	Oct. 15, 2007	Jun. 1, 2008	
23	Signal Synchronization Preparation	PWA (Design Consultant) collects traffic and turning movement counts, performs floating car method travel time studies, and develops signal timing plans to synchronize eight traffic signals at 45 MPH speed.	Nov. 1, 2007	Apr. 1, 2008	
24	Reduced speed limit approval	PWA prepares Board letter, requests Board Authorization to lower speed limit (45 MPH), and directs installation of reduced speed limit signs.	Mar. 1, 2008	May 1, 2008	
25	Install signage	Install reduced speed limit signs, advance warning signs, etc.	May 1, 2008	May 15, 2008	
26	Preliminary synchronization	Implement signal synchronization plans when all traffic signals have been constructed and energized by SCE.	Apr. 1, 2008	Jun. 15, 2008	
27	Final Inspection	Conduct final inspection of construction contract, accept work on behalf of County, file notice of completion, etc.	May 15, 2008	Jun. 15, 2008	
28	Fine Tuning	Signal synchronization and adjustments by PWA (design consultant), fine tune traffic signal timing plans based on floating car method travel time studies,	Jun. 15, 2008	Sep. 30, 2008	CR requested to coordinate citizen input
29	End	Close project, transition to maintenance.	Sep. 30, 2008	Sep. 30, 2008	Project Close