



**SECTION 1 – CHECKLIST GUIDE FOR PARK PROJECT MANAGERS**

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This guideline includes recommended steps for use in designing and constructing capital projects. This checklist is intended as a guideline only for use by Park Project Managers. Not all items listed in this design checklist apply to every project. This project checklist is not inclusive of all city, state, and federal requirements and is intended only to be used as a guideline for items that may not otherwise be addressed by any other standard during the project planning and design process.

Project Name: \_\_\_\_\_

Task No.	Task	Check if Complete or Mark "N/A" if Not Applicable	Date Completed
1.	Schedule project assignment and scoping meeting with Park Design & Development Manager	<input type="checkbox"/>	_____
2.	Schedule project kick off meeting with Park staff and managers (Operations, Design & Development, Recreation)	<input type="checkbox"/>	_____
3.	Hire design consultant in accordance with City of Bellingham Purchasing policy and State Law	<input type="checkbox"/>	_____
4.	Contact permit center and request names of permit review team	<input type="checkbox"/>	_____
5.	Submit preliminary design documents to Park Design & Development Manager for review. Incorporate review comments before submitting to Park Director for review	<input type="checkbox"/>	_____
6.	Submit preliminary design documents to Park Director for review. Incorporate review comments before submitting to other departments for review	<input type="checkbox"/>	_____

Task No.	Task	Check if Complete or Mark "N/A" if Not Applicable	Date Completed
7.	Circulate 30% drawings, specifications and reports to Park staff, other divisions and departments for preliminary review and comment	<input type="checkbox"/>	_____
8.	Conduct public meeting	<input type="checkbox"/>	_____
9.	Issue press release and notify residents within 500 feet of project site	<input type="checkbox"/>	_____
10.	Post informational sign at project site	<input type="checkbox"/>	_____
11.	Review project plans and specifications for any of the following as applicable: <input type="checkbox"/> Park design standards <input type="checkbox"/> Reserved parking for staff vehicles <input type="checkbox"/> Construction schedule compatible with planting season <input type="checkbox"/> Construction start and end time coordinated with dry season <input type="checkbox"/> Utility conflicts	<input type="checkbox"/>	_____
12.	Notify Park Administration staff of proposed construction schedule. Check park reservations for conflicts	<input type="checkbox"/>	_____
13.	Circulate 90% drawings, specifications and reports to Park Staff, other divisions, and departments for second and final review	<input type="checkbox"/>	_____
14.	Schedule pre-application meeting with permit center staff	<input type="checkbox"/>	_____
15.	Present project to Park Board and/or Arts Commission for approval	<input type="checkbox"/>	_____
16.	Submit project plans and specifications for permit approvals	<input type="checkbox"/>	_____
17.	Provide capital project update to City Council	<input type="checkbox"/>	_____

Task No.	Task	Check if Complete or Mark "N/A" if Not Applicable	Date Completed
18.	Request bid number from Purchasing Department and advertise project for bid, small works roster, or request for quotes	<input type="checkbox"/>	_____
19.	Complete project bid award checklist for lowest responsive and responsible bidder	<input type="checkbox"/>	_____
20.	Prepare City Council agenda bill for bid award	<input type="checkbox"/>	_____
21.	Send prepared contract paperwork to contractor for execution	<input type="checkbox"/>	_____
22.	Schedule site clearing walkthrough with Park Arborist	<input type="checkbox"/>	_____
23.	Conduct preconstruction meeting with contractor, Park Staff, and other city departments	<input type="checkbox"/>	_____
24.	Conduct final punch list walkthrough with contractor, Park Staff, and other city departments	<input type="checkbox"/>	_____
25.	Complete contractor project checklist and required closeout paperwork	<input type="checkbox"/>	_____
26.	Conduct "post-mortem" project debrief with Park Operations staff	<input type="checkbox"/>	_____