

Work Plan Checklist/Template

Municipality:

Type of Work:

- A. Planning and Design
- B. Investigative
- C. Construction, Implementation, Rehabilitation (CIR)

- 1) Cover Letter:
 - a. This should consist of a letter originating from the Municipality
 - b. Identify the **Type** of work , a
 - c. Include a brief description of the work, the basis for the scope of work chosen, and who will be carrying out the work plan, e.g., professional service providers, internal resources, etc..
 - 2) Map of the municipality system or project sewershed.
 - a. This map should offer an overview of the entire system or the sewershed of which the project resides within.
 - 3) Map of project area.
 - a. This map should be a larger detail map of the specific area of work with relevant municipal features identified, e.g., manholes, pipe function (sanitary, storm, or combined), mainline pipe id, mainline pipe types/sizes, pump stations as well as project specific private property addresses affected by the work.
 - 4) Background information including the basis for choosing the targeted area.
 - a. For Planning and Design work this may include historical data, observations, flow data, etc.
 - b. For Investigative this may include recommendations from design/planning work, historical data, observations, flow data, etc.
 - c. For CIR work this may include recommendations from investigative work, previous televising reports, house inspection report summaries, design analysis, other relevant documentation, etc.
- Narrative: Attached Documents

All parcels in this project area reside in a common local sewershed which discharges to a common pump station. The pump station experiences flow peaks during wet weather. Flow data will be readily available and verifiable for pre rehab and post rehab condition. The area has a variety of age of homes which hopefully will provide a basis for future work.

- 5) Description of work to be performed including strategies and methods.
 - a. For Planning and Design work this may include investigative data analysis, flow data analysis, plan and specification creation, etc.
 - b. For Investigative work this may include stormwater data collection, lateral televising, dye testing, flow monitoring, house inspections, surveying, etc.
 - c. For CIR work this should include materials to be used and the basis of these selections such as engineering report recommendations, contractor recommendations, Municipality standard specifications, etc.

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Narrative:



Attached Documents

The work consists of main line deployment lateral televising with site assessments.

- 6) For CIR work, if plans have been prepared, e.g., excavations, new construction; please submit a print copy and efile pdf of final plans sealed by the designer and endorsed by Municipal official.
- 7) Public information and education (I&E) plan identifying the roles of various personnel and/or agencies and identifying the types of media to be used.



Narrative:



Attached Documents

Questionnaires and property access agreements were distributed Fall 2010. Flyers were distributed one week prior to commencement of work.



- 8) Cost estimate of work proposed including as much detail as available. If work is being completed internally, a cost estimate of internal labor by category, e.g. engineering, planning, utility personnel, etc.; should be included in the cost estimate.
- a. For Investigative and CIR work
 - i. include quantity and value of unit bid items, e.g. number of lateral to be televised and cost/lateral, number of house inspections and \$/inspection, number of laterals to be lined and \$/ft of lining, number of footing drain disconnects and \$/each, etc.
 - ii. Separate costs for professional services such as engineering and field inspection.

9) Schedule of work

- a. For Planning and Design work include start date, milestones, and date of anticipated completion.
- b. For Investigative and CIR work, include mobilization date, progress milestones, and date of anticipated completion.



Narrative:



Attached Documents

Work is scheduled to commence on April 4, 2011 with estimated time to completion of 2 weeks.

10) Estimated timeline for expenses incurred by the Municipality for the project.



Narrative:



Attached Documents

Invoicing directly through National Power Rodding anticipated 30 days post work completion.

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11) Summary of procurement process, e.g., public bid, RFP, etc.



Narrative:



Attached Documents

Work procured through District contract with NPR

12) If applicable, data attributes that will be collected, media type in which it will be collected, and format of the data storage.



Narrative:



Attached Documents

Lateral video electronic files will be recorded with text condition report in PACP format. Site assessment reports in text document.

13) Goals and anticipated outcomes of the work.

- a. For Investigative work and CIR work include means and methods that are anticipated to be used to establish a base line prior to the start of work and measure the success of the work.



Narrative:



Attached Documents

Videos and reports will be used to develop a scope of rehab work.

14) Outline of proposed project completion report including strategy for logging and documenting lessons learned throughout the project.

- a. For Design and Planning this may simply include the final plans and design report.
- b. For Investigative and CIR work, this should include summary of results, defect scoring, test results, results of analysis, etc.

15) Photo and/or video documentation plan including file management, types of media to be used and storage format



Narrative:



Attached Documents

Video files with corresponding text condition reports. A summary of defects and lateral conditions will be submitted through NPR.

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- 16) For CIR work, as summary of tests and methods planned for verification of results and successful completion of work including plans for documenting, e.g., field inspectors; recording, tracking, and reporting



Narrative:



Attached Documents

Not applicable

- 17) For CIR work, monitoring plan for tracking work quality, integrity, and performance, e.g. flow metering, run time meters, warranty inspections, surveys, etc.



Narrative:



Attached Documents

Not applicable

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