

2010 SIDEWALK REPLACEMENT PROJECT EXPLANATION OF PROJECT ADMINISTRATION

APPLICATIONS

Application forms are available at the City of La Junta Engineering Office, 601 Colorado Avenue, La Junta 81050. Completed applications shall be returned to the office of the City Engineer before 5:00 p.m. on February 12, 2010.

Applications received after the February 12th deadline may, at the discretion of the project administrator, be included in the project if adequate funding remains after all eligible applications received prior to the deadline have been processed.

Applications received will be prioritized by the project administrator based upon the date and time the completed application is received in the City of La Junta Engineering Office, the condition of existing sidewalk and curb and gutter, the volume of foot traffic and the cost of project.

Applications must be signed by the owner of the property.

ELIGIBLE IMPROVEMENTS

1. Replacement of existing sidewalk and curb and gutter on the public right-of-way that have been damaged and are a danger to the walking and traveling public.
2. The Removal of trees, stumps and shrubs who's growth has caused or will cause damage to existing sidewalks and curb and gutter.
3. The replacement of existing pedestrian walks connecting the public sidewalk and the curb and gutter that will be affected by the reconstruction of the public sidewalk or curb and gutter.
4. The relocation or adjustment of existing improvements such as water meters or lawn sprinkler heads that will be affected by the construction of the sidewalk or curb and gutter.
5. The construction of new sidewalk and curb and gutter in locations that have not previously had sidewalk and curb and gutter.

The City of La Junta will pay for 50 percent of these eligible improvement costs.

INELIGIBLE IMPROVEMENTS

1. The construction of sidewalk and other improvements on private property. All work under this project must be located on the public right-of-way.

2. The placement of concrete sidewalk in the area between the existing public sidewalk and the existing curb and gutter (parking area).

The project administrator may allow for concrete sidewalk in the parking area to be included in the project if it is demonstrated that it will be a benefit to the walking public.

ADDITIONAL IMPROVEMENTS ON CORNER LOTS

1. On corner lot properties the City of La Junta may construct new curb and gutter, curb ramps, replace sidewalk and replace street pavement at the intersection. The City of La Junta will pay 100 percent of these improvements.
2. The City of La Junta may replace sidewalk, concrete pavement, curb and gutter or asphalt pavement in the alley approach at the back of the property. The City of La Junta will pay 100 percent of these improvements.

PROJECT SURVEY, ENGINEERING AND DESIGN

Engineering Department personnel will make a field inspection, complete any surveying required and prepare construction plans for the properties to be included. Additional areas of sidewalk or associated items, not addressed in the application by the property owner, may be included in the construction plans if it is essential for the safety of the walking and traveling public.

PRE-BID PROJECT ADMINISTRATION

After the construction plans for all of the sites are completed an engineer's estimate of construction costs will be prepared. This estimate will specify the owner's portion and City's portion of the estimated total cost. Property owners will be sent a copy of the engineer's estimate and will be requested to review the construction plan and engineer's estimate. If after reviewing the construction plans and the estimated cost the property owner feels he or she does not wish to participate in the program, the property owner should contact the Engineering Office immediately and ask to be removed from the program. Applicants have no financial responsibility at this stage.

Those property owners who have not notified the Engineering Office wishing to be removed from the program will be included in the bidding process. The project administrator will prepare a bidding package for the project including all of the properties wishing inclusion in the project. The Purchasing Department will conduct the bidding process. The bid form will require the bidder to provide unit prices and total cost for each included property.

AFTER-BID PROJECT ADMINISTRATION

After the bid opening the project administrator will review the bids received and determine the bid that is in the best interest of the City of La Junta and participating property owner's. The owners of each participating property will then be notified of the total cost, owner's portion and City's portion for each included property. If a property owner still wishes to be included in the project the owner will be required to contact the Engineering Office of their decision to continue by a date specified in the accompanying cover letter. At this time the owner will be required to pay the City of La Junta one-half of owner's share of the project cost.

The project administrator will notify the Contractor of the properties that will be included in the final project. If the Contractor wishes to accept the final project, the Contractor and the City of La Junta will enter into a contract for the project. The Contractor will have a Contract with the City of La Junta. The property owners will have no formal relationship with the Contractor.

CONSTRUCTION ADMINISTRATION

The Contractor will inform the property owners prior to beginning construction on their property.

Personnel of the Engineering Department will perform construction inspections. During construction the property owners shall contact the project administrator or the inspector with concerns about activities at their respective properties. Do not contact the contractor.

After construction is completed on a property the project administrator will notify the owner that construction is complete and that the final one-half of the owner's share of the project cost is due.

After completion of the total project the City of La Junta will finalize payment to the Contractor for the total amount of the project.