

Town of Richmond Shetler Road Water District; Extension 1 (E. Lake Road)
Preliminary Project Schedule
Original Schedule June 12, 2012; Updated Several times to November 10, 2015

Task	Resp.	Status	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18		
Preliminary Matters/Legal/Administration																																						
Secure Funding for Project	Town/Brown/Fin.	Done																																				
TB Authorize Preparation of Map, Plan & Report	Town	Done																																				
Coordination with Town Highway & Sewer Departments	CE	Continuous	Continuous throughout the Project																																			
Prepare Map, Plan & Report	CE	Done																																				
Public Information Meeting with Residents	Town	Done																																				
State Environmental Quality Review (SEQR) for District	CE	Done																																				
Determine Storage Tank Location and Negotiation for purchase	Town/CE/Attny	Done																																				
State Environmental Quality Review (SEQR) for Project	Brown	Done																																				
NEPA Review	Brown	Done																																				
State Historic Preservation Office (SHPO) Approval	Brown	Done																																				
NYS Ag. & Markets Process (if applicable)	Brown	Done																																				
Water District Public Hearing	Town/CE/Attny	Done																																				
Water District Formation Process	Attorney	Done	Comptroller Approved around May 30, 2013 +/-																																			
Bond Resolution (Certified Copy)	Town/Attorney	Done																																				
Proof of Publication of Permissive Referendum (if Applicable)	Town/Attorney	N/A																																				
Submission to Comptroller & Review by Comptroller	Attorney	Done																																				
Lease Agreement with MCWA	Attorney	Done																																				
Engineering Agreement for Professional Services	CE	Done																																				
Attorney Agreement for Professional Services	Attorney	Done																																				
Bond Counsel Agreement for Professional Services	McGill	Done																																				
Financial Agreement for Professional Services	BPD	Done																																				
Grant Administration Agreement for Professional Services	Stu Brown	Done																																				
Design and Construction Phase Services																																						
Obtain Utility Maps	CE	Done																																				
Field Surveying and Base Mapping for Water Mains	CE	Done																																				
Edit Base Maps	CE	Done																																				
Design Preliminary Plans	CE	Done																																				
Field Surveying and Base Mapping for Tank	CE	Done																																				
Prepare Preliminary Specifications	CE	Done																																				
Review Preliminary Documents With Town	CE	Done																																				
Soils Investigation	CE	Done																																				
Prepare Storm Water Pollution Prevention Plan (SWPPP)	CE	Done																																				
Water Supply Application (Submitted for Approval to DEC)	CE	N/A	WSA falls under MCWA allocation of water.																																			
Coordination with Agencies	CE	Continuous	Continuous throughout entire project																																			
Edit Final Plans in preparation for Bids	CE	Done																																				
Edit Final Specifications in preparation for Bids	CE	Done																																				
Submit to Town for Final Approval	CE	Done																																				
Submit to NYS DEC for Approval/Permits	CE	Done																																				
Submit to State DOH for Approval/Permits	CE	Done																																				
Submit to US Army Corp of Eng. for Approval/Permits	CE	Done																																				
Submit to Ontario County Sewer for Approval/Permits	CE	Done																																				
Submit to Funding Agency for Approval/Permits	CE	Done																																				
Edit Plans Per Approval Agencies Concerns	CE	Done																																				
Prepare Easement Maps and Descriptions for Attorney	CE	Done																																				
Obtain Easements	Town/Attorney	Done																																				
Obtain Final Approvals	CE	Pending	█																																			
Obtain State and Federal Wage Rate Schedules	CE	Pending	█																																			
Advertise for Bids	Town			█																																		
Hold Pre-Bid Meeting	CE			█																																		
Open Bids	Town			█																																		
Review Contractor's Qualifications	CE			█																																		
Award Contracts	Town			█																																		
Assemble Agreements (inc. Payment/Performance Bond)	CE			█																																		
Attorney Review Agreements (inc. Payment/Performance Bond)	Attorney			█																																		
Pre-Construction Meeting	CE			█																																		
Construction of Water Main	Contractor			█																																		
Installation of Water Services	Contractor			█																																		
Construction of Water Storage Tank	Contractor			█																																		
Construction Observation Services during Construction	CE			█																																		
Testing of Improvements	CE			█																																		
Issue Certificate of Completed Works	CE			█																																		
Restoration	Contractors			█																																		
Prepare As-Built Drawings	CE			█																																		
Close-out Contracts	CE			█																																		

NOTE: This Preliminary Schedule is subject to CHANGE and should NOT be relied upon in coordination of other activities (both private and public)!