Town of Richmond Shetler Road Water District; Extension 1 (E. Lake Road)
Preliminary Project Schedule
June 12, 2012; Updated October 30, 2012; Updated June 11, 2013; Updated November 12, 2013

Timeline columns: Nov-13, Dec-13, Jan-14, Feb-14, Mar-14, Apr-14, May-14, Jun-14, Jul-14, Aug-14, Sep-14, Oct-14, Nov-14, Dec-14, Jan-15, Feb-15, Mar-15, Apr-15, May-15, Jun-15, Jul-15, Aug-15, Sep-15, Oct-15, Nov-15, Dec-15, Jan-16, Feb-16, Mar-16, Apr-16, May-16, Jun-16, Jul-16, Aug-16

Task	Resp.	Status	Notes
Preliminary Matters/Legal/Administration			
Secure Funding for Project	Town/Brown/Fin.	Pending	
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	Purchase offer has been accepted. Exact tank location TBD once MCWA provides overflow elevation.
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	
Municipal Supply Agreement (if Applicable) with City of Roch.	Attorney	Done	CE Needs copy from Russ Kenyon
Engineerring 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	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	Pending	Completed for the water main along East Lake Road Only; Pending for the WST and pending along the lakefront once we obtain easements.
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 throughout entire project
Edit Final Plans	CE		
Edit Final Specifications	CE		
Submit to Town for Approval	CE		
Submit to NYS DEC for Approval/Permits	CE		Submission to all agencies by December 31, 2013 is anticiapted.
Submit to State DOH for Approval/Permits	CE		Submission to all agencies by December 31, 2013 is anticiapted.
Submit to US Army Corp of Eng. for Approval/Permits	CE		Submission to all agencies by December 31, 2013 is anticiapted.
Submit to Ontario County Sewer for Approval/Permits	CE		Submission to all agencies by December 31, 2013 is anticiapted.
Submit to Funding Agency for Approval/Permits	CE		Submission to all agencies by December 31, 2013 is anticiapted.
Edit Plans Per Approval Agencies Concerns	CE		
Prepare Easement Maps and Descriptions for Attorney	CE	Pending	
Obtain Easements	Town/Attorney		
Obtain Final Approvals	CE		
Obtain State and Federal Wage Rate Schedules	CE		
Advertise for Bids	Town		NOTE: This Project cannot be put out for bids until all easements are signed and USDA Rural Development authorizes the Project for Bids!
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		