

## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 5B – Consider Changing CIP Process to Include Final Project Report to Commission  
BCWMC March 20, 2014 Meeting Agenda  
**Date:** March 12, 2014  
**Project:** 23270051 2014 003

### 5B. Consider Changing CIP Process to Include Final Project Report to Commission

#### Recommendations:

1. Consider requesting a post-construction report from the City of Golden Valley regarding the Bassett Creek Main Stem project, Wisconsin Avenue to Golden Valley/Crystal border.
2. If the Commission desires increased participation during the construction of future Commission CIP projects, the following suggestions could be considered:
  - The Commission Engineer (or other designated Commission representative) could participate in the preconstruction meeting and final inspection (and interim progress meetings, as necessary)
  - A written post-construction report could be prepared by the city that includes, at a minimum, the following elements:
    - project summary (including description of key deviations from approved plans and any lessons learned)
    - construction photographs
    - copies of permits, change orders and final payment application
    - record drawings
  - Interim and post-construction reports could be provided with reimbursement requests
  - Reports could be included in Commission packet, as information items or discussed more in-depth at Commission meetings

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## Background

At their January 16, 2014 meeting, the Commission approved the final reimbursement request for the Bassett Creek Main Stem project, Wisconsin Avenue to Golden Valley/Crystal border. As part of the reimbursement approval, the Commission directed the Commission Engineer to “make a report on the implementation of the project and any particular issues that should be brought to the Commission’s attention, specifically since the Commission has another stream restoration project coming up, the Commission ought to be informed on how the project turned out.” The Commission expressed interest in learning what went well and what did not go well to better inform the next project.

The cities are responsible for final design, bid administration and construction oversight and administration (including inspections) of the Commission’s CIP projects. Therefore, it would be very time-consuming (i.e., expensive) for the Commission Engineer to review the as-built records against the construction plans and/or to perform in-field inspections to make a report on the final project. Rather, in response to the Commission’s direction, the Commission could consider requesting a report from the City of Golden Valley on the Main Stem project. The Commission could also consider increasing their participation during the construction of future Commission CIP projects, as noted in the above Recommendations.