

VILLAGE OF SHOREWOOD

REQUEST EXECUTION OF NEW VILLAGE INITIATIVE

Summary: This form is used for departments, citizen committees and officials to propose new significant initiatives such as service changes, programs, studies, capital items and other requests to be considered for the annual vision planning and prioritization process. The goal of this form is to help staff, residents and officials identify the resources, steps and time involved in executing an initiative. It allows a formalized process for the Village to recognize proposed initiatives and request the Village Board to consider an initiative before investing more resources. Complete the following information and hand in to the Village Manager for the request to be considered.

Name: Leeann Butschlick

Date: 5/14/2018

Department / Committee: Public Works

Initiative: 2020 Road Reconstruction Program engineering

Description and Goal: Include a short summary of the initiative and the goal/desired outcome.

Complete 2020 road program engineering. Currently plans prepared to 80% by Strand Associates in 2017.

Time Sensitivity: Identify any time constraints or deadlines associated with the initiative.

Engineering and construction documents to be complete by December 1, 2019 for February 1, 2020 bidding.

Estimated Staff Time Needed to Execute: Include estimated hours and staff/persons involved.

Estimated DPW/utility staff hours for engineering consultation = 40

Staff participation: Leeann Butschlick, Joel Kolste, Dave Kunze, Dave Best, Robin Mueller

Estimated Costs: Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

\$29,718.58 (\$118,121.42 billed of \$147,840.00 engineering contract) remaining on 2017 Strand Associates engineering contract to complete plans and issue bid/construction documents.

Implementation Steps for Execution: Include approvals, collaboration with other groups, etc.

2Q 2019	Complete engineering
3Q 2019	develop construction documents