

Construction Project Timeline

Design Phase

Once a project has been identified by City Staff and a budget has been approved by City Council, the project will be designed. Depending on the project, City Staff may design the project in house or an engineering consulting firm may be chosen for the design. If an engineering consulting firm is chosen, the City will issue a Request for Proposals/Statement of Qualifications. Based on who's qualified, the City will contract with the engineering firm to design the project.

Bidding Phase

Per Wyoming State Statute, the City of Riverton will advertise for a Contractor in the local newspaper approximately 3 weeks before bids are due. In the advertisement, it will state what the project is, what major work will be performed, and when the bids are due. Before the bids are due, a Pre-Bid meeting will be held between the City, the Engineer and the Contractors. The project will be explained in detail and any questions regarding the work will be addressed. At this time, if any time constraints or special requirements exist, the City will make them known to the Contractor.

Once the Bids are received and publically read, the City staff reviews the bids for completeness and conformance to Wyoming State Statute. There is certain documentation that must be submitted with the bid. Once this is complete, the City staff can make a recommendation to the City Council to award the bid.

Construction Phase

Once the project has been awarded to the Contractor, the Contractor must submit insurance and bonds. Once the City has received and approved these, a Pre-Construction meeting is held. At this time, the Contractor will supply a schedule of work showing the different tasks of the project and when they will be completed.

Once the project is complete, the City and Contractor will go over the project to make sure everything is completed to the City's satisfaction. This is called a Substantial Competition inspection. If there are items that need to be addressed, the Contractor will fix them. The warranty period will also begin for one year from this date.

Once the project is completed to the City's satisfaction, a final pay application will be submitted. According the Wyoming State Statute, the City must advertise for 40 days to see if there are any claims against the Contractor for this project. Once the advertising period is over, the City will pay the Contractor the final amount due.