



# Capital Improvement Projects

## Standard Operating Procedure

**WASTE  
REDUCTION  
& DISPOSAL  
DIVISION**

### Divisional

Capital Improvement Projects (CIP's) are major projects to study and construct new facilities, or upgrade/upgrade deficiencies at our landfill sites. They may be driven by a regulation (i.e. Title 27), in response to an emergency (i.e. water or earthquake damage), or an improvement that enhances efficiencies or safety for our employees or customers. Usually, plans and specifications are prepared by an outside consulting firm because of time constraints and/or the necessity of outside project specific professional expertise. CIP projects will only be assigned by the WRAD Senior Management or the Deputy Director. These projects and the CIP budget are Council approved and require advance submittal. Annual allocation CIP accounts can be used for ongoing improvements and as-needed work.

### *Guidelines:*

1. Develop a scope of work for the required project. Review scope of work with Inactive Landfill Supervisor to make sure you have a complete understanding of all underlying issues. Determine if project can be designed in-house or requires the expertise of consultants.
2. Develop a project budget estimate. Ensure adequate funds are provided for in the CIP budget by coordination with ESD CIP liaison.
3. If dictated by the project, follow the guidelines of AR 25.60 to hire a consultant and process all required paperwork. Monitor progress of consultant through the design phase guiding them to overall objective. Identify design review team, if necessary, and coordinate periodic evaluations of consultant submittals. Provide design feedback and direction to consultant(s). Make timely reviews of all invoices and process as warranted.
4. Determine any and all environmental concerns and obtain all required necessary permits or clearances. Some permits (i.e. NPDES permits) may be the responsibility of the contractor and should be explicitly detailed in the construction contract specifications as their obligation.
5. Process all required paperwork and hire contractor pursuant to City regulations and policies.
6. Supervise contractor either as Construction Manager or in conjunction with E&CP's Resident Engineer. Ensure project is constructed as designed and all construction related paperwork (i.e. invoices, EOC, etc.) is accurate, complete and submitted on time. Coordinate any necessary design changes always keeping the overall intent of the project and approved budget in mind. Approve final completed project.
7. After all invoices are paid and all work on the project has ended, work with the ESD CIP liaison to close out the project's specific CIP number.

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### **Benefit of Compliance to Instruction:**

- We get what we want
- Major Landfill Improvements are completed in a timely manner
- Clear accounting of funds expended on a particular project

### **Consequence of Non-Compliance to Instruction:**

- Constraints on future CIP Projects
  - Violations and/or fines from Regulatory Agency(s)
  - No clear accounting of funds expended on a particular project
  - Unworkable projects, cost overruns, etc.
  - Disciplinary action for improper work performance
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Environmental Management System (EMS) – ISO 14001

Process Map #: N/A

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