



**Department of
Design and
Construction**

OFFICE OF
COMMUNITY OUTREACH
AND NOTIFICATION

CBs/BIDs NOTIFICATION PROCESS WORK FLOW CHART

1

PRE-SCOPE / SCOPE

Sponsor Agency (i.e. Department of Transportation DOT, Department of Environmental Protection DEP) prioritizes project initiation and funding.

DDC sends project initiation letter to the Community Board (CB) and Business Improvement District (BID)/Community-Based Development Organization (CBDO) for project areas within commercial districts.

SBS will assist in identifying BIDs/ CBDOs for project areas that impact commercial corridors.

For non-standard projects, DOT will identify the intended maintenance partner who would be responsible for the asset once construction is complete.

Small Business Services (SBS) will provide capacity-building training and materials to BIDs/ CBDOs that may be impacted or effected by a capital construction projects in their commercial corridor.

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DESIGN DEVELOPMENT

Sponsor agency secures, transfers funding for Design and DDC begins design process

DOT leads community engagement process via Community Design Charrettes, with DDC. Participants may include BIDs/CBDOs and intended maintenance partner.

Depending on the project, other agencies may need to review the design (ex: FDNY, NYPD, DEP, PDC, LPC)

DDC sends Mass Mailing #1 at 40% Design Completion to CB and BIDs for feedback. Follow up calls made to effected BIDs/CBDOs.

DDC presents the project to the CB at Design Phase, inviting effected BIDs/CBDOs.

Design Coordination meetings held with intended maintenance partner, upon request.

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FINAL DESIGN

DDC continues design process with Sponsor Agency reviews and sign off.

DDC will return to the CB if there are significant design changes, inviting effected BIDs/CBDOs.

DDC sends Mass Mailing #2 at 75% Design to CB and BIDs for feedback Follow up calls be made to effected BIDs/ CBDOs.

Design Coordination meetings held with intended maintenance partner, upon request

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PROCUREMENT (BID, PRE-AWARD/ AWARD)

DDC prepares contract package for Advertisement.

DDC Design transfers project to DDC Program Management once the project has completed procurement phase.

Once contract is procured project is transferred to DDC Construction and Notice to Proceed (NTP) is sent to the contractor and relevant stakeholders including CB and BIDs/CBDOs.

CB and BIDs/CBDOs are included to the DDC-Infra Project Status letters distribution list; Send notification letters during various developmental phases of the project.

DDC staff to provide a on project status check-in during procurement process, which can take approximately nine (9) months.

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PRE-CONSTRUCTION

DDC begins internal meetings and reviews, approves project staffing, and field office. General Contractor (GC), regulatory paperwork – submittals and materials, baseline schedule, review and approvals are ongoing.

DOT will initially own utility accounts to facilitate timely hook-up.

A Community Construction Liaison (CCL) is assigned to the project to provide project information and notices, as well as respond to issues and flag potential community concerns. For projects that do not staff a CCL, the DDC will assign a point-person to fulfill the role to keep the community updated, address concerns or inquiries.

DDC prepares outreach notification materials, begins data collection/ surveys, email distribution list prior to General Contractor (GC) start. CCL (or DDC rep) works with CB and BIDs/CBDOs during this survey process.

DDC holds pre-construction kick off meetings with all relevant parties, including CB and effected BIDs/CBDOs.

CCL (or DDC rep) to SBS to hold a separate Stakeholder meeting/ walk-through for Businesses at project kick-off.

FAQ Informational pamphlet targeted to Merchants is available.

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CONSTRUCTION

DDC Construction Manager (CM) holds monthly progress coordination meetings with intended maintenance partner before or after regular project progress meetings with stakeholders and sponsor agency, i.e. DOT Plaza Program Director, DOT Capital Unit, etc.

CCL (or DDC BOC) begins Community Outreach and Notification, assist with essential services coordination to lessen construction impacts. CCL (or DDC BOC) attends CB DSC monthly meetings and BID/CBDO Board Meetings, upon request.

Prior to Substantial Completion and development of the punch list (P-L), DDC or someone from the construction team shall schedule a site meeting with DOT CPE, who will ensure that all appropriate DOT stakeholders, including intended maintenance partner, are included, so that stakeholder input is taken into consideration when developing the P-L.

At the monthly update meetings, DDC will review and take into consideration the intended maintenance partner's concerns and priorities for what is needed to open the project area.

DDC provides documentation including punch list, warranty periods, and timeline for the completion of punch list items, to Agency partners and intended maintenance partner.

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POST-CONSTRUCTION

Resident Engineer (RE) and Field Office remain in place for next 90 days during project close out and for follow up issues/ P-L items.

DDC Outreach will assign an Outreach Coordinator and are available before, during and after a project's completion. The DDC rep's contact information will be provided as an alternate contact to the project Resident Engineer (RE) or DDC Engineer-In-Charge (EIC), who normally move on to other projects.

18-month warranty period begins after project sign off. (P-L Items continue to be completed)

A percentage of project retainage gives GC incentive to complete project/P-L items.

DDC Standard Construction Operating Procedure (SCOP) development to ensure post-construction processes are uniform throughout DDC construction boroughs.

CBs/BIDs NOTIFICATION PROCESS WORK FLOW CHART



LEGEND FOR SBS WORKFLOW

BID Business Improvement District

CB Community Board

CCL Community Construction Liaison,
DDC project contact

CM Construction Manager

CPI Contract Project Information

DM District Manager

DDC Dept. of Design + Construction

DEP Dept of Environmental Protection

DOT Dept of Transportation

DOT – CPE Capital Project E

DSC District Service Cabinet

EIC Engineer-In-Charge

GC General Contractor

Infra Infrastructure

Intro letter Introductory Letter sent start of a project

LPC Landmarks Preservation Commission

MP Maintenance Partner

MM#1/MM#2 Mass Mailing

NTP Notice To Proceed, Project start date

NYPD NY Police Dept.

OCON Office of Community Outreach, DDC

P-L Punch List, remaining 5% of capital / corrective work on project.

RE Resident Engineer

SBS NYC – Small Business Services

S/C Substantial Completion, project reaches 95% contract work.

SCOP/SOP Standard Construction Operating Procedure / Standard Operating Procedure