

# CITY OF SOMERVILLE

MAYOR'S ADMINISTRATIVE ORDER NO. 2016-\_\_\_\_

## **ESTABLISHING A CAPITAL PLANNING AND ENGINEERING DEPARTMENT**

In Board of Aldermen \_\_\_\_\_

Capital Planning and Engineering Department.

Established.

There shall be a capital planning and engineering department under the supervision of a director of capital planning and engineering.

General Authorities and Responsibilities.

The capital planning and engineering department is responsible for the effective operation and the coordination of operations within the capital planning and engineering divisions. The capital planning and engineering department provides planning and project management for capital projects including building construction and reconstruction, preventive maintenance management, planning and management of water, sewer, drainage, roadway and sidewalk upgrade and improvement projects.

Capital Projects Division.

Established.

There shall be a capital projects division within the capital planning and engineering department under the supervision of a director of capital planning and engineering.

General Authorities and Responsibilities.

The capital projects division supervises the renovation, construction, alteration and preventive maintenance of all city-owned buildings and infrastructure in an effective, efficient, economical, and sustainable manner which protects the city's capital investments. The functions and duties of this department include the management of all facility needs assessments and preventive maintenance plans, management of multidisciplinary projects related to building construction, including community outreach, design, preparation of construction bid documents and construction project management and oversight; coordinating and managing the City's long-term capital

improvement program, preparation and maintenance of the City's master plan, compliance with State regulations related to procurement of design and construction services; implementation and management of City's computerized maintenance management software and budget administration associated with all aspects of projects.

Engineering Division.

Established.

There shall be an engineering division within the capital planning and engineering department under the supervision of a city engineer.

General Authorities and Responsibilities.

The engineering division shall work to ensure the structural and operational integrity of the City's public Rights-of-Ways by engineering safe, multimodal, functional, and sustainable infrastructure projects in a timely and proficient manner. Its functions and duties include project management of multi-disciplined consultant teams involved in large municipal projects; preparation of construction bid documents; construction project management; management and implementation of the City's water, sewer, and drainage capital improvements program and the annual roadway resurfacing program, assuring compliance with local, state and federal regulations; review of all building permit applications for compliance with City Standards related to water, sewer and stormwater infrastructure; review all petitions for public improvements, including street acceptance and discontinuance and grants-of-location for gas, electric and communications infrastructure; maintain permanent records of and provide information relative to City property, including maps, field data, vertical and horizontal control, street layouts and water, sewer and stormwater record information; collection, maintenance and management of all data in the City's GIS system. The engineering division shall be consulted in relation to public improvements of every kind when the advice of a civil engineer would be of service.

Approved:

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President  
Board of Aldermen