

# Portmore Municipal Council

Engineering Department

## **Staff of the Road & Works Department.**

- Mark Leachman – Municipal Engineer
- Nigel Moore – Building & Works Overseer
- Mrs. Sophia Virgo Facey – Department Secretary
- Anthony Wilson – Building Officer
- Randy Forrester – Building Officer
- Two (2) casual workers

## **Duties of the Road & Works Department**

- Directly responsible for the infrastructures within the Municipality
- Detailed assessment of building plan applications for approval
- Also responsible for the assets of the Council.:- motor vehicle and equipment.

## **Functions of the Technical Services**

- Present reports to the Council on matters relating to works, repairs & alterations required to roads, and buildings in the Municipality.
- Responsible for all expenditures in connection with the Road & Works Department
- Designing and preparing plans, specifications and estimates in relation to all works such as roads, bridges, river training, drainage and all other works being undertaken by the Council.

## **PROCEDURES for Standard Work Programs**

- How to submit a Work Program.
  - Forms may be found in the Councilor's Dip or requested from the Road & Works Department.
  - Councilors are required to complete the program, i.e. to recommend a scope of works, name of contractor / labourers.
  - Program must be submitted to the Administrative Manager first for approval of funds expenditure.
  - Then presented to the Municipal Engineer's Office for assessment, valuation and approval before work may commence. (proposed work is inspected for costing)
  - Inspection for completed work is taken up no later than the Wednesday before the close of the fortnight.
  - Payments are made fortnightly.
  - See (Fig. sample 1) for example

## **PROCEDURES for Tendering**

- How to submit a work Program for tender.
  - Councilors are required to complete a work program form to formally request a scope of works.
  - Program is then presented to the Municipal Engineer's Office for assessment, valuation and approval before work may commence. (proposed work is inspected for costing)
  - If the engineer makes an assessment and prepares an estimate who's value exceeds \$120,000 a minimum of 3 quotes must be attained from eligible contractors (registered companies with valid T.C.C. and N.C.C.)
  - If proposed contract value exceeds \$250,000 , but less than \$4 mil., it must be tendered through the Road and Works Department.
  - **NB** A successful bid may be awarded within 4 weeks, if the project is practical for contractors, sufficient bids are submitted, legal requirements are met, and tender committee held for the opening, recording and debating.

## **Influencing Factors of flooding**

- Broken NWC lines. (Fig: IF-1)
- Blocked inlets / outlets. (Fig: IF-2)
- Altered drain inverts. (Fig: IF -4 & 5)
- Overgrown vegetation. (Fig: IF-6 to 10)

# PROCEDURES for Standard Work Programs

Blank form

Division \_\_\_\_\_

Clk. \_\_\_\_\_

Type of Program \_\_\_\_\_

Explanation of proposed Works	Location of works	Name of Recommended Contractor	Proposed Start Date	Proposed Finish Date	Comments	Technical Value of Works (\$)
<b>Total</b>						

Amount Allocated to Division: \_\_\_\_\_

Balance Remaining on Allocations: \_\_\_\_\_ |

Source of Funding: \_\_\_\_\_

Programme Approved: City Engineer: \_\_\_\_\_

Chief Administrative Manager: \_\_\_\_\_

# PROCEDURES for Standard Work Programs

District: Greater Portland Area  
 City: St. Johns

Type of Program: Capital Revenue Fund

Explanation of proposed Works	Location of works	Name of Recommended Contractor	Proposed Start Date	Proposed Finish Date	Comments	Estimated Value of Works (\$)
To carry out bushing of existing relief drain & install new puttings	51 E 30th + 06th Place in 4- Park	<u>John Cassin</u>	<u>4-Feb-08</u>			
To Clean and clear concrete drains	Fr East Esplanade Ave. To <u>Keweenaw Parkway</u>	<u>John James</u>	<u>4-Feb-08</u>			
To carry out installation of concrete drain wall	Along 3rd Street In front of Kensington Primary	<u>Seppel Black</u>	<u>20-Feb-08</u>			
<b>Total</b>						

Amount Allocated to Division \_\_\_\_\_ to be indicated by Chief Administrative Manager \_\_\_\_\_  
 Balance Remaining on Allocations \_\_\_\_\_ to be indicated by Chief Administrative Manager \_\_\_\_\_  
 Source of Funding: P.R.F.  
 Programme Approved: City Engineer: \_\_\_\_\_ Signature & Stamp \_\_\_\_\_ | Chief Administrative Manager: \_\_\_\_\_ Signature & Stamp \_\_\_\_\_

Sample of a completed Program Form from Councilors

## **Blockage from overgrown Vegetation**



(Fig: 6) Blockage due to Vegetation Overgrowth

## Man-made blockages



(Fig: 4)

Storage of  
Construction  
Materials in  
Storm water  
Swales.

## Man-made blockages



(Fig: 5)

Construction materials in storm water swales to Facilitate access to area restricted to motor vehicles.



## Acceptable Work Standard



Drain Cleaning -

At Hatchery,  
West Cumberland

## Acceptable Work Standard



West Henderson Blvd.

Bushing of Storm Water Relief Drain –  
7 – West Greater Portmore.



## **Acceptable Work Standard**



**In-house Road Patching Exercise –  
Top of Germaine Rd.**



In-house Road Patching Exercise

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Top of Germaine Rd.