

Project Management - Pre-project checklist

Project Name: Hamburg Building Preservation Ph I
Submitted by: Randy Kurtts
Projected Requested by (Mayor, Councilmember, Citizens, etc): City Admin.
Project Owner After Completion: City Admin.
Expected Project Start Date : 12-Feb-18
Expected Project Completion Date: Sep-18

Is this project listed on the capital project planning document? No
What is the amount listed on the capital project plan? _____
What year is it listed? _____

If not, get approval from Mike Thompson to proceed with planning the project.

Mike (Must have Mike initial and date) _____

Brief Project Description

Removal of Hazardous and non hazadasrous waste, Secure building, Repair roof leaks, Inventory contents of value, Install perimeter termite bait stations
Organize and stacking of valued material, Removal of non valuable contents/materials, grass seed disturbed areas

Location (Description and tax parcel Identification number(s))

Hamburg Building PIN 77210

Project type (select one)

☒ Building construction or improvement
☐ Property improvement (examples: parking lots, pools, playgrounds, ball fields, streetscape, signage, etc.)
☐ Infrastructure repair or improvements (example: roads, drainage, right of ways, etc.)
☐ Other, Please explain _____

Will this project include grant funds? Not determined

If yes, please list Grantor: _____

Will this project have a third party manager? No

If yes, please list third party manager _____

Discuss your project in detail in a meeting with Joe Bouzan & Miranda Bell FIRST.

After meeting and discussion, this form will be sent to each person listed below for signature.

Individual	Department	Documentation Required:
_____ Initials & Date	Joe Bouzan	Risk / Project Management
_____ Initials & Date	Miranda Bell	Finance
_____ Initials & Date	Miriam Boutwell	Planning
_____ Initials & Date	Miriam Boutwell	Zoning
_____ Initials & Date	Chuck Lay	Building, Flood & Historical
 1/29/18 Initials & Date	Nelson Bauer	Fire
_____ Initials & Date	Chad Christian	Engineering
_____ Initials & Date	Leslie Gahagan	Environmental
_____ Initials & Date	Gary Schrader	IT / GIS
_____ Initials & Date	Owner of Project when complete	The person who will own the project when its complete needs to be involved with the project from the beginning.

Project Management - Pre-project budget worksheet

Estimated capital project cost

Land Acquisition (cost and location)	\$	
Hard Cost (building structure, sitework-including utilities, paving, grading, etc., landscaping, furnishings, etc.)	\$	15,000.00
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	-
Insurance Cost	\$	
Bid Cost	\$	
Other cost to construct and make operational (please list below:)	\$	
	\$	
	\$	
	\$	
Capital Project Subtotal	\$	15,000.00
10% Contingency	\$	1,500.00
Total capital project cost	\$	16,500.00

Estimated Cost - Departmental Capital Purchases to make project operational

	\$	
	\$	
	\$	
Total cost departmental capital purchases	\$	-

Estimated Cost - Departmental Small Tools Purchases to make project operational

	\$	
	\$	
	\$	
Total cost departmental small tools purchases	\$	-

Total Cost to complete project and make fully operational \$ 16,500.00

Items below are for informational purposes:

Estimated Future Operating Cost	
Utilities	\$
Head count	\$
Future Insurance	\$
Additional future equipment (i.e. mowers, tractors, vehicles, etc.)	\$
Additional cost to operate	\$
	\$
	\$
	\$
Total estimated future cost to operate	\$ -

Will the project be completed as one project or will there be phases? **THERE WILL BE PHASES**

Please list all phases below with cost of each phase:

Phase	Cost
PHASE II PRESERVATION - ROOF, SIGN, FENCE	\$ 50,000
PHASE III - PURPOSE BUILD OUT	\$ NOT YET DETERMINED
	\$
Total cost of all phases	\$ -

Is this project part of a project with previous cost? (i.e. a phase of a previous City project.)

Please list all previous phases below with final cost of each phase:

Phase	Cost
	\$
	\$
	\$
Total cost of all previous phases	\$ -