12-465-712-8 A19 WBNP

| Project Managem | ent - Pre-project checklist | Project Name: | Woodbridge Drainage Improvements |
|--|--|--|---|
| Submitted by: | Chad Christian | Project Owner | : Chad Christian |
| Expected Project Expected Project | | 5/1/2017 (survey only) 05/07/2017 (survey only) | |
| Is this project listed on the capital project plan | | | Yes |
| What is the amout | nt listed on the capital projected? | ct pinn? | \$40,625 FY 2017 |
| | ıl from Mike Thompson to p Mike initial and date) | proceed with planning the | project. |
| Brief Project Desc Survey the existing | | g the boundaries of Woodb | oridge and North Pine Place subdivisions. Survey cost \$4,800. |
| | ion and tax parcel Identific ated at the southwest corner, | | achtree Avenue |
| Project typė (select | Building construction or in Property improvement (ex- Infrastructure repair or imp Other, Please explain | amples: parking lots, pools, | playgrounds, ball fields, streetscape, signage, etc.) s, drainage, right of ways, etc.) |
| Will this project ind If yes, please list Gra | clude grant funds? | No | |
| Will this project ha | | No | |
| Discuss your projec | et with each of the following | individuals. You must ha Department | ve initials and date for each section below. Documentation Required: |
| N Kinden 4 | ·\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\ | Planning | Review of the desired location & use to determine if the property is |
| M. Zinglu Initials & Daje | 410.17 Miriam Boutwell | | correctly zoned; a site plan to check setbacks, etc.; and a record of the Planning Commission recommending approval of the project. |
| Initials & Date | | Building, Flood & | Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc. |
| 4/10 Initials & Date | • | Į | Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other requirements as determined by the International Codes. |
| 4/10/17 Unitials & Date | Chad Christian | Engineering 1 | Determination of potential need for input from the City engineers. |
| Initials & Date | Leslie Gahugan | Environmental I | Determination of potential environmental issues or permits. |
| | _Jessica Middleton | n | Determination of IT needs with Jessica such as internet access, actworking, phones, security cameras/door access control systems, computers, copiers, etc. |
| Initials & Date | | | Project Management review. Determination of insurance cost to acclude in budget. |
| Initials & Date Initials & Date | | | Budget review and account number assignment. |

Effective Date 5/21/15, fast edited 4/26/16.

| Project Manager | nent - Pre-project checklist | Project Name | : Woodbridge Drainage Improvements | |
|--|--|--|---|--|
| Submitted by: | Chad Christian | Project Owner | : Chad Christian | |
| Expected Project Expected Project | t Start Date t Completion Date | 5/1/2017 (survey only) 05/07/2017 (survey only) | <u>)</u> | |
| Is this project listed on the capital project planning document? | | | Yes | |
| What is the amou What year is it lis | What is the amount listed on the capital project plan? What year is it listed? | | FY 2017 \$40,625 | |
| | al from Mike Thompson to Mike initial and date) | proceed with planning the | e project. | |
| Brief Project Des Survey the existing | | ong the boundaries of Woodl | bridge and North Pine Place subdivisions. Survey cost \$4,800. | |
| | otion and tax parcel Identificated at the southwest corne | | achtree Avenue | |
| Project type (selection) | Building construction or Property improvement (e | examples: parking lots, pools | s, playgrounds, ball fields, streetscape, signage, etc.) | |
| | Other, Please explain | | , , , , , , , , , , , , , , , , , , , | |
| Will this project in If yes, please list G | nclude grant funds? Frantor: | No | | |
| Will this project h If yes, please list th | nave a third party manager nird party manager | No No | | |
| | ect with each of the following | ng individuals. You must h Department | ave initials and date for each section below. Documentation Required: | |
| Initials-& Date | Miriam Boutwell | Planning | Review of the desired location & use to determine if the property is | |
| M. Zingle Initials & Date | Miriam Boutwell | Zoning | correctly zoned; a site plan to check setbacks, etc.; and a record of the Planning Commission recommending approval of the project. | |
| Initials & Bate | 4/10/17 Chuck Lay | Building, Flood & Historical | Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc. | |
| Initials & Date | Nelson Bauer | Fire | Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other requirements as determined by the International Codes. | |
| 4/10/ Initials & Date | 17 Chad Christian | Engineering | Determination of potential need for input from the City engineers. | |
| Initials & Date | Leslie Gahagan | Environmental | Determination of potential environmental issues or permits. | |
| Initials & Date | Jessica Middleton | | Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc. | |
| | Joe Bouzan | | Project Management review. Determination of insurance cost to include in budget. | |
| Initials & Date | Miranda Bell | Finance | Budget review and account number assignment. | |
| Initials & Date Effective Date 5/21/15 | , last edited 4/26/16. | C:\Users\cch | ristian\Downloads\Pre-Project Check list_Woodbridge Drainage Improvements | |

| Project Managen | ient - Pre-project checkli | ist Project Na | me: Woodbridge Drainage Improvements | |
|--|---|--|---|--|
| Submitted by: | Chad Christian | Project Ow | ner: Chad Christian | |
| Expected Project Expected Project | Start Date Completion Date | 5/1/2017 (survey only 05/07/2017 (survey o | | |
| Is this project list | ed on the capital project | planning document? | Yes | |
| What is the amount listed on the capital project plan? | | | \$40,62 | |
| What year is it lis | ited? | | FY 2017 | |
| | al from Mike Thompson Mike initial and date) | to proceed with planning | ; the project. | |
| Brief Project Desc Survey the existing | | along the boundaries of Wo | podbridge and North Pine Place subdivisions. Survey cost \$4,800. | |
| | ction and tax parcel Identicated at the southwest cor | tification number(s)) ner of Pine Street and West | t Peachtree Avenue | |
| Project type (selec | Building construction | | | |
| X | | | ools, playgrounds, ball fields, streetscape, signage, etc.) roads, drainage, right of ways, etc.) | |
| Will this project in If yes, please list G | nclude grant funds? | No | | |
| Will this project h If yes, please list th | ave a third party managird party manager | er? No | | |
| | T. 75 5.T. 1 | ving individuals. You mus Department | st have initials and date for each section below. Documentation Required: | |
| Initials & Date | Miriam Boutwell | Planning | Review of the desired location & use to determine if the property is correctly zoned; a site plan to check setbacks, etc.; and a record of | |
| Initials & Date | Miriam Boutwell | Zoning | the Planning Commission recommending approval of the project. | |
| Initials & Date | Chuck Lay | Building, Flood & Historical | Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc. | |
| | 0/17 | | Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other | |
| Initials & Date | Nelson Bauer | Fire | requirements as determined by the International Codes. | |
| 4/10/ Initials & Date | 7 Chad Christian | Engineering | Determination of potential need for input from the City engineers. | |
| Initials & Date | Leslie Gahagan | Environmental | Determination of potential environmental issues or permits. | |
| Jany Gelu Initials & Date | /10/17 Jessica Middleton | IT / GIS | Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc. | |
| | Joe Bouzan | Project / Risk Management | Project Management review. Determination of insurance cost to include in budget. | |
| Initials & Date Initials & Date | Miranda Bell | Finance | Budget review and account number assignment. | |
| Effective Date 5/21/15 | last edited 4/26/16. | C:\Users | christian\Downloads\Pre-Project Check list_Woodbridge Drainage Improvement | |

| Project Management - Pre-project check | klist Project Name | : Woodbridge Drainage Improvements |
|---|--|--|
| Submitted by: Chad Christian | Project Owner | r: Chad Christian |
| Expected Project Start Date Expected Project Completion Date | 5/1/2017 (survey only) 05/07/2017 (survey only) | <u>)</u> |
| Is this project listed on the capital proje | ct planning document? | Yes |
| What is the amount listed on the capital What year is it listed? | project plan? | \$40, |
| what year is it usted? | | FY 2017 |
| If not, get approval from Mike Thompso Mike (Must have Mike initial and date) | on to proceed with planning the | e project. |
| Brief Project Description Survey the existing ditch and drainage area | ns along the boundaries of Wood | bridge and North Pine Place subdivisions. Survey cost \$4,800. |
| Location (Description and tax parcel Ide Subdivisions are located at the southwest c | 사람이 그 아이들은 아이는 아이를 가게 하는 것이 아니는 아이를 하는데 그 때문에 없다. | eachtree Avenue |
| | | |
| Project type (select one) Building construction | on or improvement | |
| Property improveme | ent (examples: parking lots, pools | s, playgrounds, ball fields, streetscape, signage, etc.) |
| X Infrastructure repair Other, Please explai | or improvements (example: road | ds, drainage, right of ways, etc.) |
| | | |
| Will this project include grant funds? If yes, please list Grantor: | No | Δ_{ℓ} |
| if yes, please list Grantor: | - | + |
| Will this project have a third party mana | ager? No | <u>-</u> |
| If yes, please list third party manager | | ** |
| Discuss your project with each of the foll | lowing individuals. You must h | nave initials and date for each section below. |
| Diodos 4.DD Individual | Department | Documentation Required: |
| Miriam Boutwell | Planning | Review of the desired location & use to determine if the property |
| Initials & Date | | correctly zoned; a site plan to check setbacks, etc.; and a record of |
| n. Zinglu 410.17 Miriam Boutwell | Zoning | the Planning Commission recommending approval of the project. |
| Initials & Date | | |
| | Building, Flood & | Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, |
| Chuck Lay | Historical | architect requirements, etc. |
| Initials & Date | | Described to the formal lands which will be for |
| | | Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other |
| Nelson Bauer | Fire | requirements as determined by the International Codes. |
| Initials & Date | | |
| 1 4/10/17 Chad Christian | Engineering | Determination of potential need for input from the City engineers. |
| Initials & Date | | |
| lis Gahagan 4/7/2017 | Environmental | Determination of potential environmental issues or permits. |
| Initials & Date | | |
| | | Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems. |
| Jessica Middleton | IT / GIS | computers, copiers, etc. |
| Initials & Date | | |
| L. Discourse | Project / Risk | Project Management review. Determination of insurance cost to |
| Joe Bouzan | Management | include in budget. |
| Miranda Bell | Finance | Budget review and account number assignment. |
| Initials & Date | | |
| ffective Date 5/21/15, last edited 4/26/16. | C:\Users\cch | nristian\Downloads\Pre-Project Check list_Woodbridge Drainage Improvem |

Project Management - Pre-project budget worksheet

| Estimated capital project cost | 11. | |
|--|---------|-----------|
| Land Acquisition (cost and location) | \$ | 20,000,00 |
| Hard Cost (building structure, sitework-including utilities, paving, grading, etc., landscaping, furnishings., | \$ | 30,000.00 |
| Soft Cost (Architectural, Engineering, Legal, Geotech, etc.) Insurance Cost | \$ | \$5,000 |
| Bid Cost | Ф С | 500.00 |
| Other cost to construct and make operational (please list below:) | Φ | 300.00 |
| other cost to construct and make operational (prouse list octow.) | \$ | |
| | \$ | |
| | \$ | |
| Capital Project Subtotal | \$ | 35,500.00 |
| 10% Contingency | \$ | 3,550.00 |
| Total capital project cost | \$ | 39,050.00 |
| Estimated Cost Departmental Conital Burshases to make availant apprehings | | |
| Estimated Cost - Departmental Capital Purchases to make project operational | ¢ | |
| | . • | |
| | · · · · | |
| Total cost departmental capital purchases | \$ | |
| Total book dopailmonial baptail parenabes | Ψ | |
| Estimated Cost - Departmental Small Tools Purchases to make project operational | | |
| | \$ | |
| | \$ | |
| | \$ | |
| Total cost departmental small tools purchases | \$ | |
| | | 20.040.00 |
| Total Cost to complete project and make fully operational | \$ | 39,050.00 |
| Items below are for informational purposes: | | |
| Estimated Future Operating Cost | 4 | |
| Utilities | \$ | |
| Head count | \$ | |
| Future Insurance | ŷ | |
| Additional future equipment (i.e. mowers, tractors, vehicles, etc.) Additional cost to operate | ф | |
| Additional cost to operate | Φ | |
| | \$ | |
| | \$ | |
| Total estimated future cost to operate | \$ | |
| Total Collination Annual Collination of the Collina | | |
| Will the project be completed as one project or will there be phases? | | |
| Please list all phases below with cost of each phase: | | |
| Phase | C | Cost |
| One Phase | \$ | |
| | \$ | |
| | \$ | |
| Total cost of all phases | \$ | - ¥b |
| In this assignment of a suppliest with associate each (i.e. as here of a suppliest City and lead) | | |
| 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: | | Cost |
| Phase | \$ | USL |
| No | \$ | |
| | \$ | |
| Total cost of all previous phases | - | |
| Total cost of all previous phases | φ | - |