

12-665-7128 A19 WBNP

Project Management - Pre-project checklist

Project Name: Woodbridge Drainage Improvements

Submitted by: Chad Christian

Project Owner: Chad Christian

Expected Project Start Date 5/1/2017 (survey only)

Expected Project Completion Date 05/07/2017 (survey only)

Is this project listed on the capital project planning document?

Yes

What is the amount listed on the capital project plan?

\$40,625

What year is it listed?

FY 2017

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

Mike (Must have Mike initial and date)

Brief Project Description

Survey the existing ditch and drainage areas along the boundaries of Woodbridge and North Pine Place subdivisions. Survey cost \$4,800.

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

Subdivisions are located at the southwest corner of Pine Street and West Peachtree Avenue

Project type (select one)

Building construction or improvement

Property improvement (examples: parking lots, pools, playgrounds, ball fields, streetscape, signage, etc.)

x Infrastructure repair or improvements (example: roads, drainage, right of ways, etc.)

Other, Please explain

Will this project include grant funds? No

If yes, please list Grantor:

Will this project have a third party manager? No

If yes, please list third party manager

Discuss your project with each of the following individuals. You must have initials and date for each section below.

Individual	Department	Documentation Required:
<u>M. Bingen</u> 4.10.17 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 the Planning Commission recommending approval of the project.
<u>M. Bingen</u> 4.10.17 Initials & Date Miriam Boutwell	Zoning	Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc.
<u> </u> Chuck Lay Initials & Date	Building, Flood & Historical	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.
<u> </u> 4/10/17 Initials & Date Nelson Bauer	Fire	Determination of potential need for input from the City engineers.
<u> </u> 4/10/17 Initials & Date Chad Christian	Engineering	Determination of potential environmental issues or permits.
<u> </u> Leslie Gahagan Initials & Date	Environmental	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
<u> </u> Jessica Middleton Initials & Date	IT / GIS	Project Management review. Determination of insurance cost to include in budget.
<u> </u> Joe Bouzan Initials & Date	Project / Risk Management	Budget review and account number assignment.
<u> </u> 4/11/17 Initials & Date Miranda Bell	Finance	

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If yes, please list Grantor: _____

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<u>Leslie Gahagan 4/7/2017</u> Initials & Date Leslie Gahagan	Environmental	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
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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.,	\$	30,000.00
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	\$5,000
Insurance Cost	\$	
Bid Cost	\$	500.00
Other cost to construct and make operational (please list below:)		
	\$	
	\$	
	\$	
Capital Project Subtotal	\$	35,500.00
10% Contingency	\$	3,550.00
Total capital project cost	\$	39,050.00

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 \$ **39,050.00**

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?

Please list all phases below with cost of each phase:

Phase	Cost
One Phase	\$
	\$
	\$
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
No	\$
	\$
	\$
Total cost of all previous phases	\$ -