

Project Management - Pre-project checklist

Project Name: Graham Creek Estates Additional Lamp PostsSubmitted by: Randy KurttsProject Owner: EngineeringExpected Project Start Date Aug-17Expected Project Completion Date Sep-17Is 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

Baldwin EMC to provide and install 3 additional decorative lamp posts in the subdivision. The HOA will be paying their portion for the decorative lamp posts in lieu of the standard street lights the City pays, which will take Council action.

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

Graham Creek Estates subdivision

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? Yes

If yes, please list third party manager

Baldwin EMC

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

Individual	Department	Documentation Required:
<u>NB 7/26/17</u> 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>NB 7/26/17</u> Initials & Date Miriam Boutwell	Zoning	
<u>CL 7/28/17</u> 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.
<u>WNB 7/27/17</u> 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.
<u>CC 7/26/17</u> Initials & Date Chad Christian	Engineering	Determination of potential need for input from the City engineers.
<u>LG 7/27/17</u> Initials & Date Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
<u>GS 7/27/17</u> Initials & Date Gary Schrader	IT / GIS	Determination of IT needs with Gary such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
_____ Initials & Date John Graham	Horticulture	Determination of any changes to landscaping needs.
_____ Initials & Date Joe Bouzan	Project / Risk Management	Project Management review. Determination of insurance cost to include in budget.
_____ Initials & Date Miranda Bell	Finance	Budget review and account number assignment.

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Initials & Date

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CM 7/26/17
Initials & Date

Chad Christian

Engineering

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OG 7/28/17
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Horticulture

Determination of any changes to landscaping needs.

_____ Joe Bouzan
Initials & Date

Project / Risk
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_____ Miranda Bell
Initials & Date

Finance

Budget review and account number assignment.

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.,	\$	3,052.44
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	
Insurance Cost	\$	
Bid Cost	\$	
Other cost to construct and make operational (please list below:)		
	\$	
	\$	
	\$	
Capital Project Subtotal	\$	3,052.44
10% Contingency	\$	305.24
Total capital project cost	\$	3,357.68

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 \$ **3,357.68**

Items below are for informational purposes:

Estimated Future Operating Cost

Utilities	\$	277.20
Head count	\$	
Future Insurance	\$	
Additional future equipment (i.e. mowers, tractors, vehicles, etc.)	\$	
Additional cost to operate	\$	
	\$	
	\$	
	\$	
Total estimated future cost to operate	\$	277.20

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
	\$
	\$
	\$
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	\$ -

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	\$	
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	\$
	\$
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