

Project Management - Pre-project checklist

Project Name: Magnolia Circle Drainage Improvements
Submitted by: Chad Christian
Projected Requested by (Mayor, Councilmember, Citizens, etc): _____
Project Owner After Completion: _____
Expected Project Start Date : 12/11/2017
Expected Project Completion Date: 1/15/2018

Is this project listed on the capital project planning document? Yes
What is the amount listed on the capital project plan? \$30,000
What year is it listed? FY 2018

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

Mike (Must have Mike initial and date) _____

Brief Project Description

Install a new storm drainage pipe to improve drainage along Magnolia Circle in the Magnolia Gardens subdivision.

Location (Description and tax parcel Identification number(s))**Project type (select one)**

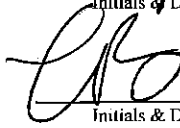
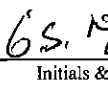
☐ Building construction or improvement
☐ Property improvement (examples: parking lots, pools, playgrounds, ball fields, streetscape, signage, etc.)
☒ Infrastructure repair or improvements (example: roads, drainage, right of ways, etc.)
☐ Other, Please explain _____

Will this project include grant funds? 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 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	Project management review. Determination of insurance cost to include in budget.
 Initials & Date Miranda Bell	Finance	Budget review and account number assignment.
 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.
 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.
 Initials & Date Chuck Lay	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.
 Initials & Date Nelson Bauer	Fire	Determination of potential need for input from the City engineers.
 Initials & Date Chad Christian	Engineering	Determination of potential environmental issues or permits.
 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.
 Initials & Date Gary Schrader	IT / GIS	The person who will own the project when its complete needs to be involved with the project from the beginning.
_____ Initials & Date	Owner of Project when complete	

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.,	\$	20,000.00
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	5,500.00
Insurance Cost	\$	
Bid Cost	\$	850.00
Other cost to construct and make operational (please list below:)	\$	
	\$	
	\$	
	\$	
Capital Project Subtotal	\$	26,350.00
10% Contingency	\$	2,635.00
Total capital project cost	\$	28,985.00

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 \$ **28,985.00**

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
	\$
	\$
	\$
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	\$ -