

Project Management - Pre-project checklistSubmitted by: Chad Christian**Project Name:** CR 20 Sidewalk Repairs**Expected Project Start Date****Expected Project Completion Date****Is this project listed on the capital project planning document?**Yes**What is the amount listed on the capital project plan?**\$25,000**What year is it listed?**2017**If not, get approval from Mike Thompson to proceed with planning the project.**Mike (Must have Mike initial and date) N/A**Brief Project Description**Repair sidewalk in multiple areas along CR 20 between SR 59 and FBE.**Location (Description and tax parcel Identification number(s))**CR 20 ROW between SR 59 and FBE.**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 with each of the following individuals. You must have initials and date for each section below.

Individual	Department	Documentation Required:
<u>MB 5-26-17</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>MB 5-26-17</u> 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>CL 5-26-17</u> 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.
<u>NB 5-26-17</u> Initials & Date Nelson Bauer	Fire	Determination of potential need for input from the City engineers.
<u>CC 5-26-17</u> Initials & Date Chad Christian	Engineering	Determination of potential environmental issues or permits.
<u>LG 5-26-17</u> Initials & Date Leslie Gahagan	Environmental	Determination of IT needs with Gary such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
<u>GS 5-26-17</u> Initials & Date Gary Schrader	IT / GIS	Determination of any changes to landscaping needs.
<u>JG 5-26-17</u> Initials & Date John Graham	Horticulture	Project Management review. Determination of insurance cost to include in budget.
<u>JB 5-26-17</u> Initials & Date Joe Bouzan	Project / Risk Management	Budget review and account number assignment.
<u>MB 5-26-17</u> Initials & Date Miranda Bell	Finance	

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<u>5/25/17</u> <u>WB</u> Initials & Date	Nelson Bauer Fire	Determination of potential need for input from the City engineers.
<u>Chad Christian</u> Initials & Date	Engineering	Determination of potential environmental issues or permits.
<u>Leslie Gahagan</u> Initials & Date	Environmental	Determination of IT needs with Gary such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
<u>5/25/17</u> <u>GS</u> Initials & Date	Gary Schrader IT / GIS	Determination of any changes to landscaping needs.
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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.,	\$	22,727.27
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	
Insurance Cost	\$	
Bid Cost	\$	
Other cost to construct and make operational (please list below:)	\$	
	\$	
	\$	
	\$	
Capital Project Subtotal	\$	22,727.27
10% Contingency	\$	2,272.73
Total capital project cost	\$	25,000.00

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 \$ 25,000.00

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	
	\$ -