

Project Management - Pre-project checklist**Project Name:** Paving the Portion of CR 20 from the FBE East to the City Limits**Submitted by:** Chad Christian**Project Owner:** Chad Christian**Expected Project Start Date** _____**Expected Project Completion Date** _____**Is 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**Paving a portion of CR 20 east from FBE to the City Limits; John G. Walton to perform the work.**Location (Description and tax parcel Identification number(s))**From intersection of FBE & CR 20/Mifflin Rd., east to the city limits.**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.**

Initials & Date	Individual	Department	Documentation Required:
<u>MB 4/24/17</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 4/24/17</u> Initials & Date	Miriam Boutwell	Zoning	
<u>CL 4/24/17</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>CB 4/24/17</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 4/24/17</u> Initials & Date	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.
<u>GS 4/24/17</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.

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.,	\$	32,000.00
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	
Insurance Cost	\$	
Bid Cost	\$	
Other cost to construct and make operational (please list below:)	\$	
	\$	
	\$	
	\$	
Capital Project Subtotal	\$	32,000.00
10% Contingency	\$	3,200.00
Total capital project cost	\$	35,200.00

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 \$ **35,200.00**

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	\$ -