

12-6665-7128 A19 PINE

Project Management - Pre-project checklist

Project Name: PINE STREET VALLEY GUTTER PROJECT

Submitted by: CHAD CHRISTIAN

Project Owner: CHAD CHRISTIAN

Expected Project Start Date 4/17/2017

Expected Project Completion Date 4/28/2017

Is this project listed on the capital project planning document?

YES

What is the amount listed on the capital project plan?

\$21,875.00

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

Install 90 feet of 24" concrete valley gutter along south edge of pavement of US 98 from west side to east side of Pine Street.

Also, install 280 feet of 24" concrete valley gutter from the US 98 / Pine Street southeast corner southward to alley. Sod southeast corner island.

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

Intersection of US98 and Pine Street

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 2/28/17</u> Initials & Date	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 2/28/17</u> Initials & Date	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 3/1/17</u> 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> Initials & Date	Fire	Determination of potential need for input from the City engineers.
<u>✓</u> Initials & Date	Engineering	Determination of potential environmental issues or permits.
<u>✓</u> 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> Initials & Date	IT / GIS	Project Management review. Determination of insurance cost to include in budget.
<u>✓</u> Initials & Date	Project / Risk Management	Budget review and account number assignment.
<u>✓</u> Initials & Date	Finance	

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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> </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> </u> Initials & Date	Miriam Boutwell	Zoning	
<u> </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> </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> </u> Initials & Date	Chad Christian	Engineering	Determination of potential need for input from the City engineers.
<u> </u> Initials & Date	Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
<u> </u> Initials & Date	Jessica Middleton	IT / GIS	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
<u> </u> Initials & Date	Joe Bouzan	Project / Risk Management	Project Management review. Determination of insurance cost to include in budget.
<u> </u> Initials & Date	Miranda Bell	Finance	Budget review and account number assignment.

Effective Date 5/21/15, last edited 4/26/16.

C:\Users\cchristian\Downloads\Pre-Project Check list_Pine St. intersection (2)

Project Management - Pre-project checklist

Project Name: PINE STREET VALLEY GUTTER PROJECTSubmitted by: CHAD CHRISTIANProject Owner: CHAD CHRISTIANExpected Project Start Date 4/17/2017Expected Project Completion Date 4/28/2017Is this project listed on the capital project planning document? YESWhat is the amount listed on the capital project plan? \$21,875.00What year is it listed? FY 2017

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

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

Intersection of US98 and Pine Street

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: _____

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

Intersection of US98 and Pine Street

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_____ Initials & Date	Miriam Boutwell	Zoning	
_____ 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.
_____ 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>CM</u> <u>2/20/12</u> Initials & Date	Chad Christian	Engineering	Determination of potential need for input from the City engineers.
<u>LG</u> <u>3/1/17</u> Initials & Date	Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
_____ Initials & Date	Jessica Middleton	IT / GIS	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
_____ Initials & Date	Joe Bouzan	Project / Risk Management	Project Management review. Determination of insurance cost to include in budget.
_____ Initials & Date	Miranda Boll	Finance	Budget review and account number assignment.

Capital Project Worksheet

Directions:

Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.
If this project is approved, you must complete the Pre-Project Worksheet and Budget forms.

Submitted by: CHAD CHRISTIAN

Date Submitted: 2/16/2017

Is this purchase listed on the capital projects plan in the approved budget? YES

What amount is approved in the plan for this project? \$21,875

In what year is this project shown to begin in the plan? FY 17

Description of the project and why the project needs to be completed at this time.

Install 90 feet of 24" concrete valley gutter along south edge of pavement of US 98 from west side of Pine Street to the east side and tie to existing gutter to alleviate standing water at intersection. Also, install 280 feet of 24" concrete valley gutter from the US 98 / Pine Street southeast corner southward to the alley to improve drainage by alleviating standing water. Sod will be installed on southeast island

Can your job be performed without the completion of this project? Please explain below.

Will not completing this project cause a public safety issue? Please explain below.

Project will remove standing water at edge of travel lane of US98 and along east side of Pine Street.

Do you expect to come in, at, or under budget on this project? Please explain below.

The anticipated construction estimate for this project is \$35,000

Is there a grant associated with this project? NO

If so please list below the grant amount and the match required by the City.

Approval by City Administrator

Signature and Date

OK PER MT EMAIL 2/27

Approval by Council President

Signature and Date

OK PER MT EMAIL 2/27

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.)	\$	-
Insurance Cost	\$	-
Bid Cost	\$	1,000.00
Other cost to construct and make operational (please list below):	\$	
	\$	
	\$	
	\$	
Capital Project Subtotal	\$	31,000.00
10% Contingency	\$	3,100.00
Total capital project cost	\$	34,100.00

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 \$ **34,100.00**

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	\$ 34,100.00
	\$
	\$
Total cost of all phases	\$ 34,100.00

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	\$ -