12-Lece 5-7128 A19 PINE

| Project Management - Pre-project chec | klist Project Na | ame: PINE STREET VALLEY GUTTER PROJECT |
|---|--|---|
| Submitted by: CHAD CHRISTIA | N Project Ov | vner: CHAD CHRISTIAN |
| Expected Project Start Date Expected Project Completion Date | | /2017 /2017 |
| Is this project listed on the capital proje | ct planning document? | YES |
| What is the amount listed on the capital project plan? What year is it listed? | | \$21,875.0 FY 2017 |
| If not, get approval from Mike Thomps Mike (Must have Mike initial and date) | on to proceed with planning | g the project. |
| | | nt of US 98 from west side to east side of Pine Street. |
| Also, install 280 feet of 24" concrete valle | gutter from the US 98 / Pine | e Street southeast corner southward to alley. Sod southeast corner island. |
| Location (Description and tax parcel Ide Intersection of US98 and Pine Street Project type (select one) | entification number(s)) | |
| Building construction | | |
| | | ools, playgrounds, ball fields, streetscape, signage, etc.) |
| | | roads, drainage, right of ways, etc.) |
| Other, Please explai | n | |
| Will this project include grant funds? If yes, please list Grantor: | NO | |
| Will this project have a third party mana If yes, please list third party manager | ger? NO | |
| Discuss your project with each of the foll Individual | owing individuals. You mus Department | st have initials and date for each section below. Documentation Required: |
| Miriam Boutwell 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 |
| Unitials & Date Miriam Boutwell | Zoning | the Planning Commission recommending approval of the project. |
| | | Review of the desired location and desired use to ensure all |
| M 3/// 2 huck Lay | Building, Flood & Historical | requirements are met including but not limited to building codes, architect requirements, etc. |
| 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. |
| 2/20/12 had Christian | Engineering | Determination of potential need for input from the City engineers. |
| Leslic Gahagan | Environmental | Determination of potential environmental issues or permits. |
| 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. |
| Joe Bouzan | Project / Risk Management | Project Management review. Determination of insurance cost to include in budget. |
| Initials & Date Miranda Bell Initials & Date | 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 Manage | ment - Pre-project checklist | Project Nat | me: PINE STREET VALLEY GUTTER PROJECT |
|--|--|---------------------------------------|---|
| Submitted by: | CHAD CHRISTIAN | Project Own | ner: CHAD CHRISTIAN |
| Expected Project Start Date Expected Project Completion Date | | 4/17/2 4/28/2 | |
| Is this project lis | ted on the capital project pl | anning document? | YES |
| | What is the amount listed on the capital project plan? What year is it listed? | | \$21,875.00 FY 2017 |
| | val from Mike Thompson to Mike initial and date) | proceed with planning | the project. |
| | 4" concrete valley gutter alon | | t of US 98 from west side to east side of Pine Street. Street southeast corner southward to alley. Sod southeast corner island. |
| Location (Descrip | otion and tax parcel Identifi 98 and Pine Street | cation number(s)) | |
| Project type (selection | Building construction or i Property improvement (ex | camples; parking lots, por | ois, playgrounds, ball fields, streetscape, signage, etc.) oads, drainage, right of ways, etc.) |
| Will this project in If yes, please list G | nclude grant funds? trantor: | ИО | |
| Will this project h If yes, please list th | ave a third party manager? ird party manager | NO | |
| Discuss your proje | ect with each of the followin Individual | g individuals. You must Department | t have initials and date for each section below. Documentation Required: |
| 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 |
| Lista & Data | Miriam Boutwell | Zoning | the Planning Commission recommending approval of the project. |
| 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 | Pire | 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. |
| 2/2/ | Lad Christian | Engineering | Determination of potential need for input from the City engineers. |
| ············ | 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. |
| haitials & Date | | Project / Risk Мападетепt | Project Management review, Determination of insurance cost to include in budget. |
| Initials & Date | Miranda Bell | Finance | Budget review and account number assignment. |
| Initials & Date Effective Date 5/21/15, | last edited 4/26/16, | | C:\Users\cchristian\Downloads\Pre-Project Check list_Pine St. intersection (2) |

| Project Manager | ment - Pre-project checklis | t Project Name | PINE STREET VALLEY GUTTER PROJECT |
|--|--|-------------------------------|---|
| Submitted by: | CHAD CHRISTIAN | Project Owner | : CHAD CHRISTIAN |
| Expected Project | t Start Date t Completion Date | 4/17/201 4/28/201 | ~- |
| Is this project listed on the capital project planning docume What is the amount listed on the capital project plan? What your is it listed? | | | YES |
| | | ject plan? | \$21,875.6 FY 2017 |
| | val from Mike Thompson to Miko initial and date) | o proceed with planning the | project. |
| Also, install 280 fe | 4" concrete valley gutter alor pet of 24" concrete valley gut | ter from the US 98 / Pine Str | US 98 from west side to east side of Pine Street. eet southeast corner southward to alley. Sod southeast corner island, |
| Location (Descrip Intersection of US | tion and tax parcel Identif 98 and Pine Street | | |
| Project type (selec | Building construction or Property improvement (e | xamples: parking lots, pools, | playgrounds, ball fields, streetscape, signage, etc.) , drainage, right of ways, etc.) |
| <u> </u> | Other, Please explain | mprovements (example; roads | s, drinnage, right of ways, etc.) |
| Will this project is If yes, please list G | oclude grant funds? rantor: | МО | |
| f yes, please list thi | | | ve initials and date for each section bolow. |
| | Individual Miriam Boutwell | Department Planning | Documentation Required: |
| Initials & Date | Miriam Boutwell | | 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 he Planning Commission recommonding approval of the project. |
| Initials & Date | Chuck Lay | Building, Plood & r | Review of the desired location and desired use to ensure all equirements are met including but not limited to building codes, architect requirements, etc. |
| Initials & Dato Initials & Date | _Nelson Bauer | p | Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other equirements as determined by the International Codes, |
| 2/20 Ditals & Date | 12had Christian | Engineering E | Determination of potential need for input from the City engineors, |
| V. | _Leslie Gahagan | Environmental D | determination of potential environmental issues or permits. |
| Initials & Date | _ Jessica Middleton | he | octermination of IT needs with Jessica such as internet access, etworking, phones, security cameras/door access control systems, omputers, copiers, etc. |
| Milials & Date | _ Joe Bouzan | · | roject Management review, Determination of insurance cost to clude in budget. |
| Initials & Date | _ _Miranda Bell | Finance B | udget review and account number assignment, |
| Initials & Date fective Date 5/21/15, I | last edited 4/26/16. | C | :\Uscrs\cchristian\Downloads\Pre-Project Check list_Pine St. intersection (2) |

| Project Manage | ment - Pre-project check | list Project N | ame: PINE STREET VALLEY GUTTER PROJECT |
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| Submitted by: | CHAD CHRISTIAN | Project Ov | vner: CHAD CHRISTIAN |
| Expected Projec Expected Projec | t Start Date t Completion Date | | <u>/2017</u> / <u>2017</u> |
| Is this project listed on the capital project planning d | | | YES |
| | What is the amount listed on the capital project plan What year is it listed? | | \$21,875.00 FY 2017 |
| | yal from Mike Thompson Mike initial and date) | to proceed with planning | g the project. |
| Brief Project Des Instali 90 feet of 2 | 4" concrete valley gutter a | long south edge of paveme | nt of US 98 from west side to east side of Pine Street. |
| Also, install 280 fe | eet of 24" concrete valley g | gutter from the US 98 / Pin | e Street southeast corner southward to alley. Sod southeast corner island, |
| Location (Descrip | otion and tax parcel Iden 08 and Pine Street | • | |
| intersection of OS | Se and I me Sucer | | |
| Project type (selec | ct one) | | , |
| | Building construction | | |
| X | Property improvement | (examples; parking lots, por improvements (example) | ools, playgrounds, ball fields, streetscape, signage, etc.) oads, drainage, right of ways, etc.) |
| | Other, Please explain | improventents (example, i | outs, trainage, right of ways, etc.) |
| Will this project is | nalizdo grant fundo? | MO | |
| | Vill this project include grant funds? NO f yes, please list Grantor: | | |
| ****** | | | |
| Will this project h If yes, please list th | ave a third party manago ird party manager | er! NO | |
| | | • | |
| Discuss your proje | ect with each of the folloy Individual | ring individuals. You mus Department | rt have initials and date for each section below. Documentation Required: |
| | Miriam Boutwell | Planning | Review of the desired location & use to determine if the property is |
| Initials & Date | | | correctly zoned; a site plan to check setbacks, etc.; and a record of |
| | Miriam Boutwell | Zoning | the Planning Commission recommending approval of the project. |
| Initials & Date | | | Review of the desired location and desired use to ensure all |
| | | Building, Flood & | requirements are met including but not limited to building codes, |
| Initials & Date | Chuck Lay | Historical | architect requirements, etc. |
| Initials to Date | | | Determination of potential needs related to active/ passive fire |
| | Nelson Bauer | Fire | protection, fire department access roads, egress, and all other |
| Initials & Date | Nerson Daner | rite | requirements as determined by the International Codes. |
| MAN 2/20 | Lhad Christian | Engineering | Determination of potential need for input from the City engineers. |
| Irlitials & Date | <u> </u> | Linginooning | Butternation of potential records in input from the City offences. |
| LG 3/1/17 | Leslie Gahagan | Environmental | Determination of potential environmental issues or permits, |
| тилиз се глас | | | Determination of IT needs with Jessica such as internet access, |
| | Jessica Middleton | IT / GIS | 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 | _ | _ | - |
| Initials & Date | _Miranda Bell | Finance | Budget review and account number assignment. |
| ffective Date 5/21/15, | last edited 4/26/16. | • | C:\Users\cchristian\Downloads\Pre-Project Check list_Pine St. intersection (2) |

Capital Project Worksheet

| <u>Directions:</u> Please complete all questions below and submit to Mike Thompson and Wayı If this project is approved, you must complete the Pre-Project Worksheet and | |
|--|--|
| 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 tile. Install 90 feet of 24" concrete valley gutter along south edge of pavement of Use the east side and tie to existing gutter to alleviate standing water at intersection 24" concrete valley gutter from the US 98 / Pine Street southeast corner south | JS 98 from west side of Pine Street to 1. Also, install 280 feet of |
| by alleviating standing water. Sod will be installed on southeast island | |
| Can your job be performed without the completion of this project? Please exp | lain below. |
| | |
| Will not completing this project cause a public safety issue? Please explain be Project will remove standing water at edge of travel lane of US98 and along earlier travel. | |
| Do you expect to come in, at, or under budget on this project? Please explain to The anticipated construction estimate for this project is \$35,000 | pelow. |
| 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 OK PER MT EMAIL 2/2 Signature and Date | <u>2</u> 7 |
| Approval by Council President OK PER MT EMAIL 2/2 | <u>2</u> 7 |

Signature and Date

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:) | φ <u>1,000.00</u> |
| Other cost to construct and make operational (piease 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 | N 11 11 11 11 11 11 11 11 11 11 11 11 11 |
| Estimated Cost - Departmental Capital Furchases to make project operational | ¢ |
| | · <u>φ</u> |
| | \$ |
| 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 energional | \$ 34,100.00 |
| Total Cost to complete project and make fully operational | 54,100.00 |
| Items below are for informational purposes: | |
| Estimated Future Operating Cost Utilities | ¢ |
| Head count | Ф • |
| 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 24 100 00 |
| ONE PHASE | \$ 34,100.00 |
| | Φ |
| Total cost of all phases | \$ 34,100.00 |
| Total cost of all phases | <i>σ σ σ σ σ σ σ σ σ σ</i> |
| 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 | \$ |
| | |