

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: 02/09/2024

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

What amount is approved in the plan for this project? \$350,000.00

In what year is this project shown to begin in the plan? FY24

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

Pillar LLC submitted a proposal for the Pilgrim Street Design Project Phase 1 to include Boundary and Topographic Survey, Wetland Delineation, Geotechnical Engineering, and Roadway Design and Construction plans. Phase 1 consists of improvement from East Michigan Avenue to East Jackson Avenue.

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

No  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

No  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

At Budget  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Approval by Council President

\_\_\_\_\_  
Signature and Date