

Project Management - Pre-project checklist

12-665-7128 A19 BENDER

Project Name: Bender Road South Improvements
 Submitted by: Chad Christian
 Projected Requested by (Mayor, Councilmember, Citizens, etc):
 Project Owner After Completion: Public Works
 Expected Project Start Date : 12/4/2017
 Expected Project Completion Date: 12/8/2017

Is this project listed on the capital project planning document? Yes
 What is the amount listed on the capital project plan? \$30,000
 What year is it listed? FY 2018

If not, get approval from Mike Thompson to proceed with planning the project.
 Mike (Must have Mike initial and date) _____

Brief Project Description

Perform roadbase stabilization on the south 1000' of Bender Road South in order to reduce overall maintenance of roadway.

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

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 in detail in a meeting with Joe Bouzau & Miranda Bell FIRST.
 After meeting and discussion, this form will be sent to each person listed below for signature.

Individual	Department	Documentation Required:
<u>Joe Bouzan</u> Initials & Date	Risk / Project Management	Project management review. Determination of insurance cost to include in budget.
<u>Miranda Bell</u> Initials & Date	Finance	Budget review and account number assignment.
<u>Miriam Boutwell</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>Miriam Boutwell</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>Chuck Lay</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>Nelson Bauer</u> Initials & Date	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 Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
<u>Gary Schrader</u> Initials & Date	IT / GIS	The person who will own the project when its complete needs to be involved with the project from the beginning.
Owner of Project when complete		

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.,	\$	27,000.00
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	
Insurance Cost	\$	
Bid Cost	\$	-
Other cost to construct and make operational (please list below:)	\$	
	\$	
	\$	
	\$	
Capital Project Subtotal	\$	27,000.00
10% Contingency	\$	2,700.00
Total capital project cost	\$	29,700.00

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 \$ 29,700.00

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	\$ -