400-3020-5132 R38 CONST

Project Management	t – Pre-project checklist	Project Name:	Juniper Street Extension Phase I (Woerner Access Points)
Submitted by:	CHAD CHRISTIAN	Project Owner	: CHAD CHRISTIAN
Expected Project Sta Expected Project Co		5/28/2018 8/28/2018	
Is this project listed of	on the capital project plan	nning document?	Yes - Juniper Street Extension
What is the amount I What year is it listed	isted on the capital proje	ct plan?	\$1,500,000 FY 2018-19
what year is it listed	•		F1 2010-19
If not, get approval for Mike (Must have Mil	The state of the s	proceed with planning the	project.
Brief Project Descrip Construct access point	tion s per agreement authorized	d by RES 13-0227	
Location (Description East side of SR59 acro	and tax parcel Identifica ss from CR20S	ntion number(s))	
	Building construction or in		
			, playgrounds, ball fields, streetscape, signage, etc.) s, drainage, right of ways, etc.)
	Other, Please explain	provements (example: roads	s, drainage, right of ways, etc.)
Will this project inclu If yes, please list Grant		NO	
Will this project have If yes, please list third p		Yes Doug Bailey (HMR)	
Discuss your project w	vith each of the following Individual	individuals. You must ha Department	ve initials and date for each section below. 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
ML 5.1.18 1 Initials & Date	Miriam Boutwell	Zoning	the Planning Commission recommending approval of the project.
CM 4/30/18 (Chuck Lay	Building, Flood &	Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc.
		1	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.
00-11	Chad Christian	Engineering	Determination of potential need for input from the City engineers.
Initials & Date	eslie Gahagan	Environmental	Determination of potential environmental issues or permits.
	Gary Schrader		Determination of IT needs with Gary such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
	ohn Graham	Horticulture 1	Determination of any changes to landscaping needs.
			Project Management review. Determination of insurance cost to nelude in budget.
Initials & Date 18 5/1/18 Initials & Date	Airanda Bell	Finance I	Budget review and account number assignment.

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Effective Date 5/21/15, last edited 4/21/2017.

I Toject Manageme	int - 1 re-project checklist	Troject Ivallie.	Jumper Street Extension I have I (Woerner Access I omis)
Submitted by:	CHAD CHRISTIAN	Project Owner:	CHAD CHRISTIAN
Expected Project S Expected Project O		5/28/2018 8/28/2018	
Is this project listed on the capital project planning document? What is the amount listed on the capital project plan? What year is it listed?			Yes - Juniper Street Extension \$1,500,000 FY 2018-19
	l from Mike Thompson to p Aike initial and date)	roceed with planning the	project.
Brief Project Descr Construct access po	ription ints per agreement authorized	1 by RES 13-0227	
Location (Descript East side of SR59 a	ion and tax parcel Identifica cross from CR20S	ation number(s))	
Project type (select	Building construction or i Property improvement (ex Infrastructure repair or im Other, Please explain	amples: parking lots, pools	, playgrounds, ball fields, streetscape, signage, etc.) s, drainage, right of ways, etc.)
Will this project in If yes, please list Gr		NO	
Will this project ha If yes, please list thi	ve a third party manager? rd party manager	Yes Doug Bailey (HMR)	
Discuss your projec	et with each of the following Individual	individuals. You must ha Department	ve initials and date for each section below. Documentation Required:
Initials & Date Initials & Date Initials & Date	Miriam Boutwell 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 the Planning Commission recommending approval of the project.
M 4/30/	Chuck Lay	Building, Flood &	Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc.
od fall 5/1/1 Initials & Date	8 Nelson Bauer		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.
4/30 Initials & Dale	ይ Chad Christian	Engineering	Determination of potential need for input from the City engineers.
U Initials & Data	Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
Initials & Date	_Gary Schrader		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 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 4/21/2017.		C:\Users\cchristian\Documents\2018\Pre-Project Check list_woerne

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~ J	nt - Pre-project checklist	1 Toject Name.	Juniper Street Extension Phase I (Woerner Access Points)
Submitted by:	CHAD CHRISTIAN	Project Owner:	CHAD CHRISTIAN
Expected Project S Expected Project C		5/28/2018 8/28/2018	-
	l on the capital project plan t listed on the capital projec d?		Yes - Juniper Street Extension \$1,500,000 FY 2018-19
	from Mike Thompson to palike initial and date)	roceed with planning the	project.
Brief Project Descr Construct access poi	iption nts per agreement authorized	by RES 13-0227	
Location (Description East side of SR59 ac	on and tax parcel Identifica ross from CR20S	ition number(s))	
Project type (select	Building construction or in Property improvement (ex-	amples: parking lots, pools	, playgrounds, ball fields, streetscape, signage, etc.) s, drainage, right of ways, etc.)
Will this project inc If yes, please list Gra	19 47 .0	NO	
Will this project hav If yes, please list thir	1 0 0	Yes Doug Bailey (HMR)	
Discuss your project	t with each of the following Individual		ve initials and date for each section below. Documentation Required:
-m2 5.1.18 Initials & Date M2 5.1.18	Individual Miriam Boutwell	Department Planning	ve initials and date for each section below. Documentation Required: 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.
ml 5/18	Individual Miriam Boutwell	Department Planning Zoning Building, Flood &	Documentation Required: 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
10 5 1 18 MR 5 1 18	Individual Miriam Boutwell Miriam Boutwell	Department Planning Zoning Building, Flood & Historical	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. Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes,
Initials & Date Initials & Date Initials & Date Initials & Date	Individual Miriam Boutwell Miriam Boutwell Chuck Lay	Department Planning Zoning Building, Flood & Historical	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. Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc. Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other
Initials & Date	Individual Miriam Boutwell Miriam Boutwell Chuck Lay Nelson Bauer	Department Planning Zoning Building, Flood & Historical Fire Engineering	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. Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc. 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.
Initials & Date	Individual Miriam Boutwell Miriam Boutwell Chuck Lay Nelson Bauer Chad Christian Leslie Gahagan	Department Planning Zoning Building, Flood & Historical Fire Engineering Environmental	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. Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc. 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. Determination of potential need for input from the City engineers.
Initials & Date	Individual Miriam Boutwell Miriam Boutwell Chuck Lay Nelson Bauer Chad Christian Leslie Gahagan Gary Schrader	Department Planning Zoning Building, Flood & Historical Fire Engineering Environmental	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. Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc. 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. Determination of potential need for input from the City engineers. Determination of potential environmental issues or permits. Determination of IT needs with Gary such as internet access, networking, phones, security cameras/door access control systems,
Initials & Date Initials & Date	Individual Miriam Boutwell Miriam Boutwell Chuck Lay Nelson Bauer Chad Christian Leslie Gahagan Gary Schrader John Graham	Department Planning Zoning Building, Flood & Historical Fire Engineering Environmental IT / GIS Horticulture Project / Risk	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. Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc. 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. Determination of potential need for input from the City engineers. Determination of potential environmental issues or permits. Determination of IT needs with Gary such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
Initials & Date	Individual Miriam Boutwell Miriam Boutwell Chuck Lay Nelson Bauer Chad Christian Leslie Gahagan Gary Schrader John Graham Joe Bouzan	Department Planning Zoning Building, Flood & Historical Fire Engineering Environmental IT / GIS Horticulture Project / Risk Management	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. Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc. 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. Determination of potential need for input from the City engineers. Determination of potential environmental issues or permits. Determination of IT needs with Gary such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc. Determination of any changes to landscaping needs. Project Management review. Determination of insurance cost to

Project Managemen	nt - Pre-project checklist	Project Name:	Juniper Street Extension Phase I (Woerner Access Points)
Submitted by:	CHAD CHRISTIAN	Project Owner	: CHAD CHRISTIAN
Expected Project St Expected Project C		5/28/2018 8/28/2018	
Is this project listed	on the capital project pla	anning document?	Yes - Juniper Street Extension
What is the amount	listed on the capital proje		\$1,500,000
What year is it listed	d?		FY 2018-19
If not, get approval Mike (Must have M		proceed with planning the	project.
Brief Project Descri	ption nts per agreement authorize	ed by RES 13-0227	
Location (Description East side of SR59 acr	on and tax parcel Identific ross from CR20S	cation number(s))	
Project type (select o	Building construction or Property improvement (ex	kamples: parking lots, pools,	, playgrounds, ball fields, streetscape, signage, etc.) s, drainage, right of ways, etc.)
Will this project included If yes, please list Gran		NO	
Will this project have If yes, please list third	e a third party manager? party manager	Yes Doug Bailey (HMR)	
200 EUR	Individual	g individuals. You must ha Department	ve initials and date for each section below. Documentation Required:
Initials & Date	Miriam Boutwell Miriam Boutwell	3	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.
Initials & Date (M. 4/36/18 Initials & Date	Chuck Lay	Building, Flood &	Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc.
	Nelson Bauer	Ţ	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.
00-11	Chad Christian	Engineering I	Determination of potential need for input from the City engineers.
Initials & Date	Leslie Gahagan	Environmental I	Determination of potential environmental issues or permits.
5/1/18 Initials & Date	Gary Schrader	n	Determination of IT needs with Gary such as internet access, actworking, phones, security cameras/door access control systems, omputers, copiers, etc.
;	John Graham	Horticulture I	Determination of any changes to landscaping needs.
			roject Management review. Determination of insurance cost to nelude in budget.
	Miranda Bell	Finance B	sudget review and account number assignment.
Initials & Date			

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Project Managen	nent - Pre-project checklist	Project Name	e: Juniper Street Extension Phase I (Woerner Access Points)
Submitted by:	CHAD CHRISTIAN	Project Owne	er: CHAD CHRISTIAN
Expected Project Expected Project		5/28/201 8/28/201	
	ed on the capital project pla		Yes - Juniper Street Extension
What is the amou What year is it lis	int listed on the capital projected?	ect plan?	\$1,500,000 FY 2018-19
	al from Mike Thompson to Mike initial and date)	proceed with planning the	e project.
Brief Project Desc Construct access po	cription oints per agreement authorize	ed by RES 13-0227	
Location (Descrip East side of SR59 a	tion and tax parcel Identific across from CR20S	cation number(s))	
Project type (selec	et one) Building construction or	improvement	,
v	Property improvement (ex	xamples: parking lots, pool	s, playgrounds, ball fields, streetscape, signage, etc.)
X	Other, Please explain	iprovements (example: road	ds, drainage, right of ways, etc.)
Will this project in If yes, please list Gr	nclude grant funds? rantor:	NO	
Will this project ha	ave a third party manager?	Yes	
If yes, please list thi	rd party manager	Doug Bailey (HMR)	
Discuss your proje	ct with each of the following Individual	g individuals. You must ha Department	ave 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
M2 5.1.18	Miriam Boutwell	Zoning	correctly zoned; a site plan to check setbacks, etc.; and a record of the Planning Commission recommending approval of the project.
M. 4/30/	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.
4/30/ Initials & Dale	B Chad Christian	Engineering	Determination of potential need for input from the City engineers.
LG 5/1/18 Initials & Date	Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
Initials & Date	_ Gary Schrader		Determination of IT needs with Gary such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
	_ John Graham	Horticulture	Determination of any changes to landscaping needs.
Initials & Date		(3)	Project Management review. Determination of insurance cost to include in budget.
Initials & Date	_Miranda Bell	Finance	Budget review and account number assignment.
Initials & Date	=-		DK.

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Project Manageme	ent - Pre-project checklis	t Project Nam	ne: Juniper Street Extension Phase I (Woorner Access Points)
Submitted by:	CHAD CHRISTIAN	Project Own	er: CHAD CHRISTIAN
Expected Project S Expected Project C		5/28/20 8/28/20	
	l on the capital project p		Yes - Juniper Street Extension
What is the amount	t listed on the capital pro d?	ject plan?	\$1,500,000 FY 2018-19
			The state of the s
	from Mike Thompson to fike initial and date)	proceed with planning th	e project.
\$ 50,000 Society Society	Sergalini pre-ductificación de construir (Sergalinicatión)	·	
Brief Project Descri Construct access poin	iption nts per agreement authoriz	zed by RES 13-0227	
		-	
Location (Description East side of SR59 acr	on and tax parcel Identifi ross from CR208		
			The second secon
Project type (select o			
	Building construction or Property improvement (ls, playgrounds, ball fields, streetscape, signage, etc.)
X	_Infrastructure repair or in	mprovėments (example: roa	ds, drainage, right of ways, etc.)
	Otlier, Please explain		
Will this project incl		NO .	3.
If yes, please list Gran	tor:		<u>.</u>
	e a third party manager?		
If yes, please list third	party manager	Doug Balley (HMR)	
3494	Individual	g individuals. You must he Department	ave initials and date for each section below. Documentation Required:
MK 3118	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
MQ. 5.1.18 Initials & Date	Miriam Boutwell	. Zoning	the Planning Commission recommending approval of the project.
minus & Date			Review of the desired location and desired use to ensure all
CAL 4/2011	Chuck Lay	Building, Flood & Historical	requirements are met including but not limited to building codes, architect requirements, etc.
Initials & Date	Ondok Day		
			Determination of potential needs related to active/passive fire protection, fire department access roads, egress, and all other
Initials & Date	Nelson Bauer		requirements as determined by the International Codes,
Maril 1			
/	Chad Christian	Engineering	Determination of potential need for input from the City engineers.
V			
Initials & Date	Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
			Determination of IT needs with Gary such as internet access, networking, phones, security cameras/door access control systems;
	Gary Schrader		computers, copiers, etc.
İnitialş & Date	ohn Graham	Horticulture 1	Determination of any changes to landscaping needs.
Initials & Date		22	Project Management review. Determination of insurance cost to
	oe Bouzan		nolude in bridget.
Islitials & Date	diranda Bell	Finance E	Budget review and account number assignment,
Inițials & Date			500 00 00 0000000000000000000000000000
ffeotive Date 5/21/15, last	edited 4/21/2017.		C:\Users\cchristian\Documents\2018\Pre-Project Check list_ivoerner

Project Management - Pre-project budget worksheet

Estimated capital project cost		
Land Acquisition (cost and location)	\$	e1 000 000 57
Hard Cost (building structure, sitework-including utilities, paving, grading, etc., landscaping, furnishings., Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	ф —	\$1,098,928.56
Insurance Cost	ф—	18,100.00
Bid Cost	ф ——	1,500.00
Other cost to construct and make operational (please list below:)	φ	1,500.00
Construction Engineering / Inspection and Materials Testing	\$	34,250.00
	\$	
	\$	
Capital Project Subtotal	\$	1,152,778.56
10% Contingency	\$	115,277.86
Total capital project cost	\$	1,268,056.42
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	<u>\$</u>	1,268,056.42
Items below are for informational purposes:	=	1,200,000112
Estimated Future Operating Cost		
Utilities Utilities	\$	
Head count	\$	
Future Insurance	\$	
Additional future equipment (i.e. mowers, tractors, vehicles, etc.)	\$	
Additional cost to operate	\$	***************************************
9 .	\$	
	\$	
	\$	
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
Phase I	\$	1,268,056.42
Phase II	\$	231,943.58
	\$	
Total cost of all phases	\$	1,500,000.00
Is this against next of a good set with against south (i.e. a large Company)		
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:		Cont
Phase	\$	Cost
	\$	
	\$ 	32,
Total cost of all previous phases	\$ \$	
Total cost of all previous phases	Ψ	