

Project Management - Pre-project checklist

Project Name: FOLEY BEACH EXPRESS GUARDRAIL SAFETY PROJECTSubmitted by: CHAD CHRISTIANProject Owner: CHAD CHRISTIANExpected Project Start Date 7/10/2017Expected Project Completion Date 7/14/2017Is this project listed on the capital project planning document? NOWhat is the amount listed on the capital project plan? N/AWhat year is it listed? N/A

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

Mike (Must have Mike initial and date) _____

Brief Project Description

RELOCATE THE EXISTING GUARDRAIL THAT IS LOCATED APPROXIMATELY 2,000 FEET NORTH OF COUNTY ROAD 12 ON THE BEACH EXPRESS FROM THE CURRENT LOCATION NEAR THE EDGE OF PAVEMENT MORE TOWARDS THE TOE OF THE DITCH SLOPE.

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

APPROXIMATELY 2,000 FEET NORTH OF COUNTY ROAD 12 ALONG THE FOLEY BEACH EXPRESS, LOCATED IN THE MEDIAN.

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: _____

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:
_____ 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.
_____ 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.
_____ Initials & Date	Chad Christian	Engineering	Determination of potential need for input from the City engineers.
_____ Initials & Date	Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
_____ Initials & Date	Gary Schrader	IT / GIS	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 / Risk Management	Project Management review. Determination of insurance cost to include in budget.
_____ Initials & Date	Miranda Bell	Finance	Budget review and account number assignment.



Taylor Davis <tdavis@cityoffoley.org>

Foley Beach Express Guardrail Relocation Safety Project

Chuck Lay <clay@cityoffoley.org>
To: Taylor Davis <tdavis@cityoffoley.org>

Tue, Jun 6, 2017 at 9:27 AM

I'm good with it

From: Taylor Davis [mailto:tdavis@cityoffoley.org]
Sent: Tuesday, June 06, 2017 8:58 AM
To: Miriam Boutwell; Chuck Lay; Nelson Bauer; Chad Christian; Leslie Gahagan; Gary Schrader; John Graham
Subject: Foley Beach Express Guardrail Relocation Safety Project

All,

Attached is the pre-project checklist for the Foley Beach Express Guardrail Relocation Safety Project for your review and signature. The location for this project is along the Foley Beach Express median, approximately 2,000 feet north of County Road 12. This project will include removing the existing guardrail that is located near the edge of pavement and reinstalling guardrail closer towards the toe of the ditch slope in the median. The purpose of this project is to reduce the number of guardrail impacts by motorists who are striking the guardrail that is too close to the existing edge of pavement by allowing more recovery area for errant vehicles. Please let me know if you have any questions. Thank you for your time.

| Thank you,

Taylor L. Davis, PE

Assistant City Engineer

City of Foley Engineering Dept.

P.O. Box 1750 \ 200 N. Alston St.

Foley, AL 36535

P: 251-970-1104

F: 251-970-2398

[Redacted Signature]

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<u>LG. 6/6/17</u> Initials & Date	Leslie Gahagan Environmental	Determination of IT needs with Gary such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
_____ Initials & Date	Gary Schrader IT / GIS	Determination of any changes to landscaping needs.
_____ Initials & Date	John Graham Horticulture	Project Management review. Determination of insurance cost to include in budget.
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