

Project Management - Pre-project checklist

Submitted by:

J. Darby

Project Name:

Traffic Signal Preemption System

Project Owner:

Chief Joey Darby

Expected Project Start Date

8-15-2018

Expected Project Completion Date

10-31-2018

Is this project listed on the capital project planning document?

Yes

What is the amount listed on the capital project plan?

\$50,000

What year is it listed?

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

Mike (Must have Mike initial and date)

Brief Project Description

This project includes the purchase and installation of a Glance Traffic Signal Preemption system for 5 intersections and 5 fire vehicles

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

Intersections include: Hwy 59/Hwy 98; Hwy 59/Azalea; Hwy 59/Michigan Hwy 59/CR 20; FBE/CR 20

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 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	Brad Hall 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.