

Project Management - Pre-project checklist

12-665-7385

Project Name: Foley Beach Express / US 98 Turn Lanes
 Submitted by: Chad Christian
 Projected Requested by (Mayor, Councilmember, Citizens, etc): _____
 Project Owner After Completion: Public Works
 Expected Project Start Date : 1/15/2018
 Expected Project Completion Date: 1/30/2018

Is this project listed on the capital project planning document? Yes
 What is the amount listed on the capital project plan? \$102,156
 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

Construct Right Turn Lanes along the Foley Beach Express to allow motorists to turn west and east onto US98.

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

Intersection of Foley Beach Express @ US 98

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 in detail in a meeting with Joe Bonzan & Miranda Bell FIRST.

After meeting and discussion, this form will be sent to each person listed below for signature.

Individual	Department	Documentation Required:
<u>JB</u> Initials & Date Joe Bouzan	Risk / Project Management	Project management review. Determination of insurance cost to include in budget.
<u>MB 10/18/17</u> Initials & Date Miranda Bell	Finance	Budget review and account number assignment.
<u>MB 10/18/17</u> 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.
<u>MB 10/18/17</u> Initials & Date Miriam Boutwell	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>CL 10/19/17</u> Initials & Date Chuck Lay	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>CB 10/19/17</u> Initials & Date Nelson Bauer	Fire	Determination of potential need for input from the City engineers.
<u>CC 10/19/17</u> Initials & Date Chad Christian	Engineering	Determination of potential environmental issues or permits.
<u>LG 10/19/17</u> Initials & Date Leslie Gahagan	Environmental	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
<u>GS 10/19/17</u> Initials & Date Gary Schrader	IT / GIS	Owner of Project when complete
____ Initials & Date	Owner of Project when complete	The person who will own the project when its complete needs to be involved with the project from the beginning.

Project Management - Pre-project budget worksheet

Estimated capital project cost

Land Acquisition (cost and location)	\$ 86,000.00
Hard Cost (building structure, sitework-including utilities, paving, grading, etc., landscaping, furnishings.,	\$
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$ 5,500.00
Insurance Cost	\$
Bid Cost	\$ 850.00
Other cost to construct and make operational (please list below:)	\$
	\$
	\$
	\$
Capital Project Subtotal	\$ 92,350.00
10% Contingency	\$ 9,235.00
Total capital project cost	\$ 101,585.00

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 \$ 101,585.00

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	\$ -