12-1665-7386 R33 PROF / CONST

Project Management - Pre-project checklist

Project Name:	**9th Avenue Extension from Cedar St. to Hickory St.**
Submitted by:	Chad Christian
Projected Requested by(Mayor, Councilmember, Citizens, etc):	Council
Project Owner After Completion:	Public Works
Expected Project Start Date :	3/1/2018
Expected Project Completion Date:	8/1/2018

Is this project listed on the capital project planning document?	Yes
What is the amount listed on the capital project plan?	$812,500
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 extension of 9th Avenue from Cedar Street to Hickory Street

Location (Description and tax parcel Identification number(s))
9th Avenue and Cedar Street

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? Yes
If yes, please list third party manager HMR

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

Individual	Department	Documentation Required:
11/14/17 Initials & Date — Joe Bouzan	Risk / Project Management	Project management review. Determination of insurance cost to include in budget.
11/14/17 Initials & Date — Miranda Bell	Finance	Budget review and account number assignment.
11/14/17 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.
11/14/17 Initials & Date — Miriam Boutwell	Zoning	
11/14/17 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.
11/14/17 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.
11/14/17 Initials & Date — Chad Christian	Engineering	Determination of potential need for input from the City engineers.
11/14/17 Initials & Date — Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
11/14/17 Initials & Date — Gary Schrader	IT / GIS	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
11/14/17 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)	$	
Hard Cost (building structure, sitework-including utilities, paving, grading, etc., landscaping, furnishings.,	$	665,560.00
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	$	72,000.00
Insurance Cost	$	
Bid Cost	$	1,000.00
	$	
	$	
	$	
Capital Project Subtotal	$	738,560.00
10% Contingency	$	73,856.00
Total capital project cost	$	812,416.00

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	$	812,416.00

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	$	-