

SEE RES 17-1330-RES
17-20-17

Project Management - Pre-project checklist

12-665-7388 R35 PH1

Project Name: Hamburg Building Preservation Ph I
Submitted by: Randy Kurtts
Projected Requested by (Mayor, Councilmember, Citizens, etc): City Admin.
Project Owner After Completion: City Admin.
Expected Project Start Date : 12-Feb-18
Expected Project Completion Date: Sep-18

Is this project listed on the capital project planning document? No
What is the amount listed on the capital project plan? _____
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

Removal of Hazardous and non hazadasrous waste, Secure building, Repair roof leaks, Inventory contents of value, Install permiter termite bait stations
Organize and stacking of valued material, Removal of non valuable contents/materials, grass seed disturbed areas

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

Hamburg Building PIN 77210

Project type (select one)

x 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? Not determined
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 Bouzan & Miranda Bell FIRST.

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

Individual	Department	Documentation Required:
<u>Joe Bouzan</u> Initials & Date <u>MB - 1/26/18</u>	Risk / Project Management	Project management review, Determination of insurance cost to include in budget.
<u>Miranda Bell</u> Initials & Date	Finance	Budget review and account number assignment.
<u>Miriam Boutwell</u> Initials & Date	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>Miriam Boutwell</u> Initials & Date	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>Chuck Lay</u> Initials & Date	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>Nelson Bauer</u> Initials & Date	Fire	Determination of potential need for input from the City engineers.
<u>Chad Christian</u> Initials & Date	Engineering	Determination of potential environmental issues or permits.
<u>Leslie Gahagan</u> Initials & Date	Environmental	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
<u>G.S. 01/26/18</u> <u>Gary Schrader</u> Initials & Date	IT / GIS	The person who will own the project when its complete needs to be involved with the project from the beginning.
<u>Owner of Project when complete</u> Initials & Date		

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.,	\$	15,000.00
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	-
Insurance Cost	\$	
Bid Cost	\$	
Other cost to construct and make operational (please list below:)	\$	
	\$	
	\$	
	\$	
Capital Project Subtotal	\$	15,000.00
10% Contingency	\$	1,500.00
Total capital project cost	\$	16,500.00

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 \$ **16,500.00**

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? **THERE WILL BE PHASES**

Please list all phases below with cost of each phase:

Phase	Cost
PHASE II PRESERVATION - ROOF, SIGN, FENCE	\$ 50,000
PHASE III - PURPOSE BUILD OUT	NOT YET DETERMINED
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:

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	\$
	\$
	\$
Total cost of all previous phases	\$ -

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Hamburg Building PIN 77210

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☐ Property improvement (examples: parking lots, pools, playgrounds, ball fields, streetscape, signage, etc.)
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<u>MB 1-26-18</u> Initials & Date	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>AL 1-29-18</u> Initials & Date	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>BRAD HALL</u> Initials & Date	Fire	Determination of potential need for input from the City engineers.
<u>Chad Christian</u> Initials & Date	Engineering	Determination of potential environmental issues or permits.
<u>Leslie Gahagan</u> Initials & Date	Environmental	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
<u>Gary Schrader</u> Initials & Date	IT / GIS	The person who will own the project when its complete needs to be involved with the project from the beginning.
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Project Management - Pre-project budget worksheet

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Insurance Cost	\$	
Bid Cost	\$	
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	\$	
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	\$	
	\$	
	\$	
Total cost departmental capital purchases	\$	-

Estimated Cost - Departmental Small Tools Purchases to make project operational

	\$	
	\$	
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Total cost departmental small tools purchases	\$	-

Total Cost to complete project and make fully operational \$ 16,500.00

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

Hamburg Building PIN 77210

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_____ Initials & Date _____ Chad Christian	Engineering	Determination of potential environmental issues or permits.
_____ Initials & Date <u>LG 1/27/18</u> Leslie Gahagan	Environmental	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
_____ Initials & Date _____ Gary Schrader	IT / GIS	The person who will own the project when its complete needs to be involved with the project from the beginning.
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Project Management - Pre-project budget worksheet

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	\$	
	\$	
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	\$	
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_____ Initials & Date <u>GS</u> 01/26/18 _____ Initials & Date Gary Schrader	IT / GIS	The person who will own the project when its complete needs to be involved with the project from the beginning.
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Project Management - Pre-project budget worksheet

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	\$	
	\$	
	\$	
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	\$	
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Phase	Cost
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Katy Taylor <ktaylor@cityoffoley.org>

Hamburg Building Phase I-Pre project Checklist

Bradley Hall <bhall@cityoffoley.org>

Fri, Jan 26, 2018 at 4:39 PM

To: Randy Kurtts <rkurtts@cityoffoley.org>

Cc: Michael Thompson <mthompson@cityoffoley.org>, Joe Bouzan <jbouzan@cityoffoley.org>, Miranda Bell <mbell@cityoffoley.org>, Miriam Boutwell <mboutwell@cityoffoley.org>, Chuck Lay <clay@cityoffoley.org>, Chad Christian <cchristian@cityoffoley.org>, Leslie Gahagan <lgahagan@cityoffoley.org>, Gary Schrader <gschrader@cityoffoley.org>, Katy Taylor <ktaylor@cityoffoley.org>, Donna Poole <dpoole@cityoffoley.org>, Chad Brewer <cbrewer@cityoffoley.org>, Joey Darby <jdarby@cityoffoley.org>

Randy,

Fire has no issues with preservation of the building as stated in Phase I.

It appears that its purpose is to only preserve the building in its current state with some improvements to deter further deterioration.

In Phase III, life safety improvements must be made to prepare this structure to be available to the public as a possible assembly or museum, etc.

Thanks.

Brad

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On Fri, Jan 26, 2018 at 10:31 AM, Randy Kurtts <rkurtts@cityoffoley.org> wrote:

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