SOE RES 17-1339-RES

Project Management - Pre-project checklist

12-665-7388 R35 PH1

Project Name: Submitted by:	Hamburg Building Pre Randy Kurtts	servation Ph I	12-005-7568 N35 FFI1
	sted by(Mayor, Councilment	ther Citizane ataly	City Admin.
Project Owner A		, Citizonis, cicy.	City Admin.
Expected Project			12-Feb-18
Expected Project	Completion Date:		Sep-18
What is the amou	ed on the capital project pla not listed on the capital proj		No
	al from Mike Thompson to Mike initial and date)	proceed with planning	the project.
Brief Project Des Removal of Hazard	cription lous and non hazadasrous was	ste, Secure building, Rep	pair roof leaks, Inventory contents of value, Install permiter termite bait stations
			ents/materials, grass seed disturbed areas
Location (Descrip Hamburg Building	otion and tax parcel Identific PIN 77210	cation number(s))	
Project type (selec	Building construction or i Property improvement (ex	amples: parking lots, po	ols, playgrounds, ball fields, streetscape, signage, etc.) pads, drainage, right of ways, etc.)
Will this project in If yes, please list G	nclude grant funds? rantor:	Not determined	- -
Will this project h If yes, please list th	ave a third party manager? ird party manager	No	
Discuss your proje After meeting and	ect in detail in a meeting wit discussion, this form will be Individual	h Joc Bouzan & Miran c sent to each person li Department	nda Bell FIRST. sted below for signature. Documentation Required:
	Joe Bouzan	Risk / Project Management	Project management review. Determination of insurance cost to include in budget.
MB - 1/26/	18 Miranda Bell	Finance	Budget review and account number assignment.
Initials & Date	Miriam Boutwell	Planning	Review of the desired location & use to determine if the property is
Initials & Date	Miriam Boutwell	Zoning	correctly zoned; a site plan to check setbacks, etc.; and a record of the Planning Commission recommending approval of the project.
Initials & Date		Zonnig	· · ·
	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			Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other
Initials & Date	Nelson Bauer	Fire	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.
<i>65,</i> 01/26.		IT/GIS	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
Initials & Date 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.

Estimated capital project cost Land Acquisition (cost and location)	¢
Hard Cost (building structure, sitework-including utilities, paving, grading, etc., landscaping, furnishing	s., · \$
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$ -
Insurance Cost	\$
Bid Cost	\$
Other cost to construct and make operational (please list below:)	•
	\$
	\$
Capital Project Subto	tal \$ 15,000.00
10% Contingen	
Total capital project co	st \$ 16,500.00
Estimated Cost - Departmental Capital Purchases to make project operational	-
	\$
	\$
	_ \$
Total cost departmental capital purchas	es \$
Estimated Cost - Departmental Small Tools Purchases to make project operational	
	\$
	\$
	\$
Total cost departmental small tools purchase	es \$
Total Cost to complete project and make fully operation	al \$ 16,500.00
Items below are for informational purposes:	Ψ
Estimated Future Operating Cost	
Utilities	\$
Head count	\$
Future Insurance	\$
Additional future equipment (i.e. mowers, tractors, vehicles, etc.) Additional cost to operate	\$
Additional cost to operate	\$
	\$
	\$
Total estimated future cost to operate	e \$
Will the project be completed as one project or will there be phases? アルビルモ いくしょ BEPHA	Ses
Please list all phases below with cost of each phase:	en men kennekeringa men en beneralang
PHASE IT PRESERVATION - ROOF, SIGN, FONCE	Cost 50,000
PHASE II - PURPOSE BUILD OUT	\$ 50,000 \$NOT YET DETERMINED
, , , , , , , , , , , , , , , , , , ,	\$
Total cost of all phase	es \$
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 phase	s \$

Project Managemer	nt – Pre-project checklist		
Project Name:	Hamburg Building Pres	ervation Ph I	
Submitted by:	Randy Kurtts	L O'll	Ou . 1 1 . 5
Project Owner Afte	d by (Mayor, Councilmem	ber, Citizens, etc):	City Admin. City Admin.
Expected Project S	fart Date :		12-Feb-18
Expected Project C			Sep-18
Is this project listed	on the capital project pla listed on the capital proje	nning document? ct plan?	No
If not, get approval	a. from Mike Thompson to p like initial and date)	proceed with planning	the project,
Brief Project Descri Removal of Hazardo		te, Secure building, Rep	air roof leaks, Inventory contents of value, Install permiter termite bait stations
Organize and stackin	g of valued material, Remov	al of non valuable conte	ents/materials, grass seed disturbed areas
Location (Description Hamburg Building	on and tax parcel Identific PIN 77210	ation number(s))	
Project type (select	•		
X	Building construction or in	nprovement omplee: parking lote, po	ols, playgrounds, ball fields, streetscape, signage, etc.)
	I roperty improvement (ex- Infrastructure renair or im	ampies, parking iots, por provements (example: re	ors, praygrounds, but ricids, streetscape, signage, etc.) pads, drainage, right of ways, etc.)
	Other, Please explain	, , , , , , , , , , , , , , , , , , ,	which was a super or half of close
Will this project inc If yes, please list Gra		Not determined	
Will this project hav	ve a third party manager? I party manager	No	_
Discuss your project	t in detail in a meeting with	h Joe Bouzan & Miran	da Bell FIRST.
	iscussion, this form will be Individual		
	,,,,,,,,,	Risk / Project	Project management review, Determination of insurance cost to
	Joe Bouzan	Management	include in budget.
Initials & Date		_	
T 12 C B TS 4	_Miranda Bell	Finance	Budget review and account number assignment.
Initials & Date Color Col	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
MV2 1.36.18 Initials & Date	Miriam Boutwell	Zoning	the Planning Commission recommending approval of the project.
JL 1-29-18	_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			Determination of actualist people veleted to actually actual of
	BRADHALL		Determination of potential needs related to active/ passive fire
		Fire	protection, fire department access roads, egress, and all other requirements as determined by the International Codes.
Initials & Date			and in an analysis of the Health and Codes,
	or to tal	m ! !	
initials & Date	_Chad Christian	Engineering	Determination of potential need for input from the City engineers.
Hannia or Parc			•
	Leslie Gahagan	Environmental	Determination of potential environmental issues or permits,
Initials & Date			Determination of IT needs with Jessica such as internet access,
			networking, phones, security cameras/door access control systems,
	Gary Schrader	IT / GIS	computers, copiers, etc.
Initials & Date		Owner of Project when	The person who will own the project when its complete words to be
Initials & Date		complete	The person who will own the project when its complete needs to be involved with the project from the beginning.

Estimated capital project cost Land Acquisition (cost and location)	ę
Hard Cost (building structure, sitework-including utilities, paving, grading, etc., landscaping, furnishing	ngs., · \$ 15,000.00
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$ -
Insurance Cost	\$
Bid Cost	\$
Other cost to construct and make operational (please list below:)	Φ.
	\$ <u></u>
	ф \$
Capital Project Sub	total \$ 15,000.00
10% Contings	
Total capital project of	cost \$ 16,500.00
Estimated Cost - Departmental Capital Purchases to make project operational	
	\$
	\$
	\$
Total cost departmental capital purch	ases \$
Estimated Cost - Departmental Small Tools Purchases to make project operational	
	\$
	\$
Total cost departmental small tools purch	\$
Total cost departmental small tools purcha	ases \$
Total Cost to complete project and make fully operation	onal \$ 16,500.00
Items below are for informational purposes:	103500,00
Estimated Future Operating Cost	
Utilities	\$
Head count	\$
Future Insurance	\$
Additional future equipment (i.e. mowers, tractors, vehicles, etc.)	\$
Additional cost to operate	\$
	Φ
	\$
Total estimated future cost to ope	rate \$ -
- man de la companya	A.C.a.e
Will the project be completed as one project or will there be phases? THERE WILL BE PH. Please list all phases below with cost of each phase:	
Phase	Cost
PHASE IT PRESERVATION - ROOF, SIGN, FONCE	\$ 50,000
PHASE DI - PURPOSE BUILD OUT	\$ NOT YET DETERMINED
Total cost of all pha	ases \$ -
Town vote of an pine	<u> </u>
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
	\$
	\$
	4
Total cost of all previous pha	ises \$

P	'nα	feet	Mana	gement.	- Pre-	proiec	t che	eklist

12-665-7388 R35 PH1

Project Name:	Hamburg Building Pres	ervation Ph I	
Submitted by: Projected Regnest	Randy Kurtts ed by(Mayor, Councilmem	her Citizens otel	City Admin.
Project Owner Af		avij Citizonoj eteji	City Admin.
Expected Project S			12-Feb-18
Expected Project 9	Completion Date:		Sep-18
Is this project listed on the capital project planning document?			No
What is the amoun	at listed on the capital proje		
What year is it list	ed?		
	ll from Mike Thompson to j Vike initial and date)	proceed with planning	the project.
Brief Project Desc	ription		
			air roof leaks, Inventory contents of value, Install permiter termite bait sta
Organize and stacki	ng of valued material, Remov	val of non valuable conte	ents/materials, grass seed disturbed areas
, -	ion and tax parcel Identific	ation number(s))	
Hamburg Building	PIN 77210		
Project type (select			
X	Building construction or in		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
			ols, playgrounds, ball fields, streetscape, signage, etc.)
	Other, Please explain	ыоленения (ехяниріе: ro	eads, drainage, right of ways, etc.)
Will this project in If yes, please list Gr	.clude grant funds? antor:	Not determined	-
Will this project ha	eve a third party manager?	No	
If yes, please list thi	rd party manager		
Digenss vour proje	ct in detail in a meeting wit	h Joe Rouzan & Miran	da Rell FIRST
	discussion, this form will be		
	Individual	Department	Documentation Required:
		Risk / Project	Project management review, Determination of insurance cost to
	Joe Bouzan	Management	include in budget.
Initials & Date MB - 1/26/1	 1.8		
	⁴⁸ Miranda Bell	Finance	Budget review and account number assignment.
Initials & Date	Miriam Boutwell	Diannina	
Initials & Date	WHITEH BOULWEIL	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
	Miriam Boutwell	Zoning	the Planning Commission recommending approval of the project.
Initials & Date			Review of the desired location and desired use to ensure all
		Building, Flood &	requirements are met including but not limited to building codes,
	Chuck Lay	Historical	architect requirements, etc.
Initials & Date			
			Determination of potential needs related to active/ passive fire
	Nelson Bauer	Fire	protection, fire department access roads, egress, and all other
Initials & Date	Meison Panel.	гис	requirements as determined by the International Codes.
- 1.1 4	Chad Christian	Engineering	Determination of potential need for input from the City engineers.
Initials & Date			•
_G 1/27/18	Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
Initials & Date	_ 0	•	·
			Determination of IT needs with Jessica such as internet access,
	Gary Schrader	IT/GIS	networking, phones, security cameras/door access control systems, computers, copiers, etc.
Initials & Date	Oat's contader.	11 / 010	computers, copicis, etc.
Annua to Franc		Owner of Project when	The person who will own the project when its complete needs to be
Initials & Date		complete	involved with the project from the beginning.

Estimated capital project cost Land Acquisition (cost and location)	¢
Hard Cost (building structure, sitework-including utilities, paying, 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:)	
1 4	\$
	\$
	\$
Capital Project Subtotal	\$ 15,000.00
10% Contingency	
Total capital project cost	\$ 16,500.00
Estimated Cost - Departmental Capital Purchases to make project operational	
	\$
	Φ
Total cost departmental capital purchases	\$
Estimated Cost - Departmental Small Tools Purchases to make project operational	
The state of the s	6
	\$
	\$
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 PHASE PHASE PHASE.	- 5
Phase	Cost
PHASE IT PRESERVATION - ROOF, SIGN, FENCE	\$ 50,000
PHASE DI - PURPOSE BUILD OUT	SNOT YET DETERMINET
	\$
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:	
Please list all previous phases below with final cost of each phase: Phase	Cost
The second street for the second seco	\$
	\$
	\$
Total cost of all previous phases	*

Project Management - Pre-projec	t c	checklis	t
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12-665-7388 R35 PH1

Project Name:	Hamburg Building Pres	ervation Ph I	
Submitted by:	Randy Kurtts	T (211)	O: 11 2
	ted by(Mayor, Councilmem	ber, Cifizens, etc):	City Admin.
roject Owner Af Expected Project			City Admin. 12-Feb-18
	Completion Date:		Sep-18
	***************************************		Suprie
	ed on the capital project pla nt listed on the capital proje ted?		No
	al from Mike Thompson to p Mike initial and date)	proceed with planning	the project.
rief Project Desc emoval of Hazard Irganize and stack	lous and non hazadasrous was	ste, Secure building, Rep val of non valuable conte	air roof leaks, Inventory contents of value, Install permiter termite bait sta ents/materials, grass seed disturbed areas
	tion and tax parcel Identific		
roject type (selec	Building construction or in Property improvement (ex	amples: parking lots, po-	ols, playgrounds, ball fields, streetscape, signage, etc.) oads, drainage, right of ways, etc.)
/ill this project in yes, please list Gr	nclude grant funds? cantor:	Not determined	
Vill this project has yes, please list thi	ave a third party manager? ird party manager	No	
iscuss your proje fter meeting and	ect in detail in a meeting wit discussion, this form will be	e sent to each person lis	sted below for signature.
	Individual	Department	Documentation Required:
Tultiple Re Date	Joe Bouzan	Risk / Project Management	Project management review, Determination of insurance cost to include in budget.
Initials & Date 1B - 1/26/2 Initials & Date	¹⁸ Miranda Bell	Finance	Budget review and account number assignment.
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
Initials & Date	Miriam Boutwell	Zoning	the Planning Commission recommending approval of the project.
	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	X TO ID ON A XHINA	- 10	and a statement of the mornational 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.
/ ₅ 5 01/26/	/18 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.
Initials & Date 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.

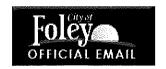
Estimated capital project cost Land Acquisition (cost and location)	đ·
Hard Cost (building structure, sitework-including utilities, paying, grading, etc., landscaping, furnishings.	, · \$ 15,000.00
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	, · \$
Insurance Cost	\$
Bid Cost	\$
Other cost to construct and make operational (please list below;)	-
	_ \$
	<u> </u>
0.310.301.13	\$
Capital Project Subtota 10% Contingency	
Total capital project cost	
	Ψ 10,300.00
Estimated Cost - Departmental Capital Purchases to make project operational	41
	<u> </u>
	- \$
Total cost departmental capital purchases	\$ *
Estimated Cost - Departmental Small Tools Purchases to make project operational	
	_ \$
	\$
Total cost departmental small tools purchases	- 0
Total vost apparational small tools puroligion	*
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	\$
	. φ
	\$
Total estimated future cost to operate	\$ -
restrict to the second of the	
Will the project be completed as one project or will there be phases? 『ればにと w、こし BEPHAS。 Please list all phases below with cost of each phase:	æ2
Please list an phases delow with cost of each phase: Phase	Cost
PHASE IT PRESERVATION - ROOF, SIGN, FONCE	\$ 50,000
PHASE III - PURPOSE BUILD OUT	SHOT 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: Phase	BEAMANIES CENTRALES ESTA
The second of the second secon	Cost \$
	φ \$
	\$
Total cost of all previous phases	\$

Project Manageme	nt - Pre-project checklist		
Project Name:	Hamburg Building Pro	eservation Ph I	
Submitted by:	Randy Kurtis ed by (Mayor, Councilmer	when Citheren stale	Oth. Admin
Project Owner Aft		nder, Chizens, etc):	City Admin. City Admin.
Expected Project S	Start Date :		12-Feb-18
Expected Project (Completion Date:		Sep-18
	d on the capital project pl it listed on the capital proj ed?		No
If not, get approval Mike (Must have M	l from Mike Thompson to like initial and date)	proceed with planning	
Brief Project Descr Removal of Hazardo	us and non hazadasrous wa	ste, Secure building, Re	pair roof leaks, Inventory contents of value, Install permiter termite bait stations
			en[s/materials, grass seed disturbed areas
Location (Descripti Hamburg Building	on and tax parcel Identifi PIN 77210	cation number(s))	
Project typo (select x	Building construction or Property improvement (ex	kamples: parking lots, po	ools, playgrounds, bail fields, streetscape, signage, otc.) oads, drainage, right of ways, etc.)
Will this project inc If yes, please list Gra		Not determined	
Will this project has If yes, please list third	ve a third party managor? I party managor	No	
Discuss your project After meeting and d	in detail in a meeting wit iscussion, this form will b Individual	in Joe Bouzan & Mirar e sent to each person li Department	nda Bell FIRST. sted below for signature. Documentation Required:
Thillals & Date	Joe Bouzan	Risk / Project Management	Project management review. Determination of insurance cost to include in budget.
Initials & Date	Miranda Bell	Finnec	Budget review and account number assignment,
Tuitials & 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
	Miriam Boutwell	Zoning	the Planning Commission recommending approval of the project.
Initials & Date	=	=	Designate of the designation and the test of the second se
	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 & Dute			Determination of potential needs related to active/ passive fire
			protection, fire department access roads, ogress, and all other
	Nelson Bauer	Fire	requirements as determined by the International Codes.
Initials & Data			
Initials & Date	Chad Christian	Engineering	Determination of potential need for input from the City ongineers,
Inilials & Date	Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
	Gary Schrader	IT/GIS	Determination of IT needs with Jossica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
Initials & Date		Owner of Project when	The person who will own the project when its complete needs to be
Initials & Dato		complete	involved with the project from the beginning.

Land Acquisition (cost and location)	ήτ
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:)	d)
	δ •
	\$
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	
	4 3
	\$
	\$
Total cost departmental capital purchases	\$
Estimated Cost - Departmental Small Tools Purchases to make project operational	
Editation Cost Departmental Danja 1000 f at canous to intake project operational	\$
	di di
	\$
Total cost departmental small tools purchases	\$
Total Cost to complete project and make fully operational	\$ 16500.00
Items below are for informational purposes:	Ψ 103,700,00
Bstimated Future Operating Cost	
Utilities	\$
Head count	\$
Future Insurance	\$
Additional future equipment (i.e. mowers, tractors, vehicles, etc.)	9
Additional cost to operate	8
	P
	&
Total estimated future cost to operate	gi
Will the project be completed as one project or will there be phases? THERE WILL BE PHASE	·>
Please list all phases below with cost of each phase:	Service Cost Leaves
	\$ 50,000
	SNOT YET DETERMINES
	\$
Total cost of all phases	\$
For this president want of a president with providing posts (to a set to see the second of the secon	
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:	
Please his an previous phases below with thiar cost of each phase. Phase	STOCOST VINE STO
Company of the state of the sta	#
	\$
	P
Total cost of all previous phases	h

Project Manageme	nt - Pre-project checklist		
Project Name:	Hamburg Building Pres	ervation Ph I	
Submitted by:	Randy Kurtts		
	ed by(Mayor, Councilmem)	ber, Citizens, etc):	City Admin.
Project Owner Aft Expected Project S			City Admin, 12-Feb-18
Expected Project C			Sep-18
	d on the capital project pla it listed on the capital proje		No
What year is it list		ct htaut	
·			
	l from Mike Thompson to p Like initial and date)	proceed with planning	fhe project.
Brief Project Desci			
Removal of Hazardo	ous and non hazadasrous was	te, Secure building, Rep	air roof leaks, Inventory contents of value, Install permiter termite bait stations
Organize and stacking	ng of valued material, Remov	al of non valuable conte	nts/materials, grass seed disturbed areas
Location (Descripti	ion and tax parcel Identific	ation number(s))	
Hamburg Building	PIN 77210		
			The state of the s
Project type (select	one)		
X	Building construction or in	nprovement	
77	Property improvement (exa	amples: parking lots, por	ols, playgrounds, ball fields, streetscape, signage, etc.)
		provements (example: re	ads, drainage, right of ways, etc.)
	_ Other, Please explain		
Will this project inc	clude grant funds?	Not determined	
f yes, please list Gra			-
Will this project ha	ve a third party manager?	No	•
If yes, please list thir		TO	-
After meeting and d	liscussion, this form will be Individual	sent to each person lis Department Risk / Project	ted below for signature. Documentation Required: Project management review, Determination of insurance cost to
		Management	include in budget,
Initials & Date		THE	morado in daugos.
	Miranda Bell	Finance	Budget review and account number assignment.
înitials & Date		•	-
	Miriam Boutwell	Planning	Review of the desired location & use to determine if the property is
Initials & Date			correctly zoned; a site plan to check setbacks, etc.; and a record of
	Miriam Boutwell	Zoning	the Planning Commission recommending approval of the project.
Initials & Date			
			Review of the desired location and desired use to ensure all
		Building, Flood &	requirements are met including but not limited to building codes,
1221.657	_Chuck Lay	Historical	architect requirements, etc.
Initials & Date			Determination of potential needs related to active/ passive fire
			protection, fire department access roads, egress, and all other
	Nelson Bauer	Fire	requirements as determined by the International Codes,
Initials & Date	→		•
Satur	Chad Christian	Baringarias	Determination of notantial need for insulface at City
Initials & Date	_ Chad Caristian	Engineering	Determination of potential need for input from the City engineers,
Manus to Date			•
	_Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
înitials & Date			Determination of IT needs with Jessica such as internet access,
			networking, phones, security cameras/door access control systems,
	Gary Schrader	IT/GIS	computers, copiers, etc.
Initials & Date			
		Owner of Project when	The person who will own the project when its complete needs to be
Initials & Date		complete	involved with the project from the beginning.

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	δ
Bid Cost	Φ
Other cost to construct and make operational (please list below:)	Φ
Other cost to construct and make operational (piease list below.)	¢
	, Ψ <u></u>
	. Ψ \$
Capital Project Subtotal	\$ 15,000.00
10% Contingency	
Total capital project cost	\$ 16,500.00
Estimated Cost - Departmental Capital Purchases to make project operational	.
	\$
	<u> </u>
Total and describe and language	, <u>\$</u>
Total cost departmental capital purchases	Δ
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	\$
	\$
	\$
	<u> </u>
Total estimated future cost to operate	\$ <u> </u>
Will the project be completed as one project or will there be phases? THERE WILL BE PHASE	es
Please list all phases below with cost of each phase:	
Phase	Cost
PHASE IT PRESERVATION - ROOF, SIGN, FENCE	\$ 50,000
PHASE III - PURPOSE BUILD OUT	SNOT 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:	
Phase	Cost
	\$
	\$
	\$
Total cost of all previous phases	\$



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

Brad Hall Fire Inspector City of Foley Fire Department bhall@cityoffoley.org LinkedIn Profile (251)943-1266 ext. 708

On Fri, Jan 26, 2018 at 10:31 AM, Randy Kurtts rkurtts@cityoffoley.org wrote: [Quoted text hidden]