

Project Management - Pre-project checklist

Project Name: Sr Center Store front w/ auto doorSubmitted by: Pam Harris Project Owner: Pam HarrisExpected Project Start Date Mid August Expected Project Completion Date End of August 2015Is this project listed on the capital project planning document? (Please check one) Yes ☐ No ☒If it is on the capital projects planning document, what is the amount listed? N/A What year is it listed? N/A

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

Mike (Must have Mike initial and date) - Approved to proceed WES Not Approved to Proceed ☐

Brief Project Description

Install new store front on North side of Building to include an auto mate door - Replaces Old Entrance

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

Senior Center 304 E. Rose Ave

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? Yes ☐ No ☒

If yes, please list Grantor _____

Will this project have a third party manager? Yes ☐ 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:
<u>MB 6/29/15</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 6/29/15</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>C.L 6/29/15</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 6/29/15</u> Initials & Date Nelson Bauer	Fire	Determination of potential need for input from the City engineers.
<u>CC 6/29/15</u> Initials & Date Chad Christian	Engineering	Determination of potential environmental issues or permits.
<u>LG 6/29/15</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>JM 6/29/15</u> Initials & Date Jessica Middleton	IT/GIS	Budget review and creation of agenda item. Determination of insurance cost to include in budget.
<u>MB 6/29/15</u> Initials & Date Miranda Bell and/or Joe Bouzan	Finance	

Effective Date May 21, 2015

Aect # 12-4445-7361

Project Management - Pre-project budget worksheet

Account 12-665-7361
no project code line

Estimated capital project cost

Land Acquisition (cost and location)	\$	
Hard Cost (building structure, sitework-including utilities, paving, grading, etc., landscaping, furnishings.,	\$	9,287
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	
Insurance Cost	\$	
Bid Cost	\$	
Other cost to construct and make operational (please list below):	\$	
	\$	
	\$	
	\$	
Capital Project Subtotal	\$	9,287
10% Contingency	\$	928.7
Total capital project cost	\$	10,215.7

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 \$ 10,215.7

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	\$