



**Project Management - Pre-project budget worksheet**

**Estimated capital project cost**

Land Acquisition (cost and location)	\$	NA
Hard Cost (building structure, sitework-including utilities, paving, grading, etc., landscaping, furnishings,.)	\$	83500
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	6000
Insurance Cost	\$	
Bid Cost	\$	500
Other cost to construct and make operational (please list below):	\$	
_____	\$	
_____	\$	
_____	\$	
_____	\$	
Capital Project Subtotal	\$	90,000
10% Contingency	\$	10,000
<b>Total capital project cost</b>	<b>\$</b>	<b>100,000</b>

**Estimated Cost - Departmental Capital Purchases to make project operational**

_____	\$	
_____	\$	
_____	\$	
<b>Total cost departmental capital purchases</b>	<b>\$</b>	<b>0</b>

**Estimated Cost - Departmental Small Tools Purchases to make project operational**

_____	\$	
_____	\$	
_____	\$	
<b>Total cost departmental small tools purchases</b>	<b>\$</b>	<b>0</b>

**Total Cost to complete project and make fully operational** \$ **100,000**

**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	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total estimated future cost to operate</b>	<b>\$ 0</b>

Will the project be completed as one project or will there be phases?  No

Please list all phases below with cost of each phase:

Phase	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total cost of all phases</b>	<b>\$ _____</b>

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:  No

Phase	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total cost of all previous phases</b>	<b>\$ _____</b>

Project Management - Pre-project checklist

Project Name: Graham Creek ADA Trail

Submitted by: Leslie Gahagan Project Owner: Leslie Gahagan

Expected Project Start Date October 1, 2015 Expected Project Completion Date August 31, 2016

Is this project listed on the capital project planning document? (Please check one) Yes  No  Grant Request 3/2/15

If it is on the capital projects planning document, what is the amount listed? \_\_\_\_\_ 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) - Approved to proceed \_\_\_\_\_ Not Approved to Proceed \_\_\_\_\_

**Brief Project Description**

Design and construct an ADA boardwalk and trail (length 0.3 mi) on north side of Graham Creek Interpretive Center, spanning stream and looping to Memorial Tree Grove

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

South of Curve in Wolf Bay Drive - 05-61-06-14-0-000-004.000 - Graham Creek Nature Preserve

**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 ADCNR - State Lands - ACAMP 306 A Grant (NOAA)

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 9/17/15</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 9/17/15</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.
_____ 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.
_____ Initials & Date Nelson Bauer	Fire	Determination of potential need for input from the City engineers.
_____ Initials & Date Chad Christian	Engineering	Determination of potential environmental issues or permits. *Corps Permit
<u>LG 9/16/15</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.
_____ Initials & Date Jessica Middleton	IT/GIS	Budget review and creation of agenda item. Determination of insurance cost to include in budget.
_____ Initials & Date Miranda Bell and/or Joe Bouzan	Finance	

Effective Date May 21, 2015

**Project Management - Pre-project budget worksheet**

**Estimated capital project cost**

Land Acquisition (cost and location)	\$ NA
Hard Cost (building structure, sitework-including utilities, paving, grading, etc., landscaping, furnishings, etc.)	\$ 83500
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$ 6000
Insurance Cost	\$
Bid Cost	\$ 500
Other cost to construct and make operational (please list below):	\$
_____	\$
_____	\$
_____	\$
Capital Project Subtotal	\$ 90,000
10% Contingency	\$ 10,000
Total capital project cost	\$ 100,000

**Estimated Cost - Departmental Capital Purchases to make project operational**

_____	\$
_____	\$
_____	\$
Total cost departmental capital purchases	\$ 0

**Estimated Cost - Departmental Small Tools Purchases to make project operational**

_____	\$
_____	\$
_____	\$
Total cost departmental small tools purchases	\$ 0

**Total Cost to complete project and make fully operational** \$ 100,000

**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	\$ 0

Will the project be completed as one project or will there be phases?  No

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:  No

Phase	Cost
_____	\$
_____	\$
_____	\$
Total cost of all previous phases	\$



**Project Management - Pre-project budget worksheet**

**Estimated capital project cost**

Land Acquisition (cost and location)	\$	NA
Hard Cost (building structure, sitework-including utilities, paving, grading, etc., landscaping, furnishings.,	\$	83500
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	6000
Insurance Cost	\$	
Bid Cost	\$	500
Other cost to construct and make operational (please list below):	\$	
_____	\$	
_____	\$	
_____	\$	
Capital Project Subtotal	\$	90,000
10% Contingency	\$	10,000
<b>Total capital project cost</b>	<b>\$</b>	<b>100,000</b>

**Estimated Cost - Departmental Capital Purchases to make project operational**

_____	\$	
_____	\$	
_____	\$	
Total cost departmental capital purchases	\$	0

**Estimated Cost - Departmental Small Tools Purchases to make project operational**

_____	\$	
_____	\$	
_____	\$	
Total cost departmental small tools purchases	\$	0

**Total Cost to complete project and make fully operational** \$ 100,000

**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?  NO

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:  NO

Phase	Cost
_____	\$
_____	\$
_____	\$
Total cost of all previous phases	\$

**Project Management - Pre-project checklist**

Project Name: GCNP ADA Trail

Submitted by: Leslie Gahagan

Project Owner: Leslie Gahagan

Expected Project Start Date 10/1/2015

Expected Project Completion Date 6/30/2016

Is this project listed on the capital project planning document? (Please check one) Yes  No  - Grant Request 3/2/15  
 If it is on the capital projects planning document, what is the amount listed? \_\_\_\_\_ 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) - Approved to proceed  Not Approved to Proceed

Brief Project Description Design and Construct an ADA accessible boardwalk and trail (length 0.3mi) on North side Graham Creek Interpretive Center, spanning stream and looping back

Location (Description and tax parcel Identification number(s))  
South of Curve in Wolf Bay Drive - 05-61-06-14-0-000-004.000  
Graham Creek Nature Preserve

Project type (select one)  
 Building construction or improvement  
 Property improvement (examples: parking lots, pools, playgrounds, ball fields, streetscape, signage, etc.) Trail  
 Infrastructure repair or improvements (example: roads, drainage, right of ways, etc.)  
 Other, Please explain \* Designs will be part of grant

Will this project include grant funds? Yes  No   
 If yes, please list Grantor ADCNR - State Lands - ACAMP 306A Grant

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>CPM</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>CPM</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>CPM</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>CPM</u> Initials & Date	Nelson Bauer Fire	Determination of potential need for input from the City engineers.
<u>CPM</u> Initials & Date	Chad Christian Engineering	Determination of potential environmental issues or permits. <u>Cons Permit Needed</u>
<u>LG</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>CPM</u> Initials & Date	Jessica Middleton IT/GIS	Budget review and creation of agenda item. Determination of insurance cost to include in budget.
<u>CPM</u> Initials & Date	Miranda Bell and/or Joe Bouzan Finance	