

12-LEES-7381 R30 PH1

Project Name: RD West Project	
Submitted by: J. Bouzan	
Projected Requested by (Mayor, Councilmember, Citizens, etc.):	
Project Owner After Completion: J. Bouzan	
Expected Project Start Date: May 2017	
Expected Project Completion Date: Sept 2017	
Is this project listed on the capital project planning document? YES	
What is the amount listed on the capital project plan? \$100,000	
What year is it listed? 2017	
If not, get approval from Mike Thompson to proceed with planning the project.	
Mike (Must have Mike initial and date)	
Brief Project Description: No set back road in trap phase, first phase the fiscal year second phase 2018	
Location (Description and tax parcel identification number(s))	
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? NO	
If yes, please list Grantor:	
Will this project have a third party manager?	
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
Joe Bouzan	Risk / Project Management
Initials & Date: JB 8/14/17	Documentation Required: Project management review. Determination of insurance cost to include in budget.
Miranda Bell	Finance
Initials & Date: MB 8/14/17	Budget review and account number assignment.
Miriam Boutwell	Planning
Initials & Date: MB 8/14/17	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.
Miriam Boutwell	Zoning
Initials & Date: MB 8/14/17	Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc.
Chuck Lay	Building, Flood & Historical
Initials & Date: CL 7/31/17	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.
Nelson Bauer	Fire
Initials & Date: NB 8/2/17	Determination of potential need for input from the City
Chad Christian	Engineering
Initials & Date: CC 8/2/17	

Initials & Date	Leslie Gabagan	Environmental	Determination of potential environmental issues or permits.
			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	
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

Project Management - Pre-project budget worksheet		
Estimated capital project cost		
Land Acquisition (cost and location)	\$	
Hard Cost (building structure, stewart-including utilities, paving, grading, etc., landscaping, furnish)	\$	
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	
Insurance Cost	\$	
Bid Cost	\$	
Other cost to construct and make operational (please list below):		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Capital Project Subtotal	\$	
10% Contingency	\$	
Total capital project cost	\$	
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		
	\$	
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		\$	-