

Project Management - Pre-project checklist

12-665-7363

Project Name: Cedar Street Park Improvements

Submitted by: David Thompson

Project Owner: David Thompson

Expected Project Start Date August 6, 2015

Expected Project Completion Date September 15, 2015

Is 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? \$10,000

What year is it listed? FY15

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

Installing a well at Cedar Street Park. Currently we are on city water

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

901 North Cedar Street Foley AL

PIN 13738

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 7/9/15</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 7/9/15</u> Initials & Date Miriam Boutwell	Zoning	
<u>CL 7/9/15</u> Initials & Date 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.
<u>NB 7/10/15</u> 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.
<u>CC 7/19/15</u> Initials & Date Chad Christian	Engineering	Determination of potential need for input from the City engineers.
<u>LG 7/18/15</u> Initials & Date Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
<u>JM 7/10/15</u> Initials & Date Jessica Middleton	IT/GIS	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
<u>MB 7/13/15</u> Initials & Date Miranda Bell and/or Joe Bourzan	Finance	Budget review and creation of agenda item. Determination of insurance cost to include in budget.

Effective Date May 21, 2015

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.,	\$	10,000
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	\$	10,000

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
Phase 1 well	\$ 10,000
Phase 2 replace irrigation	\$ 20,000
	\$
Total cost of all phases	\$ 30,000

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	\$