Project Management - Pre-project checklist

400-3020-5133

Project Name:	Post Office Roof Restor	ation		
Submitted by:	Randy Kurtts		Ch. T.L.	
Projected Request	ed by(Mayor, Councilmem	ber, Citizens, etc):	City Admin.	
Expected Project S			City Admini, 25-Jun-18	
Expected Project			Aug-18	
E4 110000 13 74074	-27 - 29 - 22 - 21 - 21 - 21 - 21 - 21 - 21		V.	
Is this project listed on the capital project planning document? What is the amount listed on the capital project plan? What year is it listed?			Yes \$87,000	
			FY 2018	
PARTITION WITH STREET				
	l from Mike Thompson to Mike initial and date)	proceed with planning	tne project.	
Brief Project Desc				
			ply coating to existing membrane roof. Clean existing skylights, remove and	replace
	g as required. Remove, reseal		cap as required.	
Location (Descript Post Office	tion and tax parcel Identific PIN 26461	cation number(s))		
Project type (selec	Building construction or Property improvement (ex Infrastructure repair or im	camples: parking lots, po aprovements (example: ro	ols, playgrounds, ball fields, streetscape, signage, etc.) oads, drainage, right of ways, etc.)	
X	Other, Please explain	Roof and skylights rest	oration	
Will this project in If yes, please list Gr	clude grant funds? antor:	No		
Will this project ha	ave a third party manager? rd party manager	No		
	et in detail in a meeting wi discussion, this form will b Individual			
	Joe Bouzan	Management	include in budget.	
Initials & Date	✓ Miranda Bell	Finance	Budget review and account number assignment.	
Initials & Date	V	DI .		
Initials & Date	Miriam Boutwell	Planning	Review of the desired location & use to determine if the property is	
Dittata & 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	
OK 5/14/	Chuck Lay	Building, Flood & Historical	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	
	Nelson Bauer	Fire	requirements as determined by the International Codes.	
Initials & Date	The St.		The second state of the se	
Shitials & Date	Chad Christian	Engineering	Determination of potential need for input from the City engineers.	
1	Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.	
Initials & Date			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		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.	

	ost Office Roof Resto	ration	
	Randy Kurtts		
	y(Mayor, Councilmen	nber, Citizens, etc):	City Admin,
<u>Project Owner After (</u> Expected Project Start			City Admin.
Expected Project Start			25-Jun-18
C STANDS NO. SECURITION OF THE CO.			Aug-18
Is this project listed on the capital project planning document? What is the amount listed on the capital project plan? What year is it listed?			Yes
			\$87,000
			FY 2018
f not, get approval fro Aike (Must have Mike		proceed with planning	the project.
Brief Project Descripti	on		
Aake necessary repairs t	to wet areas of the mem	brane roof. Clean and ap	pply coating to existing membrane roof. Clean existing skylights, remove and re
alking and flashing as r	equired. Remove, resea	l, re-install metal parape	t cap as required.
Location (Description a Post Office P	and tax parcel Identifi IN 26461	cation number(s))	
roject type (select one			
B	uilding construction or	improvement	
Pr	operty improvement (ex	xamples: parking lots, po	ools, playgrounds, ball fields, streetscape, signage, etc.)
In	frastructure repair or in	iprovements (example: r	oads, drainage, right of ways, etc.)
0	ther, Please explain	Roof and skylights res	toration
ill this project includ yes, please list Grantor		No	_ _
ill this project have a	third party manager?	No.	
yes, please list third pa	rty manager	110	=
200 0004 21 22 0	- 14 v 15 consequence		
scuss your project in	detail in a meeting wit	h Joe Bouzan & Mirar	nda Bell FIRST,
iter meeting and discu			sted below for signature.
1.	Individual	Department	Documentation Required:
Tax	- D	Risk / Project	Project management review. Determination of insurance cost to
Initials & Date	e Bouzan	Management	include in budget.
· A bilil	iranda Bell	Finance	Budget review and account number assignment.
Mi	riam Boutwell	Planning	Paviary of the desired location & was to let win its it.
Initials & Date		.50	Review of the desired location & use to determine if the property is
1921/Gen		-	correctly zoned; a site plan to check setbacks, etc.; and a record of
Mi Initials & Date	riam Boutwell	Zoning	the Planning Commission recommending approval of the project.
mittais & Date			Review of the desired location and desired use to ensure all
		Building, Flood &	requirements are met including but not limited to building codes,
Ch	uck Lay	Historical	architect requirements, etc.
Initials & Date			
⁷ //			Determination of potential needs related to active/ passive fire
5/15/18 xx	V.V.V N.V.	P!	protection, fire department access roads, egress, and all other
Initials & Date	KSXIX X XXIXr	Fire	requirements as determined by the International Codes.
and the second second			
Cha	ad Christian	Engineering	Determination of potential need for input from the City engineers.
Initials & Date		namental and the second se	The state of the s
T USCO!	E C 1	TP 1	
Initials & Date	lie Gahagan	Environmental	Determination of potential environmental issues or permits.
Antidia & DAIC			Determination of IT needs with Jessica such as internet access,
			networking, phones, security cameras/door access control systems,
2			
Gar	y Schrader	IT / GIS	
Gar Initials & Date	y Schrader	IT / GIS	computers, copiers, etc.
	y Schrader	Owner of Project when	

	e Roof Restoration	a comment
Submitted by: Randy Ku		
Projected Requested by(Mayor,	, Councilmember, Citizens, etc):	City Admin,
Project Owner After Completio Expected Project Start Date :	n:	City Admin.
Expected Project Start Date: Expected Project Completion D	ate:	25-Jun-18
A 15314W Mr. 91575CG AT 15300 SALE 1530		Aug-18
Is this project listed on the capit		Yes
What is the amount listed on the	e capital project plan?	\$87,000
What year is it listed?		FY 2018
f not, get approval from Mike T Iike (Must have Mike initial an	Thompson to proceed with plannin nd date)	g the project.
Brief Project Description		
lake necessary repairs to wet area	as of the membrane roof. Clean and a	apply coating to existing membrane roof. Clean existing skylights, remove a
alking and flashing as required. F	Remove, reseal, re-install metal parap	et cap as required.
ocation (Description and tax pa	arcel Identification number(s))	
ost Office PIN 26461		
roject type (select one)		43
Building co	nstruction or improvement	
Property im	provement (examples: parking lots, p	pools, playgrounds, ball fields, streetscape, signage, etc.)
Infrastructu	re repair or improvements (example:	roads, drainage, right of ways, etc.)
Other, Pleas	se explain Roof and skylights re	
ill this project include grant fu	inds? No	
yes, please list Grantor:	200.00007 <u>*44.V</u>	
/ill this project have a third par	utu managang Na	—
yes, please list third party manag	ty manager? No	
yes, piease list tillid party manag		
iscuss your project in detail in a	a meeting with Joe Bouzan & Mira	anda Bell FIRST.
	is form will be sent to each person	listed below for signature.
Indi	vidual Department	Documentation Required:
	Risk / Project	Project management review. Determination of insurance cost to
Joe Bouzan	Management	include in budget.
Initials & Date Miranda Bel Initials & Date	II Finance	Budget review and account number assignment.
Miriam Bou	twell Planning	The Court of the C
Initials & Date		Review of the desired location & use to determine if the property is
	200	correctly zoned; a site plan to check setbacks, etc.; and a record of
Miriam Bout	twell 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	220011041	
		Determination of potential needs related to active/ passive fire
900		protection, fire department access roads, egress, and all other
Initials & Date Nelson Bauer	r Fire	requirements as determined by the International Codes.
minals & Date		
Chad Christia	an Engineering	Determination of potential need for input from the City engineers.
Initials & Date		or potential need for input from the City engineers.
Leslie Gahag	an Environmental	Determination of potential environmental issues or permits.
Leslie Gahagi Initials & Date	an Environmental	to The court of t
Initials & Date	an Environmental	Determination of IT needs with Jessica such as internet access,
Initials & Date 5/15/18		Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems,
Initials & Date	public survey and survey and public survey and survey an	Determination of IT needs with Jessica such as internet access,
Initials & Date 5/15/18 Gary Schrade	er IT / GIS	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems,

Project Management - Pre-project budget worksheet

Estimated capital project cost	ф
Land Acquisition (cost and location) Hard Cost (building structure, sitework-including utilities, paving, grading, etc., landscaping, furnishings.,	\$ 100,000.00
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$
Insurance Cost	\$
Bid Cost	\$ 500.00
Other cost to construct and make operational (please list below:)	¢
	\$
	\$
Capital Project Subtotal	
10% Contingency Total capital project cost	
	Ф <u>110,330.00</u>
Estimated Cost - Departmental Capital Purchases to make project operational	•
	. 2
	, ♪ \$
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	\$ 110,550.00
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	\$ -
Total estimated facility cost to operate	Ψ
Will the project be completed as one project or will there be phases? Please list all phases below with cost of each phase:	
Phase The Control of	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 Cost
	\$
	\$
	\$
Total cost of all previous phases	\$ -



May 14, 2018

Foley Post Office Roof

Scope of Work

- 1. The Contractor is responsible for all labor, supervision, equipment and material required for this project.
- 2. Access onto and off the roof will not be allowed from inside the Post Office building. Contractor is responsible for providing access on and off roof.
- 3. There are No Public Restrooms and the Contractor will be required to provide a portable restroom for workers for the duration of this project.
- 4. Contractor is to provide any flagging, barricades, signage, etc. required to ensure a safe jobsite.
- 5. Contractor is required to plan work effort in a manner as to not interfere with the operations of the Post Office and the Public use thereof.
- 6. Contractor is responsible to perform repairs as detailed in Project Manual dated April, 18, 2018 and addendums as issued.

Randy Kurtts
Construction Project Mgr.
rkurtts@cityoffoley.org
251-971-1511 office
251-424-8275 cell