Project Management - Pre-project checklist 400-3020-5133

Project Name:	**Post Office Roof Restoration**
Submitted by:	**Randy Kurtts**
Projected Requested by(Mayor, Councilmember, Citizens, etc):	City Admin.
Project Owner After Completion:	City Admin.
Expected Project Start Date :	25-Jun-18
Expected Project Completion Date:	Aug-18

Is this project listed on the capital project planning document?	Yes
What is the amount listed on the capital project plan?	$87,000
What year is it listed?	FY 2018

If not, get approval from Mike Thompson to proceed with planning the project.
Mike (Must have Mike initial and date) _____

Brief Project Description
Make necessary repairs to wet areas of the membrane roof. Clean and apply coating to existing membrane roof. Clean existing skylights, remove and replace calking and flashing as required. Remove, reseal, re-install metal parapet cap as required.

Location (Description and tax parcel Identification number(s))
Post Office PIN 26461

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.)
X	Other, Please explain Roof and skylights restoration

Will this project include grant funds? No
If yes, please list Grantor: _____

Will this project have a third party manager? No
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	Documentation Required:
_____ Initials & Date	Joe Bouzan	Risk / Project Management	Project management review. Determination of insurance cost to include in budget.
MB 5/14 Initials & Date	Miranda Bell	Finance	Budget review and account number assignment.
_____ 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.
_____ Initials & Date	Miriam Boutwell	Zoning	
CL 5/14/18 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.
_____ 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.
CPC 5/14/18 Initials & Date	Chad Christian	Engineering	Determination of potential need for input from the City engineers.
_____ Initials & Date	Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
_____ Initials & Date	Gary Schrader	IT / GIS	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
_____ 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.

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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.,	$	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	$	100,500.00
10% Contingency	$	10,050.00
Total capital project cost	$	110,550.00

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	$	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	$	-

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	$	-

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.
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251-971-1511 office
251-424-8275 cell