

Account 12-665-7128 A19 CEDAR

Project Management - Pre-project checklist

Project Name: Cedar Street Pipe Upgrade

Submitted by: Taylor Davis

Project Owner: Chad Christian

Expected Project Start Date 12/01/2015

Expected Project Completion Date 12/22/2015

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? _____ 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

Replace failing 60" corrugated metal pipe with equivalent size concrete pipe and headwalls and resurface intersection.

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

Replace pipe beneath Cedar Street, at the intersection of Cedar Street and Azalea Avenue

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 _____

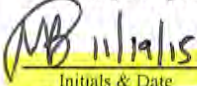
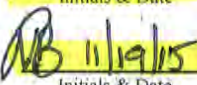
Will this project include grant funds? Yes _____ No ☒

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:
 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	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.
 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



Taylor Davis <tdavis@cityoffoley.org>

Pre-Project Checklist_ Cedar Street Pipe Upgrade

Chuck Lay <clay@cityoffoley.org>
To: Taylor Davis <tdavis@cityoffoley.org>

Wed, Sep 16, 2015 at 4:47 PM

It won't let me initial or date it but I have no problem with it

From: Taylor Davis [mailto:tdavis@cityoffoley.org]
Sent: Wednesday, September 16, 2015 8:46 AM
To: Miriam Boutwell; Chuck Lay; Nelson Bauer; Chad Christian; Leslie Gahagan; Jessica Middleton
Cc: Miranda Bell
Subject: Pre-Project Checklist_ Cedar Street Pipe Upgrade

All,

Attached is the pre-project checklist for the upcoming Cedar Street pipe upgrade capital project. Next to your name, please initial and date the form and email back to me by COB Friday 9/18, with any comments you may have.

Thank you,

Taylor L. Davis, PE

Assistant City Engineer

City of Foley Engineering Dept.

P.O. Box 1750 \ 200 N. Alston St.

Foley, AL 36535

P: 251-970-1104

F: 251-970-2398

[Redacted signature area]

The information contained in this e-mail, including any accompanying documents or attachments, is from the City of Foley, is intended only for the use of the individual or entity named above, and is privileged and confidential. If you are



Taylor Davis <tdavis@cityoffoley.org>

Pre-Project Checklist_ Cedar Street Pipe Upgrade

Jessica Middleton <jmiddleton@cityoffoley.org>
To: Taylor Davis <tdavis@cityoffoley.org>

Mon, Sep 21, 2015 at 8:45 AM

Jessica Middleton, CGCIO
Information Systems Manager
City of Foley
(251) 943-4141 x 299
jmiddleton@cityoffoley.org

On Wed, Sep 16, 2015 at 8:46 AM, Taylor Davis <tdavis@cityoffoley.org> wrote:
[Quoted text hidden]



Cedar Street Pipe Upgrades.pdf
103K

Project Management - Pre-project checklist

Project Name: Cedar Street Pipe UpgradeSubmitted by: Taylor DavisProject Owner: Chad ChristianExpected Project Start Date 12/01/2015Expected Project Completion Date 12/22/2015Is this project listed on the capital project planning document? (Please check one) Yes ☒ No ☐

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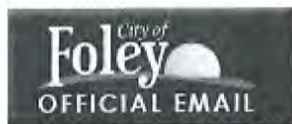
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<u> </u> Initials & Date	Miriam Boutwell	Zoning	
<u> </u> Initials & Date	Chuck Lay	Building, Flood & Historical	Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc.
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<u> </u> Initials & Date	Chad Christian	Engineering	Determination of potential need for input from the City engineers.
<u> </u> Initials & Date	Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
<u> </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> </u> Initials & Date	Miranda Bell and/or Joe Bouzan	Finance	Budget review and creation of agenda item. Determination of insurance cost to include in budget.

Effective Date May 21, 2015



Taylor Davis <tdavis@cityoffoley.org>

Pre-Project Checklist_ Cedar Street Pipe Upgrade

Leslie Gahagan <lgahagan@cityoffoley.org>
To: Taylor Davis <tdavis@cityoffoley.org>

Wed, Sep 16, 2015 at 10:16 AM

Approved

Leslie Lassitter Gahagan
Environmental Manager
City of Foley
251-923-4267



[Quoted text hidden]

Pre-Project Budget Worksheet (2).pdf
72K

Project Management - Pre-project checklistProject Name: Cedar Street Pipe UpgradeSubmitted by: Taylor DavisProject Owner: Chad ChristianExpected Project Start Date 12/01/2015Expected Project Completion Date 12/22/2015Is this project listed on the capital project planning document? (Please check one) Yes ☒ No ☐

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Brief Project DescriptionReplace failing 60" corrugated metal pipe with equivalent size concrete pipe and headwalls and resurface intersection.**Location (Description and tax parcel Identification number(s))**Replace pipe beneath Cedar Street, at the intersection of Cedar Street and Azalea Avenue**Project type (select one)**

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Will this project include grant funds? Yes _____ No ☒

If yes, please list Grantor _____

Will this project have a third party manager? Yes _____ No ☒

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Effective Date May 21, 2015



Taylor Davis <tdavis@cityoffoley.org>

Cedar Street Pipe Upgrade- Pre-Project signature

Nelson <nbauer@cityoffoley.org>

Wed, Sep 16, 2015 at 11:01 AM

To: Taylor Davis <Tdavis@cityoffoley.org>

See the attachment.

W. Nelson Bauer | CSHM, CFPS
Sr. Fire Inspector
City of Foley
120 W. Verbena Ave. | Foley, AL 36535
(251) 971-6028 (office)
nbauer@cityoffoley.org
[LinkedIn Profile](#)



Pre-Project%20Budget%20Worksheet.pdf

93K

Project Management - Pre-project checklist

Project Name: Cedar Street Pipe Upgrade

Submitted by: Taylor Davis

Project Owner: Chad Christian

Expected Project Start Date 12/01/2015

Expected Project Completion Date 12/22/2015

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Will this project include grant funds? Yes _____ **No** ☒

If yes, please list Grantor _____

Will this project have a third party manager? Yes _____ **No** ☒

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