

400-3020-5100 A17 Heritage - Sidewalk Improvements Heritage Park

Project Management - Pre-project checklist

Project Name: Heritage Park Repair Projects

Submitted by: Randy Kurtis

Projected Requested by (Mayor, Councilmember, Citizens, etc): Caboose Club & Beautification Committee

Project Owner After Completion: Parks Department

Expected Project Start Date:

29-Aug-18

Expected Project Completion Date:

Sep-18

Is this project listed on the capital project planning document?

No

What is the amount listed on the capital project plan?

\$0

What year is it listed?

N/A

If not, get approval from Mike Thompson to proceed with planning the project.

Mike (Must have Mike Initial and date)

Brief Project Description

City forces to construct two decomposed granite paths for train and replace damaged sidewalk and ramp near Gazebo, Contractor to add concrete strip to widen existing sidewalks in front of welcome center. Landscape contractor to construct pavers and fountain foundation in front of Train Depot

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

Heritage Park

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?

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:

JB 8/28/18 Joe Bouzan

Risk / Project Management

Project management review, Determination of insurance cost to include in budget.

MB 8/28/18 Miranda Bell

Finance

Budget review and account number assignment.

MB 8/28/18 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.

MB 8/28/18 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.

CL 8/24/18 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.

BH 8-28-18 Brad Hall

Fire

Determination of potential need for input from the City engineers.

CC 8/28/18 Chad Christian

Engineering

Determination of potential environmental issues or permits.

LG 8/31/18 Leslie Gahagan

Environmental

Determination of IT needs with Gary such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.

GS 8/28/18 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.

John Graham

Horticulture

Determination of any changes to landscaping needs.

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, etc.)	\$	19,593.00
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	-
Insurance Cost	\$	
Bid Cost	\$	-
Other cost to construct and make operational (please list below:)	\$	
	\$	-
	\$	
	\$	
Capital Project Subtotal	\$	19,593.00
10% Contingency	\$	1,959.30
Total capital project cost	\$	21,552.30

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 \$ 21,552.30

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	\$ -