

12-6665-7380

Information Checklist



Project Management - Pre-project checklist

Project Name: EAST PRIDE BLVD. ACCESS PROJECT
 Submitted by: CHAD CHRISTIAN Project Owner: CHAD CHRISTIAN
 Expected Project Start Date: 9/11/17
 Expected Project Completion Date: 9/22/17
 Is this project listed on the capital project planning document? NO
 What is the amount listed on the capital project plan? N/A
 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
 Provide left turn lane for access into Southern Chevrolet and the family restaurant building by constructing a median cut along East Pride Boulevard.

Location (Description and tax parcel identification number(s))
 Approximately 300' east of the intersection of Pride Boulevard / Al 59

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 Grants:

Will this project have a third party manager? 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 7/19/17</u> Miriam Boutwell Initials & Date	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 7/19/17</u> Miriam Boutwell Initials & Date	Zoning	
<u>CL</u> Check Lay Initials & Date	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>WD 7/17/17</u> Nelson Dwyer Initials & Date	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</u> Chad Christian Initials & Date	Engineering	Determination of potential need for input from the City engineers.
<u>AG 7/17/17</u> Leslie Gahagan Initials & Date	Environmental	Determination of potential environmental issues or permits.
<u>GS 7/17/17</u> Gary Schrader Initials & Date	IT / GIS	Determination of IT needs with City such as Internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
<u>JG</u> John Graham Initials & Date	Horticulture	Determination of any changes to landscaping needs.
<u>JB 7/24</u> Joe Bouzan Initials & Date	Project / Risk Management	Project Management review. Determination of insurance cost to include in budget.
<u>MS 7/25</u> Miranda Bell Initials & Date	Finance	Budget review and account number assignment.

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Mike (Must have Mike initial and date) _____

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- _____ Building construction or improvement
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- X _____ 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 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	
<u>CK</u> 7/21/17 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.
<u>CP</u> 7/19/17 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 Gary such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
_____ Initials & Date	John Graham	Horticulture	Determination of any changes to landscaping needs.
_____ Initials & Date	Joe Bouzan	Project / Risk Management	Project Management review. Determination of insurance cost to include in budget.
_____ Initials & Date	Miranda Bell	Finance	Budget review and account number assignment.

Information Checklist

Budget

Project Management - Pre-project checklist

Submitted by: CHAD CHRISTIAN

Project Name: EAST PRIDE BLVD. ACCESS PROJECT

Project Owner: CHAD CHRISTIAN

Expected Project Start Date 9/11/17

Expected Project Completion Date 9/22/17

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Individual	Department	Documentation Required:
Initials & Date <u>MB</u> 7/17/17 Initials & Date	Planning Zoning	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 <u>CL</u> Initials & Date	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 <u>WB</u> 7/17/17 Initials & Date	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.
Initials & Date <u>CC</u> Initials & Date	Engineering	Determination of potential need for input from the City engineers.
Initials & Date <u>LG</u> Initials & Date	Environmental	Determination of potential environmental issues or permits.
Initials & Date <u>GS</u> Initials & Date	IT / GIS	Determination of IT needs with Gary such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
Initials & Date <u>JG</u> 7/17/17 Initials & Date	Horticulture	Determination of any changes to landscaping needs.
Initials & Date <u>JB</u> Initials & Date	Project / Risk Management	Project Management review. Determination of insurance cost to include in budget.
Initials & Date <u>MB</u> Initials & Date	Finance	Budget review and account number assignment.

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.,	\$	70,000.00
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	-
Insurance Cost	\$	-
Bid Cost	\$	850.00
Other cost to construct and make operational (please list below:)		
	\$	
	\$	
	\$	
Capital Project Subtotal	\$	70,850.00
10% Contingency	\$	7,085.00
Total capital project cost	\$	77,935.00

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 \$ **77,935.00**

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
One Phase	\$ 77,935.00
	\$
	\$
Total cost of all phases	\$ 77,935.00

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	\$ -