

Project Management - Pre-project checklist

Project Name: Woodbridge Drainage ImprovementsSubmitted by: CHAD CHRISTIANProject Owner: CHAD CHRISTIANExpected Project Start Date 11/12/2018Expected Project Completion Date 12/3/2018Is this project listed on the capital project planning document? yes

What is the amount listed on the capital project plan?

\$200

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

Excavate drainage swale along the rear of the Woodbridge / North Pine Place subdivisions for drainage improvements

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

Project type (select one)

 Building construction or improvement Property improvement (examples: parking lots, pools, playgrounds, ball fields, streetscape, signage, etc.)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:
<u> </u> 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.
<u> </u> 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.
<u> </u> 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.
<u> </u> Initials & Date	Nelson Bauer	Fire	Determination of potential need for input from the City engineers.
<u> </u> Initials & Date	Chad Christian	Engineering	Determination of potential environmental issues or permits.
<u> </u> Initials & Date	Leslie Gahagan	Environmental	Determination of IT needs with Gary such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
<u> </u> Initials & Date	Gary Schrader	IT / GIS	Determination of any changes to landscaping needs.
<u> </u> Initials & Date	John Graham	Horticulture	Project Management review. Determination of insurance cost to include in budget. <i>No insurance cost/Not required to go to Planning Commission.</i>
<u> </u> Initials & Date	Joe Bouzan	Project / Risk Management	Budget review and account number assignment.
<u> </u> Initials & Date	Miranda Bell	Finance	

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Initials & Date			
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Taylor Davis <tdavis@cityoffoley.org>

Pre-project checklist

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

Mon, Oct 15, 2018 at 2:05 PM

I will gladly sign it

From: Taylor Davis [mailto:tdavis@cityoffoley.org]
Sent: Monday, October 15, 2018 2:02 PM
To: Miriam Boutwell; Chuck Lay; Brad Hall; Leslie Gahagan; Gary Schrader
Cc: Chad Christian
Subject: Pre-project checklist

[Quoted text hidden]

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.,	\$	6,363.64
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	-
Insurance Cost	\$	-
Bid Cost	\$	-
Other cost to construct and make operational (please list below:)		
	\$	
	\$	
	\$	
Capital Project Subtotal	\$	6,363.64
10% Contingency	\$	636.36
Total capital project cost	\$	7,000.00

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 \$ **7,000.00**

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	\$ 7,000.00
	\$
	\$
Total cost of all phases	\$ 7,000.00

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	\$ -