Project Managen	nent - Pre-project checklis	t Project Na	me: Woodbridge Dramage Improvements
Submitted by:	CHAD CHRISTIAN	Project Ow	vner: CHAD CHRISTIAN
Expected Project Start Date Expected Project Completion Date		11/12/2 12/3/2	
Is this project listed on the capital project plan What is the amount listed on the capital projec What year is it listed?		•	yes \$200 FY 2018
If not, get approv	al from Mike Thompson t Mike initial and date)	o proceed with planning	
Brief Project Des	cription	Woodbridge / North Pine	Place subdivisons for drainage improvements
Location (Descrip	tion and tax parcel Identi	fication number(s))	
Project type (selec	Building construction o Property improvement ( Infrastructure repair or	examples: parking lots, p	oools, playgrounds, ball fields, streetscape, signage, etc.) roads, drainage, right of ways, etc.)
Will this project in	Other, Please explain nclude grant funds? rantor:	NO	
Will this project h If yes, please list th	ave a third party manager	r? NO	
Discuss your proje	ect with each of the follow	ing individuals. You mus Department	st have initials and date for each section below.  Documentation Required:
Initials & Date	Miriam Boutwell  Miriam Boutwell	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	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.
Initials & Date	6 Chad Christian	Engineering	Determination of potential need for input from the City engineers.
12/100	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    Columbia   Col	Rachel Kerth	Project / Risk Management	Project Management review. Determination of insurance cost to include in budget. No mourance cost/Not required to get to Planning Commission.
Initials & Date	Miranda Bell	Finance	Budget review and account number assignment.

Project Manageme	nt - Pre-project checklist	Project Name:	Woodbridge Drainage Improvements
Submitted by:	CHAD CHRISTIAN	Project Owner:	CHAD CHRISTIAN
Expected Project St Expected Project C		11/12/2018 12/3/2018	
	on the capital project plan	0	yes
What is the amount listed on the capital project plan? What year is it listed?			\$200 FY 2018
	from Mike Thompson to p like initial and date)	roceed with planning the	project.
<b>Brief Project Descr</b> Excavate drainage sy		oodbridge / North Pine Plac	ce subdivisons for drainage improvements
Location (Descripti	on and tax parcel Identifica	ntion number(s))	
Project type (select	Building construction or in Property improvement (ex	amples: parking lots, pools	s, playgrounds, ball fields, streetscape, signage, etc.) ls, drainage, right of ways, etc.)
Will this project inc If yes, please list Gra		NO	- -
Will this project ha If yes, please list thir	ve a third party manager?	NO	-
-		individuals. You must h Department	ave initials and date for each section below.  Documentation Required:
	Miriam Boutwell	Planning	Review of the desired location & use to determine if the property is
Initials & Date	_Miriam Boutwell	Zoning	correctly zoned; a site plan to check setbacks, etc.; and a record of the Planning Commission recommending approval of the project.
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	N.I. D	Γ.	Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other
Initials & Date	_Nelson Bauer	Fire	requirements as determined by the International Codes.
	_Chad Christian	Engineering	Determination of potential need for input from the City engineers.
Initials & Date			
LG 10/16/18  Initials & Date	_Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
mitiais & 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.

Initials & Date

Project Manageme	ent - Pre-project checklist	Project Name:	Woodbridge Drainage Improvements
Submitted by:	CHAD CHRISTIAN	Project Owner:	CHAD CHRISTIAN
Expected Project S Expected Project (		11/12/2018 12/3/2018	
Is this project liste	d on the capital project plan	ning document?	yes
	t listed on the capital projec	t plan?	\$200
What year is it list	ed?		FY 2018
	l from Mike Thompson to p Mike initial and date)	roceed with planning the	project.
<b>Brief Project Desc</b> i Excavate drainage s		odbridge / North Pine Plac	ce subdivisons for drainage improvements
Location (Descript	ion and tax parcel Identifica	ation number(s))	
Project type (select	Building construction or in Property improvement (exa	amples: parking lots, pools	s, playgrounds, ball fields, streetscape, signage, etc.) ls, drainage, right of ways, etc.)
If yes, please list Gr	clude grant funds? rantor: ave a third party manager?	NO NO	- -
If yes, please list thi			•
Discuss vour proie	ct with each of the following	individuals. Vou must h	ave initials and date for each section below.
Discuss your proje	Individual	<b>Department</b>	Documentation Required:
	Miriam Boutwell	Planning	Review of the desired location & use to determine if the property is
Initials & Date	Miriam Boutwell	Zoning	correctly zoned; a site plan to check setbacks, etc.; and a record of the Planning Commission recommending approval of the project.
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	N.I. D	E.	Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other
Initials & Date	Nelson Bauer	Fire	requirements as determined by the International Codes.
	Chad Christian	Engineering	Determination of potential need for input from the City engineers.
Initials & Date		6 44 6	
	Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
Initials & Date			Determination of IT needs with Gary such as internet access,
<i>(5)</i> 10/15	5/18Gary Schrader	IT / GIS	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			

Initials & Date

Project Managemen	nt - Pre-project checklist	Project Name:	Woodbridge Drainage Improvements
Submitted by:	CHAD CHRISTIAN	Project Owner:	CHAD CHRISTIAN
Expected Project St Expected Project Co		11/12/2018 12/3/2018	
	on the capital project plan		yes
What is the amount What year is it listed	listed on the capital projec	t plan?	\$200 FY 2018
·	from Mike Thompson to p	roceed with planning the	
<b>Brief Project Descri</b> Excavate drainage sw		odbridge / North Pine Plac	ee subdivisons for drainage improvements
Location (Description	on and tax parcel Identifica	tion number(s))	
Project type (select o	Building construction or in Property improvement (exa	amples: parking lots, pools	s, playgrounds, ball fields, streetscape, signage, etc.) ls, drainage, right of ways, etc.)
Will this project inc If yes, please list Gra	_	NO	
Will this project hav If yes, please list third	we a third party manager? d party manager	NO	
Discuss your projec	t with each of the following Individual	individuals. You must h Department	ave initials and date for each section below. Documentation Required:
MB 10/15/18  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
MB 10/15/18 Initials & Date	Miriam Boutwell	Zoning	the Planning Commission recommending approval of the project.
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	Nolcon Donor	Eine.	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	requirements as determined by the international Codes.
	_Chad Christian	Engineering	Determination of potential need for input from the City engineers.
Initials & Date	_		
I.: 4:-1- 8- D-4-	_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	_	Horticulture	Determination of any changes to landscaping needs.
Initials & Date	_	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.

Initials & Date



## **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	\$ <u> </u>
Other cost to construct and make operational (please list below:)	Ψ
Other cost to construct and make operational (picuse hist 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	
Estimated Cost - Departmental Capital Lurenases 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 departmental small tools purchases	<b>5</b> -
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:	Cast
Phase	\$ Cost
	. \$
	. \$ \$
Total cost of all previous phases	
Total cost of all previous phases	Ψ