

12-6665-7383 R32 PH1

Project Management - Pre-project checklist

Submitted by:

David Thompson

Project Name:

Mel Roberts Tennis Court Renovation

Project Owner:

David Thompson

Expected Project Start Date

9/18/17

Expected Project Completion Date

1/1/18

Is this project listed on the capital project planning document?

It is for 2018/2019, moving some cost

What is the amount listed on the capital project plan?

\$200,000

What year is it listed?

2018/2019 Plan

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

Mike (Must have Mike initial and date)

Brief Project Description

Renovating 4 tennis courts, removing fencing & base, installing LEDs

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

Mel Roberts Park Tennis Courts

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 with each of the following individuals. You must have initials and date for each section below.

Individual	Department	Documentation Required:
<u>MB 9/5/17</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>MB 9/5/17</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>CL 8/29/17</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>WNB 8/29/17</u> Initials & Date Nelson Bauer	Fire	Determination of potential need for input from the City engineers.
<u>CH 9/11/17</u> Initials & Date Chad Christian	Engineering	Determination of potential environmental issues or permits.
<u>LG 9/5/17</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>GS 8/29/17</u> Initials & Date Gary Schrader	IT / GIS	Determination of any changes to landscaping needs.
<u>JB 9/11/17</u> Initials & Date John Graham	Horticulture	Project Management review. Determination of insurance cost to include in budget.
<u>JB</u> Initials & Date Joe Bouzan	Project / Risk Management	Budget review and account number assignment.
<u>MB 9/11/17</u> Initials & Date Miranda Bell	Finance	

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.,	\$	280,000
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	
Insurance Cost	\$	no change
Bid Cost	\$	
Other cost to construct and make operational (please list below:)	\$	
	\$	
	\$	
	\$	
Capital Project Subtotal	\$	-
10% Contingency	\$	-
Total capital project cost	\$	280,000

Estimated Cost - Departmental Capital Purchases to make project operational

	\$	
	\$	
	\$	
Total cost departmental capital purchases	\$	0

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 \$ 0

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	\$
utilities should go down	\$
	\$
	\$
Total estimated future cost to operate	\$ 0

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
Phase 1	\$ 280,000
Phase 2	\$ 50,000
Phase 3	\$ 130,000
Total cost of all phases	\$ 460,000

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
NO	\$
	\$
	\$
Total cost of all previous phases	\$ -

Project Management - Pre-project checklist**Project Name:** _____**Submitted by:** _____**Projected Requested by(Mayor, Councilmember, Citizens, etc):** _____**Project Owner After Completion:** _____**Expected Project Start Date :** _____**Expected Project Completion Date:** _____**Is this project listed on the capital project planning document?** _____**What is the amount listed on the capital project plan?** _____**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)** _____**Brief Project Description**

_____**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.)

_____ Infrastructure repair or improvements (example: roads, drainage, right of ways, etc.)

_____ Other, Please explain _____

Will this project include grant funds? _____

If yes, please list Grantor: _____

Will this project have a third party manager? _____

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:
 Initials & Date	Joe Bouzan	Risk / Project 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	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	Gary Schrader	IT / GIS	The person who will own the project when its complete needs to be involved with the project from the beginning.
_____ Initials & Date	Owner of Project when complete		

Tennis Court Repair Options

	City Help Asphalt	
Demolition of Asphalt		
Install Asphalt Base		
Demo & Required Install Base	\$102,000	
Paving	\$40,000	
Surfacing & Accessories	\$25,000	
Remove and Install Fencing	\$20,000	
Install Metal halide lighting	\$71,000	*
1. Remove the existing metal halide fixtures and arm brackets and haul off*		
2. Install LED lighting on the tennis courts		
Electrical Install Estimate	\$22,000	
Complete		
Total	\$280,000	

*Removal of the existing lights and electrical hook up is not included.