

12-665-7127 A18 JAMES

Project Management - Pre-project checklist

Project Name: James Rd. Paving Between CR 12 S & Brinks Willis Rd.

Submitted by: Chad Christian

Project Owner: Chad Christian

Expected Project Start Date _____

Expected Project Completion Date _____

Is this project listed on the capital project planning document? No

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

Baldwin County is paving 1 mile of James Rd. between CR 12 S & Brinks Willis Rd.; 350' of this area is within City Limits.

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

James Rd. between CR 12 S & Brinks Willis Rd.

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:
_____ 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>CL</u> 5/5/17 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>CC</u> 5/5/17 Initials & Date	Chad Christian	Engineering	Determination of potential need for input from the City engineers.
_____ Initials & Date	Leslie Gahogan	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.
<u>LG</u> 5/5/17 Initials & Date	John Graham	Horticulture	Determination of any changes to landscaping needs.
<u>JB</u> Initials & Date	Joe Bouzan	Project / Risk Management	Project Management review. Determination of insurance cost to include in budget.
<u>MB</u> 5/5/17 Initials & Date	Miranda Bell	Finance	Budget review and account number assignment.

Project Management - Pre-project checklist

Project Name: James Rd. Paying Between CR 12 S & Brinks Willis Rd.Submitted by: Chad ChristianProject Owner: Chad Christian

Expected Project Start Date _____

Expected Project Completion Date _____

Is this project listed on the capital project planning document? _____

No

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

Baldwin County is paying 1 mile of James Rd. between CR 12 S & Brinks Willis Rd.; 350' of this area is within City Limits.

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

James Rd. between CR 12 S & Brinks Willis Rd.

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>MB 5/8/17</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 5/8/17</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 5/5/17</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.
_____ Initials & Date Nelson Bauer	Fire	Determination of potential need for input from the City engineers.
<u>CC 5/5/17</u> Initials & Date Chad Christian	Engineering	Determination of potential environmental issues or permits.
<u>LG 5/5/17</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.
_____ Initials & Date Gary Schrader	IT / GIS	Determination of any changes to landscaping needs.
_____ Initials & Date John Graham	Horticulture	Project Management review. Determination of insurance cost to include in budget.
_____ Initials & Date Joe Bouzen	Project / Risk Management	Budget review and account number assignment.
_____ Initials & Date Miranda Bell	Finance	

Project Management - Pre-project checklist

Project Name: James Rd. Paving Between CR 12 S & Brinks Willis Rd.Submitted by: Chad ChristianProject Owner: Chad Christian

Expected Project Start Date _____

Expected Project Completion Date _____

Is this project listed on the capital project planning document?

No

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

Baldwin County is paving 1 mile of James Rd. between CR 12 S & Brinks Willis Rd.; 350' of this area is within City Limits.

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

James Rd. between CR 12 S & Brinks Willis Rd.

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:
_____ 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.
_____ Miriam Boutwell Initials & Date	Zoning	
<u>CL</u> 5/5/17 Chuck 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>CB</u> 5/5/17 Nelson Bauer 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> 5/5/17 Chad Christian Initials & Date	Engineering	Determination of potential need for input from the City engineers.
_____ Leslie Gahagan Initials & Date	Environmental	Determination of potential environmental issues or permits.
<u>GS</u> 5/5/17 Gary Schrader 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.
_____ John Graham Initials & Date	Horticulture	Determination of any changes to landscaping needs.
_____ Joc Bouzan Initials & Date	Project / Risk Management	Project Management review. Determination of insurance cost to include in budget.
_____ Miranda Bell 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.,	\$	9,090.91
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	
Insurance Cost	\$	
Bid Cost	\$	
Other cost to construct and make operational (please list below:)	\$	
	\$	
	\$	
	\$	
Capital Project Subtotal	\$	9,090.91
10% Contingency	\$	909.09
Total capital project cost	\$	10,000.00

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 \$ **10,000.00**

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
	\$
	\$
	\$
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	\$ -