

Project Management - Pre-project checklist

Project Name: CROWN WALK DRAINAGE IMPROVEMENTS

Submitted by: CHAD CHRISTIAN

Project Owner: CHAD CHRISTIAN

Expected Project Start Date 4/3/2017

Expected Project Completion Date 4/17/2017

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

INSTALL 12' SPAN X 4' RISE PRECAST REINFORCED CONCRETE BOX CULVERT BENEATH CROWN WALK DRIVE.

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

APPROXIMATELY 150' WEST OF CROWN WALK DRIVE / HICKORY STREET INTERSECTION.

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 1/27/17</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 1/27/17</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 1/27/17</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 1/26/17</u> 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 Jessica Middleton	IT / GIS	Project Management review. Determination of insurance cost to include in budget.
_____ Initials & Date Joe Bouzan	Project / Risk Management	Budget review and account number assignment.
_____ Initials & Date Miranda Bell	Finance	

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_____ 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	
_____ 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> <u>1/26/17</u> Initials & Date	Chad Christian Engineering	Determination of potential need for input from the City engineers.
<u>Leslie Gahagan</u> Initials & Date	Leslie Gahagan Environmental	Determination of potential environmental issues or permits.
_____ Initials & Date	Jessica Middleton IT / GIS	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
_____ 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.

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.,	\$	134,000.00
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	-
Insurance Cost	\$	-
Bid Cost	\$	1,000.00
Other cost to construct and make operational (please list below):	\$	
_____	\$	
_____	\$	
_____	\$	
Capital Project Subtotal	\$	135,000.00
10% Contingency	\$	13,500.00
Total capital project cost	\$	148,500.00

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 \$ 148,500.00

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	\$ 148,500.00
_____	\$ _____
_____	\$ _____
Total cost of all phases	\$ 148,500.00

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



Taylor Davis <tdavis@cityoffoley.org>

Crown Walk Drive Drainage Improvements pre-project checklist

Nelson Bauer, Fire Inspector <nbauer@cityoffoley.org>
To: Taylor Davis <tdavis@cityoffoley.org>

Thu, Jan 26, 2017 at 3:52 PM

Nelson Bauer, CSHM, CFPS
Senior Fire Inspector
City of Foley
(251)971-6028
nbauer@cityoffoley.org

Sent from my iPad

On Jan 26, 2017, at 3:19 PM, Taylor Davis <tdavis@cityoffoley.org> wrote:

All,
Please see the attached pre-project checklist for the Crown Walk Drive Drainage Improvement project.
Thank you in advance for your responses.
Thank you,

Taylor L. Davis, PE
Assistant City Engineer
City of Foley Engineering Dept.
P.O. Box 1750 \ 200 N. Alston St.
Foley, AL 36535
P: 251-970-1104
F: 251-970-2398



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<Crown Walk Drive Drainage Improvement Pre-project checklist.pdf>

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