

Project Management - Pre-project checklist

400 - 3020 - 5125 - R40 Survey - PH2

Project Name: East Pride Blvd. Access Project Phase 2
 Submitted by: Chad Christian
 Projected Requested by (Mayor, Councilmember, Citizens, etc): _____
 Project Owner After Completion: Darrell Russell - Public Works
 Expected Project Start Date : 10/1/2018 (construction timeline)
 Expected Project Completion Date: 10/15/2018

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

Request professional survey from HMR and perform in-house design of left turn lane and turnout along East Pride Boulevard for future connection to Riviera Boulevard.

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

Approximately 700 feet west of East Pride Boulevard / South Juniper Street intersection.

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 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:
Joe Bouzan	Risk / Project Management	Project management review. Determination of insurance cost to include in budget.
<u>MB 5/9/18</u> Miranda Bell	Finance	Budget review and account number assignment.
<u>MB 5-9-18</u> 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 5-9-18</u> 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 5-9-18</u> 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>BH 5/10/18</u> Brad Hall	Fire	Determination of potential need for input from the City engineers.
<u>CC 5/9/18</u> Chad Christian	Engineering	Determination of potential environmental issues or permits.
<u>LG 5/9/18</u> Leslie Gahagan	Environmental	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
Gary Schrader	IT / GIS	The person who will own the project when its complete needs to be involved with the project from the beginning.
<u>OC 5/10/18</u>	Owner of Project when complete	

Design in house - Start Project in Oct 2018
 (expected) \$50-75K expected cost.

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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.,	\$	
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	2,900.00
Insurance Cost	\$	
Bid Cost	\$	
Other cost to construct and make operational (please list below:)		
	\$	
	\$	
	\$	
Capital Project Subtotal	\$	2,900.00
10% Contingency	\$	290.00
Total capital project cost	\$	3,190.00

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 \$ **3,190.00**

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
	\$
Construction estimate	\$ 75,000
	\$
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	\$ -