

Project Management - Pre-project checklist

12-6665-7128 A19 MOSD

Project Name: Stormwater inlet repairs for Montieth Oaks subdivision
 Submitted by: Randy Kurtts
 Project Requested by(Mayor, Councilmember, Citizens, etc): City Engineer
 Project Owner After Completion: Public Works
 Expected Project Start Date : 1-Dec-17
 Expected Project Completion Date: Feb-18

Is this project listed on the capital project planning document? Yes
 What is the amount listed on the capital project plan? \$13,750
 What year is it listed? FY 2018

If not, get approval from Mike Thompson to proceed with planning the project.
 Mike (Must have Mike initial and date)

Brief Project Description

Make necessary repairs to several stormwater inlets.

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

Montieth Oaks subdivision ROW PIN # N/A

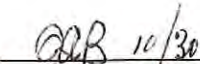
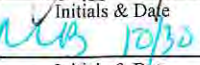
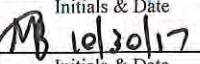
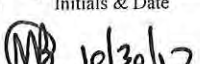
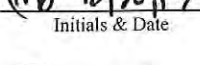
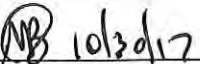
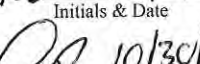
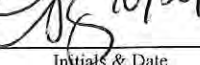
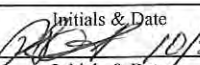
Project type (select one)

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

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, etc.)	\$	12,500.00
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	-
Insurance Cost	\$	
Bid Cost	\$	-
Other cost to construct and make operational (please list below):	\$	
	\$	
	\$	
	\$	
Capital Project Subtotal	\$	12,500.00
10% Contingency	\$	1,250.00
Total capital project cost	\$	13,750.00

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 \$ **13,750.00**

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	\$ -

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_____ Initials & Date	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	

Capital Project Worksheet

Directions:

Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.

If this project is approved, you must complete the Pre-Project Worksheet and Budget forms.

Submitted by: Randy Kurtts

Date Submitted: 10/30/2017

Is this purchase listed on the capital projects plan in the approved budget? Yes

What amount is approved in the plan for this project? \$13,750

In what year is this project shown to begin in the plan? FY 2018

Description of the project and why the project needs to be completed at this time.

Inlets are in need of repairs. If repairs are not done soon more work will be required.

I will have a couple of pictures to pass around at the Council Work Session.

Can your job be performed without the completion of this project? Please explain below.

Yes but failure to make necessary repairs will require more work later.

Will not completing this project cause a public safety issue? Please explain below.

Yes Pedestrians may encounter sink holes around inlets.

Do you expect to come in, at, or under budget on this project? Please explain below.

Expect to come in on or below budget. This project will be started I proposals are above budget.

Is there a grant associated with this project? NO

If so please list below the grant amount and the match required by the City.

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date