

Project Management - Pre-project checklist

Project Name: Fairway Drive - entrance and turn lane.Submitted by: Taylor DavisProject Owner: Chad ChristianExpected Project Start Date 02/01/2016Expected Project Completion Date 03/01/2016Is this project listed on the capital project planning document? (Please check one) Yes ☒ No ☐If it is on the capital projects planning document, what is the amount listed? \$105,750.00 What year is it listed? 2016

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

Mike (Must have Mike initial and date) - Approved to proceed ☐ Not Approved to Proceed ☐

Brief Project Description

Improve intersection turnout of Fairway Drive. Also provide a right turn lane from County Road 20 onto Fairway Drive.

This project is listed as two projects in the planning document, but will be completed as one project.

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

Intersection of County Road 20 at Fairway Drive.

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? Yes ☐ No ☒

If yes, please list Grantor _____

Will this project have a third party manager? Yes ☐ 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 12/7/15</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 12/7/15</u> Initials & Date Miriam Boutwell	Zoning	
<u>MB 12/7/15</u> 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.
<u>CB 12/7/15</u> 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 12/7/15</u> Initials & Date Chad Christian	Engineering	Determination of potential need for input from the City engineers.
<u>LG 12/7/15</u> Initials & Date Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
<u>JM 12/7/15</u> 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.
<u>MB 12/11/15</u> Initials & Date Miranda Bell and/or Joe Bouzan	Finance	Budget review and creation of agenda item. Determination of insurance cost to include in budget.

Effective Date May 21, 2015

Project Management - Pre-project budget worksheet

Estimated capital project cost

Land Acquisition (cost and location)	\$ 0
Hard Cost (building structure, sitework-including utilities, paving, grading, etc., landscaping, furnishings.,	\$ 93,600.00
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$ 2,000.00
Insurance Cost	\$
Bid Cost	\$ 500.00
Other cost to construct and make operational (please list below:)	
	\$
	\$
	\$
Capital Project Subtotal	\$ 96,100.00
10% Contingency	\$ 9,610.00
Total capital project cost	\$ 105,701.00

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	\$ 0

Total Cost to complete project and make fully operational \$ 105,701.00

Items below are for informational purposes:

Estimated Future Operating Cost

Utilities	\$ 0
Head count	\$ 0
Future Insurance	\$ 0
Additional future equipment (i.e. mowers, tractors, vehicles, etc.)	\$ 0
Additional cost to operate	\$ 0
	\$ 0
	\$ 0
	\$ 0
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
One Phase	\$ 105,701.00
	\$
	\$
Total cost of all phases	\$ 105,701.00

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
	\$
	\$
None	\$
Total cost of all previous phases	\$ 0