

### Project Management - Pre-project checklist

Project Name:	FBE/CR12 Safety Improvements
Submitted by:	Chad Christian
Projected Requested by(Mayor, Councilmember, Citizens, etc):	City Council
Project Owner After Completion:	Darrell Russell
Expected Project Start Date :	5/16/2018
Expected Project Completion Date:	5/23/2018

Is this project listed on the capital project planning document?	No* (BRI HSIP Study 400-3020-5131)
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  
Design/Construct Offset Turn Lanes at FBE/CR12 with ALDOT HSIP Grant  
10% Match with Contingency \$35,911

Location (Description and tax parcel identification number(s))  
FBE at CR12

## 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?	Yes
If yes, please list Grantor:	ALDOT HSIP

Will this project have a third party manager? Yes  
If yes, please list third party manager Charles Weber - BK1

Discuss your project in detail in a meeting with Joe Banzan & 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 MB 6/12/18 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 CM 6/12/18 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 Brad Hall	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.
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Yes

**If yes, please list Grantor:**

ALDOT HSIP


**Will this project have a third party manager?**

Yes

**If yes, please list third party manager**

Charles Weber - BKI

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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.,	\$	299,960.00
Soft Cost (Architectural, Engineering, Legal, Geotech. etc.)	\$	26,500.00
Insurance Cost	\$	-
Bid Cost	\$	-
Other cost to construct and make operational (please list below):	\$	-
	\$	-
	\$	-
	\$	-
Capital Project Subtotal	\$	326,460.00
10% Contingency	\$	32,646.00
Total capital project cost	\$	359,106.00

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 \$ 359,106.00

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	\$