

## Project Management - Pre-project checklist

Project Name: Stormwater Inlet Repairs: Waterford S/D and Willow Oak S/D

Submitted by: Randy Kurtts

Projected Requested by (Mayor, Councilmember, Citizens, etc): Residents

Project Owner After Completion: Public Works

Expected Project Start Date :

Expected Project Completion Date:

Is this project listed on the capital project planning document? No

What is the amount listed on the capital project plan?

What year is it listed?

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

Mike (Must have Mike initial and date)

## Brief Project Description

Repair four (4) inlets in Willow Oaks S/D and four (4) in Waterford S/D

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

Willow Oaks Subdivision (off County Road 12) PIN # N/A

Waterford Subdivision (off Brinks Willis Road) PIN # N/A

## 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 in detail in a meeting with Joe Bouzan &amp; Miranda Bell FIRST.

After meeting and discussion, this form will be sent to each person listed below for signature.

Individual	Department	Documentation Required:
<div>Initials &amp; Date</div> <div>MB 8/1/18</div> <div>Joe Bouzan</div>	Risk / Project Management	Project management review. Determination of insurance cost to include in budget.
<div>Initials &amp; Date</div> <div>MB 8/1/18</div> <div>Miranda Bell</div>	Finance	Budget review and account number assignment.
<div>Initials &amp; Date</div> <div>MB 8/1/18</div> <div>Miriam Boutwell</div>	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.
<div>Initials &amp; Date</div> <div>MB 8/1/18</div> <div>Miriam Boutwell</div>	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.
<div>Initials &amp; Date</div> <div>MB 8/1/18</div> <div>Chuck Lay</div>	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.
<div>Initials &amp; Date</div> <div>MB 8/1/18</div> <div>Brad Hall</div>	Fire	Determination of potential need for input from the City engineers.
<div>Initials &amp; Date</div> <div>MB 8/1/18</div> <div>Chad Christian</div>	Engineering	Determination of potential environmental issues or permits.
<div>Initials &amp; Date</div> <div>LG 8/2/18</div> <div>Leslie Gahagan</div>	Environmental	Determination of IT needs with Gary such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
<div>Initials &amp; Date</div> <div>MB 8/1/18</div> <div>Gary Schrader</div>	IT / GIS	Owner of Project when complete
<div>Initials &amp; Date</div> <div>MB 8/1/18</div> <div>Owner of Project when complete</div>		The person who will own the project when its complete needs to be involved with the project from the beginning.

## Project Management - Pre-project checklist

Project Name: Stormwater Inlet Repairs: Waterford S/D and Willow Oak S/D

Submitted by: Randy Kurtts

Projected Requested by (Mayor, Councilmember, Citizens, etc): Residents

Project Owner After Completion: Public Works

Expected Project Start Date :

Expected Project Completion Date:

Is this project listed on the capital project planning document? No

What is the amount listed on the capital project plan?

What year is it listed?

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

Mike (Must have Mike initial and date)

## Brief Project Description

Repair four (4) inlets in Willow Oaks S/D and four (4) in Waterford S/D

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

Willow Oaks Subdivision (off County Road 12) PIN # N/A

Waterford Subdivision (off Brinks Willis Road) PIN # N/A

## 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 in detail in a meeting with Joe Bouzan &amp; 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.
MB 8/1/18 Initials & Date	Finance	Budget review and account number assignment.
MB 8/1/18 Initials & Date	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.
MB 8/1/18 Initials & Date	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.
CL 8/1/18 Initials & Date	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.
CH 8/2/18 Initials & Date	Fire	Determination of potential need for input from the City engineers.
CC 8/1/18 Initials & Date	Engineering	Determination of potential environmental issues or permits.
Leslie Gahagan	Environmental	Determination of IT needs with Gary such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
Gary Schrader	IT / GIS	Owner of Project when complete
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 checklist

Project Name: Stormwater Inlet Repairs: Waterford S/D and Willow Oak S/D

Submitted by: Randy Kurtts

Projected Requested by (Mayor, Councilmember, Citizens, etc): Residents

Project Owner After Completion: Public Works

Expected Project Start Date:

Expected Project Completion Date:

Is this project listed on the capital project planning document?

No

What is the amount listed on the capital project plan?

What year is it listed?

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

Mike (Must have Mike Initial and date)

## Brief Project Description

Repair four (4) inlets in Willow Oaks S/D and four (4) in Waterford S/D

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

Willow Oaks Subdivision (off County Road 12) PIN # N/A

Waterford Subdivision (off Brinks Willis Road) 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:


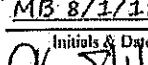
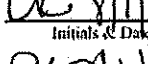



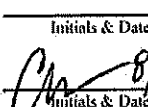

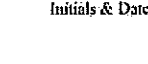

Will this project have a third party manager?

No

If yes, please list third party manager:

Discuss your project in detail in a meeting with Joe Bouzan &amp; 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 8/1/18 Joe Bouzan	Risk / Project Management	Project management review. Determination of insurance cost to include in budget.
 Initials & Date MB 8/1/18 Miranda Bell	Finance	Budget review and account number assignment.
 Initials & Date MB 8/1/18 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 MB 8/1/18 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 MB 8/1/18 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 MB 8/1/18 Brad Hall	Fire	Determination of potential need for input from the City engineers.
 Initials & Date MB 8/1/18 Chad Christian	Engineering	Determination of potential environmental issues or permits.
 Initials & Date MB 8/1/18 Leslie Gahagan	Environmental	Determination of IT needs with Gary such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
 Initials & Date MB 8/1/18 Gary Schrader	IT / GIS	Owner of Project when complete
 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 checklist

Project Name: Stormwater Inlet Repairs: Waterford S/D and Willow Oak S/D

Submitted by: Randy Kurtts

Projected Requested by (Mayor, Councilmember, Citizens, etc): Residents

Project Owner After Completion: Public Works

Expected Project Start Date :

Expected Project Completion Date:

Is this project listed on the capital project planning document? No

What is the amount listed on the capital project plan?

What year is it listed?

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

Mike (Must have Mike initial and date)

Brief Project Description

Repair four (4) inlets in Willow Oaks S/D and four (4) in Waterford S/D

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

Willow Oaks Subdivision (off County Road 12) PIN # N/A

Waterford Subdivision (off Brinks Willis Road) 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:
Joe Bouzan	Risk / Project Management	Project management review. Determination of insurance cost to include in budget.
MB 8/1/18 Miranda Bell	Finance	Budget review and account number assignment.
AL 8/1/18 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.
AL 8/1/18 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.
CL 8/1/18 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.
Brad Hall	Fire	Determination of potential need for input from the City engineers.
CC 8/1/18 Chad Christian	Engineering	Determination of potential environmental issues or permits.
Leslie Gahagan	Environmental	Determination of IT needs with Gary such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
GS 8/1/18 Gary Schrader	IT / GIS	Owner of Project when complete
	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.)	\$	47,823.00
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	
Insurance Cost	\$	
Bid Cost	\$	
Other cost to construct and make operational (please list below:)	\$	
	\$	
	\$	
	\$	
Capital Project Subtotal	\$	47,823.00
4 % Contingency	\$	1,912.92
Total capital project cost	\$	49,735.92

### 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** \$ -

### **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	\$ 49,735.92

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	\$ -