

Project Management - Pre-project checklist

Project Name: FY19 Resurfacing and Pavement Assessment
Submitted by: Chad Christian
Projected Requested by (Mayor, Councilmember, Citizens, etc): City Council
Project Owner After Completion: Darrell Russell
Expected Project Start Date : 1/1/2019
Expected Project Completion Date: 4/1/2019

Is this project listed on the capital project planning document? Yes
What is the amount listed on the capital project plan? \$750,000
What year is it listed? FY 19

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

Mike (Must have Mike initial and date) _____

Brief Project Description

Annual Resurfacing and Update Street Inventory and Pavement Assessment

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

Resurface Streets Listed and Citywide assessment/Inventory

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? Yes
 If yes, please list third party manager Steve Delahunty and Mike Harper

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 MB 11/9/18 _____ RACHEL KEITH 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 N/A _____ 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 N/A _____ 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 N/A _____ 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 N/A _____ Brad Hall	Fire	Determination of potential need for input from the City engineers.
Initials & Date 11/9/18 _____ Chad Christian	Engineering	Determination of potential environmental issues or permits.
Initials & Date N/A _____ Leslie Gahagan	Environmental	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
Initials & Date N/A _____ Gary Schrader	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		

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<u>RR 11/9/18</u> Initials & Date <u>RACHEL KEITH</u> <u>Joe-Bouzan-</u>	Risk / Project Management	Project management review. Determination of insurance cost to include in budget. <i>(not subject to Planning Comm. review/ no cost to insurance)</i>
_____ Initials & Date <u>Miranda Bell</u>	Finance	Budget review and account number assignment.
<u>N/A</u> Initials & Date <u>Miriam Boutwell</u>	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>N/A</u> Initials & Date <u>Miriam Boutwell</u>	Zoning	
<u>N/A</u> Initials & Date <u>Chuck Lay</u>	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>N/A</u> Initials & Date <u>Brad Hall</u>	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>CM 11/9/18</u> Initials & Date <u>Chad Christian</u>	Engineering	Determination of potential need for input from the City engineers.
<u>N/A</u> Initials & Date <u>Leslie Gahagan</u>	Environmental	Determination of potential environmental issues or permits.
<u>N/A</u> Initials & Date <u>Gary Schrader</u>	IT / GIS	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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