

Initial Project Planning Capital Improvement Projects *Preparation Checklist*

Initial Project Planning Check List:

This checklist outlines the most common steps and documents required during the initial planning of a capital improvement project. These procedures are to be completed prior to the commencement of the Design and Construction phases of the project.

NOTE: Each project will bring specific issues and costs that may not be captured in this general checklist.

Project Business Plan:

Provides information and preliminary project data to enable an informed decision

NOTE: Should be completed at the commencement of project conceptualization

Business Plan Components
<input type="checkbox"/> Facilities Master Plan
<input type="checkbox"/> Conceptual Project Design
<input type="checkbox"/> Preliminary Project Budget
<input type="checkbox"/> Preliminary Project Schedule
<input type="checkbox"/> Planning Team Participant List

Included Information
<input type="checkbox"/> Operational Needs
<input type="checkbox"/> Finances
<input type="checkbox"/> Fund Raising Efforts
<input type="checkbox"/> Future Trends
<input type="checkbox"/> Strategic Goal

Project Planning Team:

Parties involved in the initial planning of the project

NOTE: Many will continue to be engaged throughout Design and Construction

Internal
<input type="checkbox"/> Administration
<input type="checkbox"/> Operations
<input type="checkbox"/> Facilities/Engineering
<input type="checkbox"/> Project Management
<input type="checkbox"/> Finance/Accounting
<input type="checkbox"/> Contracts
<input type="checkbox"/> In-House Legal

External/Consultants
<input type="checkbox"/> Design Professionals
<input type="checkbox"/> Contractor (Design Assist)
<input type="checkbox"/> Owner's Representative
<input type="checkbox"/> Authorities Having Jurisdiction
<input type="checkbox"/> Project/Construction Manager
<input type="checkbox"/> Funding Expert & Bond Counsel
<input type="checkbox"/> Bond Strategist

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Preliminary Project Budget:

A comprehensive view of potential project costs, allowances and contingencies

NOTE: Based on estimates, industry standard calculations, and projected cost/sq. ft.

Hard Costs	Additional Planning Dollars
<input type="checkbox"/> Construction <i>Actual construction costs</i>	<input type="checkbox"/> Allowances <i>Anticipated scope concerns</i>
<input type="checkbox"/> Low Voltage Systems <i>System costs and installation</i>	<input type="checkbox"/> Contingencies <i>Unforeseen conditions</i>
<input type="checkbox"/> Portable Structures <i>Permanent mobile structures</i>	<input type="checkbox"/> Escalation <i>Inflation projections for Cash Flow</i>
Soft Costs	
<input type="checkbox"/> Site Development <i>Acquisition costs & development</i>	<input type="checkbox"/> Bid Costs <i>Advertisement & Plan printing/postage</i>
<input type="checkbox"/> Agency Fees <i>State & Local jurisdiction fees</i>	<input type="checkbox"/> Inspection <i>Project inspection costs (HIOR, etc.)</i>
<input type="checkbox"/> Utility Set-Up <i>Utility vendor start up costs</i>	<input type="checkbox"/> Testing <i>Testing services</i>
<input type="checkbox"/> Consultants <i>All external project consultants</i>	<input type="checkbox"/> Moving/Storage <i>Moving/storage & Interim Housing</i>
<input type="checkbox"/> Design/Engineering Fees <i>Architect and Engineering fees</i>	<input type="checkbox"/> Furniture & Equipment <i>Furnishings, Fixtures, and Equipment</i>

Preliminary Project Schedule:

An initial timeline that includes major milestones occurring prior to Design and Construction

Jurisdictional Items	Analysis, Design & Consulting
<input type="checkbox"/> OSHPD	<input type="checkbox"/> CEQA/Traffic Survey
<input type="checkbox"/> State - Other	<input type="checkbox"/> DTSC/HazMat Report
<input type="checkbox"/> DPHS/Licensing	<input type="checkbox"/> Land/Parcel Surveys
<input type="checkbox"/> Local - City/County	<input type="checkbox"/> Facilities Master Plan
<input type="checkbox"/> Local - Other	<input type="checkbox"/> Conceptual Project Design
Operational Meetings	Procurement
<input type="checkbox"/> Board Review	<input type="checkbox"/> Establish Delivery Method
<input type="checkbox"/> Staff Review	<input type="checkbox"/> Bid Process
<input type="checkbox"/> Internal Project Team	<input type="checkbox"/> Selection and Award
<input type="checkbox"/> External Project Team	<input type="checkbox"/> Contracting