

**MCP Project Package Checklist
(for Construction Projects over \$1,000)**

PROJECT TITLE: _____

POINT OF CONTACT/REQUESTER: _____

Project Work Plan - description of project needs

Secure landowner permission in writing

Environmental analysis

 biological analysis - human health, plants and wildlife

 cultural analysis

 historic (SHPD)

 architectural (MLA)

 highway (NMDOT)

 land use (SF County)

Maps

Cost estimate

Cost quote(s) from vendor(s)

Distribute Project Package to MCP via e-mail 2 weeks prior to the monthly meeting

Promote the funding request on agenda 2 weeks prior to the monthly meeting

Project Package Checklist Description (for Construction Projects over \$1,000)

Project Work Plan - This work plan provides a detailed description of the observed conditions and human impacts, clearly identifies and articulates the needs to be addressed, describes proposed specific actions, and makes a request for funding for costs over the requesting dollar limit to permit the plan to proceed into action. If the action is one of many actions in a project with more than one phase, then the detailed description of all of the phases of the project need to be included in this work plan. This prevents connected actions from proceeding piecemeal so that the cumulative impacts of all the actions can be looked at all at once.

Secure landowner permission for the project in writing. This is first because if permission is denied the project needs to either be stopped or another site needs to be selected. There is no need to waste additional time if a another site is unavailable (i.e. the project is site specific and no other site will suffice). In the case of a project that is not site specific this may be delayed until a site is selected. In this case "Not site specific" would suffice under this heading to satisfy the absence of landowner permission. This does not prohibit funds from being used to further any committee project or their activities, but any requested funds need to be below the Project Package Checklist cost limit.

Do an environmental analysis to determine if there are any barriers to project completion. This includes two main areas where both biological resources and cultural resources are examined.

First a biological analysis is made to determine if any plant and wildlife impacts exist, including impacts to human health. Again if no environmental impacts are likely, "No negative impacts" would suffice under this heading to satisfy the absence of biological impact to plants, wildlife or human health.

For the project this might include descriptions of the following:

- impacts to the neighbors or users of the area
- has a community survey of those affected by the project been conducted and opinions gathered for consideration?
- can the materials selected for construction be from sustainable sources, locally available, and meet all the needs of the project?
- what other designs were considered for the intended needs?

Second a cultural analysis is made to determine if any impacts to historical structures exist or if architectural approval is required for proposed buildings. An historic analysis is more suited to the ballpark as well as any property within the

Historic District. If money is to be obligated by the MCP for work on the historic ballpark or any other historic property the State Historic Preservation Division may need to be consulted to ensure that the project's construction methods and materials, as well as all of the other improvements met accepted guidelines to revitalize or otherwise affect an historic property. The decision to engage the SHPD remains with the landowner. The State Historic Preservation Division needs to be consulted on this issue if the landowner is interested. In some cases a formal submission may not be required, so provide a documented conversation with contact info for the SHPD source should the project not merit further consideration due to its low potential for a negative impact to the Historic District. In addition the MLA may require architectural approval of small buildings to be installed (tool storage shed, free box, washateria).

Prepare a detailed map and any drawings. A map provides the location of the project in the community so people can see the project's relationship to surrounding features. Also in order to secure accurate and competent vendor cost estimate bids, a map provides details necessary for issues of vehicle access, clearances around existing obstacles, and distance from vendor resources, all which affect the cost. A detailed map is instrumental in any submission to state or county organizations should their input be required for permission to work on or near their right-of-way or property (think ground disturbing activities by the Oasis Group or other committees) or the SHPD for work on or near the ballpark and grandstand, or any historic structure for that matter. Detailed drawings provide necessary detail to facilitate understanding of any non-standard construction for better understanding and cost estimation.

Prepare detailed cost estimate. In order to secure accurate and competent vendor bids, the type and quality of materials, and quantities, need to be prepared as a part of the package.

Secure a minimum of three cost quotes from vendors who normally engage in the type of work considered. This is done so that cost efficiency in the purchase can be demonstrated. In this process of requesting bids, additional and valuable information can sometimes be gained from the vendors who ask questions, and provide opportunities for cost savings.

Distribute the Project Package Checklist with any required attachments to the MCP e-mail list for their consideration at least two weeks prior to the meeting when the funding request is to be made.

Promote the funding request on the monthly agenda at least two weeks prior to the meeting so that it can be included in the e-mailed agenda.