



## PROJECT CHARTER

DEPARTMENT: RFCD

PROJECT NAME: Alamo Wash Basin Management Plan

PROJECT ID: CFC.5Alamo

Prepared By: Sandy Steichen

Date Prepared: 11/23/2016

Approval of this Project Charter indicates 1) approval of the constraining factor established for this project, 2) an understanding of the purpose and content as described in this document, and 3) agreement with the Scope, Schedule, Budget and Quality of the recommended alternative. By signing this document, each individual agrees that work should be initiated on this project with **all necessary resources allocated** and commits to fulfill his/her role and responsibilities as described herein.

Approver Name	Position	Signature	Date
Sandy Steichen	Project Manager	<i>Sandy Steichen</i>	1/5/2017
Suzanne Shields	Department Director	<i>S Shields</i>	1/5/17
Nanette Slusser	County Administration		

**\*Note:** Not all sections of the Project Charter format are applicable to all projects. To insure all sections have been completed as needed, do not delete any sections from this document. If a section is not applicable to the project, simply type "Not Applicable". See "Guidance for Preparing a Project Charter" and "Checklists for Project Charter & Gates" for additional information.

## Contents

PROJECT OVERVIEW .....	3
Background: .....	3
Need Statement: .....	3
Scope Statement: .....	3
Justification: .....	3
BUDGET MANAGEMENT .....	4
Cost Model Summary and Financial Schedule for Requested Budget .....	4
Requested Funding Sources .....	4
Map of Project Area with Polygon .....	4
ESTIMATED BENEFITS OF THIS PROJECT .....	6
SCHEDULE MANAGEMENT .....	6
Critical Path Tasks and Anticipated Completion Dates .....	6
QUALITY MANAGEMENT .....	6
Constraining Factor .....	6
ALTERNATIVES ANALYSIS .....	7
TEAM MEMBER MANAGEMENT .....	8
Roles and Responsibilities .....	8
Summary of Team Member Meeting .....	9
RISK MANAGEMENT .....	9
Assessment of Risks to Achieving Scope, Schedule, Budget and/or Quality .....	9
COMMUNICATION MANAGEMENT .....	10
Proposed Gate Meetings .....	10
PROCUREMENT MANAGEMENT .....	10
Proposed Project Delivery Method .....	10
APPENDIX A – Map with Polygon .....	11
APPENDIX B – Cost Model .....	11
APPENDIX C – Microsoft Project Schedule .....	11
APPENDIX D – Team Member Meeting Minutes .....	11
APPENDIX E - CIP Program/Phase Maintenance Request Form .....	11

## PROJECT OVERVIEW

### **Background:**

The Alamo Wash watershed is approximately 9.5 square miles in area and lies entirely within the City of Tucson. The Alamo Wash has headwaters at approximately Irvington Rd. and drains north to the Rillito River. The purpose of the Alamo Wash Basin Management Plan is to develop a comprehensive flood control protection program and to develop drainage alternatives which will improve public safety, provide fiscal responsibility, and provide a balance multi-objective approach to managing the floodplains and resources in the watershed. Once adopted by the City of Tucson, the plan will provide guidance for development, redevelopment and retrofits in flood prone areas and provide an implementation plan for drainage improvements to limit the potential for flooding. The study will ensure that the floodplain management regulations will balance competing community and private sector interests.

### **Need Statement:**

Access is limited in the study area during storm events due to at-grade crossings. Flood-related deaths have occurred on at-grade crossings of the Alamo Wash and storm events have resulted in flood damage to properties adjacent to the wash. The Alamo Wash Basin Management Study will identify flooding and drainage problems in the study area and provide a multi-objective approach to managing floodplains and improving public safety.

### **Scope Statement:**

The Alamo Wash Basin Management Study will identify existing flooding and drainage issues in the Alamo Wash watershed through research of current and historic events, public and stakeholder involvement and delineation of jurisdictional floodplains. Alternatives will be developed to provide cost effective solutions for mitigating the identified flood hazards and improving public safety.

### **Justification:**

Flooding and drainage issues in the Alamo Wash watershed are a public safety concern. A comprehensive plan is required to address these issues.

## BUDGET MANAGEMENT

[Cost Model attached as Appendix B]

### Cost Model Summary and Financial Schedule for Requested Budget

Phase	FY 16/17	FY 17/18	FY 18/19	FY XX/XX	FY XX/XX	TOTAL	Soft Cost %
Land Acquisition	NA	NA	NA	0	0	0	%
Project Development	385,000	426,363	41,870.46	0	0	853,233.46	%
Design	NA	NA	NA	0	0	0	%
Construction	NA	NA	NA	0	0	0	%
Utility Relocation	NA	NA	NA	0	0	0	%
Public Art	NA	NA	NA	0	0	0	%
Contingency	NA	NA	NA	0	0	0	%
<b>TOTAL PROJECT BUDGET</b>	<b>385,000</b>	<b>426,363</b>	<b>41,870.46</b>	<b>0</b>	<b>0</b>	<b>853,233.46</b>	<b>%</b>

### Requested Funding Sources

Funding Summary			
Funding Sources		Amount	% of Total
A.	Flood Control District Tax Levy	\$853,233.46	100%
B.		\$	%
C.		\$	%
D.		\$	%
<b>TOTAL FUNDING SOURCES</b>		<b>\$853,233.46</b>	<b>%</b>

### Map of Project Area with Polygon

On the next page  or attached as Appendix  is a map of the area associated with this project. To meet certain Pima County requirements, any project that anticipates ground disturbance must show on this map a polygon of the limits of potential ground disturbance.



## ESTIMATED BENEFITS OF THIS PROJECT

Benefit	Estimated Level of Benefit			
	High	Med	Low	None
Protects Health, Safety & Property	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increases Capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets Regulatory/Mandated Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Promotes Economic Development	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Makes Use of Non-County Funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reduces Long-Term Costs to the County	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rehabilitates/Preserves/Enhances Existing Asset	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enhances Environment and/or Cultural Resource	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improves System Continuity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets Master/Long-Range Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is Regionally Significant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SCHEDULE MANAGEMENT

[Microsoft Project Schedule attached as Appendix C]

### Critical Path Tasks and Anticipated Completion Dates

	Critical Path Task Description	Anticipated Completion Date
1	Existing Conditions Data Collection and Review	July 2017
2	Floodplain Delineation	April 2018
3	Alternatives Analysis and Remediation Recommendations	October 2018
4		
5		

## QUALITY MANAGEMENT

### Constraining Factor

For this project, the following one factor is understood by the project team and senior management to be the least flexible to change:

Scope       Schedule       Budget       Quality

Provide a brief explanation regarding criticality of chosen constraining factor:

Changes in scope will impact schedule and budget.

# ALTERNATIVES ANALYSIS

- Viable alternatives have been identified and are described below.  
OR
- Alternatives need to be developed and/or further evaluated. Alternative Summary and Recommendation to be presented at a 2.1 Gate.  
OR
- No alternatives are anticipated for this project.

**Alternative 1:**

**Non-structural**

This project is a Basin Management Plan which includes alternative analyses. Alternatives are to be developed as part of this study.

**Alternative 2:**

**Structural**

This project is a Basin Management Plan which includes alternative analyses. Alternatives are to be developed as part of this study.

**Assumption & Constraint Analysis**

1. <input type="checkbox"/> Constraint (Known) or <input checked="" type="checkbox"/> Assumption (Unknown)	Alternative(s) 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/>
Description: Structural improvements may require additional right-of-way.  Impact Discussion: Study area is urbanized and right-of-way will be limited.	
2. <input type="checkbox"/> Constraint (Known) or <input checked="" type="checkbox"/> Assumption (Unknown)	Alternative(s) 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/>
Description: Structural improvements may require utility re-location or improvements.  Impact Discussion: Study area is urbanized. Existing utilities cross the Alamo Wash and street improvements may require utility re-location.	
3. <input type="checkbox"/> Constraint (Known) or <input checked="" type="checkbox"/> Assumption (Unknown)	Alternative(s) 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/>
Description: Non-structural solutions will not address all public safety issues.  Impact Discussion: Some structural improvements will be required to address flooding and drainage issues in the watershed.	
4. <input type="checkbox"/> Constraint (Known) or <input type="checkbox"/> Assumption (Unknown)	Alternative(s) 1 <input type="checkbox"/> 2 <input type="checkbox"/>
Description:  Impact Discussion:	

## TEAM MEMBER MANAGEMENT

### Roles and Responsibilities

Member's Name: Sandy Steichen	Affiliation: Pima County Flood Control
Role: Project Manager	
Responsibility: Manage the project scope, schedule and budget.	

Member's Name: Evan Canfield	Affiliation: Pima County Flood Control
Role: Quality Control	
Responsibility: Provide project management expertise and quality control.	

Member's Name: Steve Tineo	Affiliation: City of Tucson, Department of Transportation (DOT)
Role: City of Tucson Representative for DOT	
Responsibility: Ensure City of Tucson (COT) project goals are represented and provide COT direction, information and resources for project success.	

Member's Name: Howard Dutt	Affiliation: City of Tucson Parks and Recreation (P&R)
Role: City of Tucson Representative for P&R	
Responsibility: Represent COT P&R, provide guidance and information.	

Member's Name: Adam Bliven	Affiliation: Pima County Wastewater Reclamation Department (RWRD)
Role: Pima County (PC) RWRD Representative	
Responsibility: Represent PC RWRD, provide guidance and information.	

Member's Name: Roger Anyon	Affiliation: Pima County Cultural Resources & Historic Preservation
Role: Cultural Resources	
Responsibility: Provide assistance and technical advice regarding cultural resources.	

Member's Name: Catesby Suter	Affiliation: City of Tucson Consultant
Role: 404-permitting	
Responsibility: Provide assistance and technical advice regarding 404-permitting.	

Member's Name: Mike Cabrera	Affiliation: Pima County Flood Control
Role: 404-permitting	
Responsibility: Provide assistance and technical advice regarding 404-permitting.	

Member's Name: Paul Baughman	Affiliation: COT Development Services
Role: COT Development Services Representative	
Responsibility: Represent COT Development Services, provide guidance and information.	

Member's Name: Joe Linville	Affiliation: COT Development Services
Role: WASH and ERZ Ordinance	
Responsibility: Provide assistance and technical advice regarding WASH and ERZ Ordinances.	

### Summary of Team Member Meeting

- Meeting Minutes are attached as Appendix.
- OR
- A summary of the Team Member meeting is as follows:

Date of Team Member Meeting:

Invitees:

Attendees:

Summary of Meeting Minutes:

Critical Issues and Action Items:

### RISK MANAGEMENT

#### Assessment of Risks to Achieving Scope, Schedule, Budget and/or Quality

##### Risk Tables

<b>1. Risk Name: Schedule Delay</b>							
<b>Probability:</b>	High <input type="checkbox"/>	Med <input type="checkbox"/>	Low <input checked="" type="checkbox"/>	<b>Impact:</b>	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
<b>Action:</b>	Control <input checked="" type="checkbox"/>		Absorb <input type="checkbox"/>	Avoid <input type="checkbox"/>		Deflect <input type="checkbox"/>	
Mitigation Strategy: Monthly progress meetings to assess project completion and address schedule changes							

<b>2. Risk Name: Scope Changes</b>							
<b>Probability:</b>	High <input type="checkbox"/>	Med <input type="checkbox"/>	Low <input checked="" type="checkbox"/>	<b>Impact:</b>	High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>

<b>Action:</b>	Control <input type="checkbox"/>	Absorb <input type="checkbox"/>	Avoid <input checked="" type="checkbox"/>	Deflect <input type="checkbox"/>
Mitigation Strategy: Monthly progress meetings to monitor project scope.				

<b>3. Risk Name: Budget Creep</b>							
<b>Probability:</b>	High <input type="checkbox"/>	Med <input type="checkbox"/>	Low <input checked="" type="checkbox"/>	<b>Impact:</b>	High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
<b>Action:</b>	Control <input type="checkbox"/>	Absorb <input type="checkbox"/>	Avoid <input checked="" type="checkbox"/>	Deflect <input type="checkbox"/>			
Mitigation Strategy: Avoid scope changes and schedule delay.							

**COMMUNICATION MANAGEMENT**

**Proposed Gate Meetings**

For this project, the following gate meetings are proposed:

	Proposed Date
<input checked="" type="checkbox"/> Gate 1-1 Entry Gate .....	January 2017
<input type="checkbox"/> Gate 2-1 Project Development .....	NA
<input type="checkbox"/> Gate 3-1 Preliminary Design .....	NA
<input type="checkbox"/> Gate 3-2 Construction Documents Ready for Contractor Selection .....	NA
<input type="checkbox"/> Gate 4-1 Ready to Issue Letter of Construction Acceptance .....	NA
<input checked="" type="checkbox"/> Gate 5-1 Close Out.....	April 2019

**PROCUREMENT MANAGEMENT**

**Proposed Project Delivery Method**

The proposed project delivery method for this project is:

- Design-Bid-Build
- Construction Management at Risk
- Design-Build
- Design-Build-Own-Operate
- Job Order Contract
- Managed/Delivered by Others
- To be Determined

# APPENDICES

[Attach legible pdf attachments after the Project Charter has been converted to pdf format.]

## **APPENDIX A – Map with Polygon**

[Can be embedded in Charter or as Appendix]

## **APPENDIX B – Cost Model**

[Attach legible Cost Model]

## **APPENDIX C – Microsoft Project Schedule**

[Attach legible MSP Schedule]

## **APPENDIX D – Team Member Meeting Minutes**

[Can be embedded in Charter or as Appendix]

## **APPENDIX E - CIP Program/Phase Maintenance Request Form**

[AKA CAS form. The data on this form must match the data in the Project Charter]

## APPENDIX A – Map with Polygon Embedded in Charter

## APPENDIX B – Cost Model

Alamo Wash BMP

A	B	C	D	E	F	G	H	L
1	Cost Model							
2	Project Line Items							
3	<b>ALAMO WASH BASIN MANAGEMENT PLAN</b>	Original Budget	Current Budgeted/ <i>Contracted</i>	Paid Inception to Date	Remaining Balance	Soft Cost % of Hard Cost	Soft Cost Value	Notes
4	<b>Land Acquisition (RWY)</b>							
5	Contracted RWY Services (RWY)		\$0		\$0	#DIV/0!		
6	Property Purchase (RWY)		\$0		\$0			*considered hard cost; but not in the % calculations
7	Temporary Easements/Agreements (RWY)		\$0		\$0			*considered hard cost; but not in the % calculations
8	Other (RWY)		\$0		\$0	#DIV/0!		
9	Internal Labor Rollup (RWY)	\$0	\$0	\$0	\$0	#DIV/0!		
10	Real Prop (RWY)		\$0		\$0			
11	HP (RWY)		\$0		\$0			
12	DOT (RWY)		\$0		\$0			
13	FM (RWY)		\$0		\$0			
14	NRPR (RWY)		\$0		\$0			
15	RFCD (RWY)		\$0		\$0			
16	RWRD (RWY)		\$0		\$0			
17	Other Depts (RWY)		\$0		\$0			
18	<b>Subtotal RWY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	
19								
20	<b>Project Development (PLN)</b>							
21	Procurement (PLN)		\$0		\$0	#DIV/0!		
22	A/E Services (PLN)		\$853,233		\$853,233	#DIV/0!		
23	Site Studies (PLN)		\$0		\$0	#DIV/0!		Includes Cultural, Environmental, other
24	Mapping/Survey (PLN)		\$0		\$0	#DIV/0!		
25	IGA or agreements (PLN)		\$0		\$0	#DIV/0!		
26	Other (PLN)		\$0		\$0	#DIV/0!		
27	Internal Labor Rollup (PLN)	\$0	\$32,000	\$0	\$32,000	#DIV/0!		
28	HP (PLN)		\$0		\$0			
29	DOT (PLN)		\$0		\$0			
30	FM (PLN)		\$0		\$0			
31	NRPR (PLN)		\$0		\$0			
32	RFCD (PLN)		\$32,000		\$32,000			
33	RWRD (PLN)		\$0		\$0			
34	Other Depts (PLN)		\$0		\$0			
35	<b>Subtotal PLN</b>	<b>\$0</b>	<b>\$885,233</b>	<b>\$0</b>	<b>\$885,233</b>	<b>#DIV/0!</b>	<b>\$0</b>	
36								
37	<b>Design (DES)</b>							
38	Procurement (DES)		\$0		\$0	#DIV/0!		
39	A/E Services (DES)		\$0		\$0	#DIV/0!		
40	Geotechnical Services (DES)		\$0		\$0	#DIV/0!		
41	Site Mitigation Studies (DES)		\$0		\$0	#DIV/0!		Includes Cultural, Environmental, Survey
42	Community Relations (DES)		\$0		\$0	#DIV/0!		
43	PM Services (Contracted) (DES)		\$0		\$0	#DIV/0!		
44	CM Services (Contracted) (DES)		\$0		\$0	#DIV/0!		
45	Permits (DES)		\$0		\$0	#DIV/0!		
46	Procurement Bids, Advert & Printing (DES)		\$0		\$0	#DIV/0!		*Construction Contract
47	Commissioning Agent (DES)		\$0		\$0	#DIV/0!		*Construction Contract
48	Other (DES)		\$0		\$0	#DIV/0!		
49	Internal Labor Rollup (DES)	\$0	\$0	\$0	\$0	#DIV/0!		
50	HP (DES)		\$0		\$0			
51	DOT (DES)		\$0		\$0			
52	FM (DES)		\$0		\$0			
53	NRPR (DES)		\$0		\$0			
54	RFCD (DES)		\$0		\$0			
55	RWRD (DES)		\$0		\$0			
56	Other Depts (DES)		\$0		\$0			
57	<b>Subtotal DES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	
58								
59	<b>Construction (CON)</b>							
60	CM Services (CON)		\$0		\$0	#DIV/0!		Either external or internal
61	A/E Services (CON)		\$0		\$0	#DIV/0!		
62	Construction Rollup Costs (CON)	\$0	\$0	\$0	\$0			Designated CONSTRUCTION COST for soft cost calc's (varies by project)
63	Construction (CON)		\$0		\$0			
64	Substantial Completion Milestone (CON)		\$0		\$0			
65	Closeout Activities (CON)		\$0		\$0			
66	Demolition (CON)		\$0		\$0			
67	Construction Survey/Staking (CON)		\$0		\$0			
68	Equipment / Technology (CON)		\$0		\$0			
69	Furnishings (CON)		\$0		\$0			
70	Moving/Startup/Commissioning (CON)		\$0		\$0			
71	Establishment costs (post occupancy) (CON)		\$0		\$0			
72	Capital Equipment (CON)		\$0		\$0			
73	Materials Testing /Special Insp. (CON)		\$0		\$0	#DIV/0!		*only use if not within the contractors bid
74	Site Monitoring (CON)		\$0		\$0	#DIV/0!		Includes Cultural, Environmental
75	Project Commissioning (3rd Party) (CON)		\$0		\$0	#DIV/0!		
76	Post Design/As-Builts (CON)		\$0		\$0	#DIV/0!		
77	Other (CON)		\$0		\$0	#DIV/0!		
78	Internal Labor Rollup (CON)	\$0	\$0	\$0	\$0	#DIV/0!		
79	HP (CON)		\$0		\$0			
80	DOT (CON)		\$0		\$0			
81	FM (CON)		\$0		\$0			
82	NRPR (CON)		\$0		\$0			
83	RFCD (CON)		\$0		\$0			
84	RWRD (CON)		\$0		\$0			
85	Other Depts (CON)		\$0		\$0			
86	<b>Subtotal CON</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	
87								
88	<b>Utility Relocation (UTL)</b>							
89	Electric (TEP, Trico)		\$0		\$0			*hard costs, included in calculation
90	Water (Tucson Water, Others)		\$0		\$0			*hard costs, included in calculation
91	Sewer (RWRD)		\$0		\$0			*hard costs, included in calculation
92	Gas (SW Gas, others)		\$0		\$0			*hard costs, included in calculation
93	Communications (UTL)		\$0		\$0			*hard costs, included in calculation
94	A/E Services (UTL)		\$0		\$0	#DIV/0!		
95	Other (UTL)		\$0		\$0	#DIV/0!		
96	Internal Labor Rollup (UTL)	\$0	\$0	\$0	\$0	#DIV/0!		
97	HP (UTL)		\$0		\$0			
98	DOT (UTL)		\$0		\$0			
99	FM (UTL)		\$0		\$0			
100	NRPR (UTL)		\$0		\$0			
101	RFCD (UTL)		\$0		\$0			
102	RWRD (UTL)		\$0		\$0			
103	Other Depts (UTL)		\$0		\$0			
104	<b>Subtotal UTL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	
105								
106	<b>Public Art (PRT)</b>							
107	Artist Contract (PRT)		\$0		\$0	#DIV/0!		
108	Internal Labor (PRT) - By Division		\$0		\$0	#DIV/0!		
109	Other (PRT)		\$0		\$0	#DIV/0!		
110	<b>Subtotal PRT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	
111								
112	<b>Contingency (CTG)</b>							
113	Design Contingency (CTG)		\$0		\$0	#DIV/0!		
114	Construction Contingency (CTG)		\$0		\$0			*hard costs, included in calculation
115	<b>Subtotal CTG</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	
116								
117	<b>Grand Total</b>	<b>\$0</b>	<b>\$885,233</b>	<b>\$0</b>	<b>\$885,233</b>	<b>#DIV/0!</b>	<b>\$0</b>	
118								
119	<b>Authorized Funding Sources</b>							
120								
121	source 1		\$0		\$0			
122	source 2		\$0		\$0			
123	source 3		\$0		\$0			
124	source 4		\$0		\$0			
125	source 5		\$0		\$0			
126								
127								
128	<b>Subtotal Funding</b>	<b>\$0</b>	<b>\$0</b>					
129	<b>Project budget</b>	<b>\$0</b>	<b>\$885,233</b>					
130								
131	<b>Balance</b>	<b>\$0</b>	<b>-\$885,233</b>					

# APPENDIX C – Microsoft Project Schedule

ID	Notes	Task Name	Duration	Start	Finish	Predecessors	% Complete	Copy % Comp	Cost	2016				2017				2018				2019	
										Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2
1		<b>5ALAMO (Alamo Wash BMP)</b>	<b>653 days</b>	<b>Wed 10/26/16</b>	<b>Fri 4/26/19</b>		<b>0%</b>		<b>\$885,233.46</b>														
2		<b>Land Acquisition</b>	<b>1 day</b>	<b>Wed 10/26/16</b>	<b>Wed 10/26/16</b>		<b>0%</b>		<b>\$0.00</b>														
16		<b>Project Development (PLN)</b>	<b>653 days</b>	<b>Wed 10/26/16</b>	<b>Fri 4/26/19</b>		<b>0%</b>		<b>\$885,233.46</b>														
17		Procurement (PLN)	1 day	Wed 10/26/16	Wed 10/26/16		0%		\$0.00														
18		A/E Services (PLN)	653 days	Wed 10/26/16	Fri 4/26/19		0%		\$853,233.46														
19		Site Studies (PLN)	1 day	Wed 10/26/16	Wed 10/26/16		0%		\$0.00														
20		Mapping Survey (PLN)	1 day	Wed 10/26/16	Wed 10/26/16		0%		\$0.00														
21		IGA or other agreement (PLN)	1 day	Wed 10/26/16	Wed 10/26/16		0%		\$0.00														
22		Other (PLN)	1 day	Wed 10/26/16	Wed 10/26/16		0%		\$0.00														
23		<b>Internal labor Rollup (PLN)</b>	<b>653 days</b>	<b>Wed 10/26/16</b>	<b>Fri 4/26/19</b>		<b>0%</b>		<b>\$32,000.00</b>														
24		HP (PLN)	1 day	Wed 10/26/16	Wed 10/26/16		0%		\$0.00														
25		DOT (PLN)	1 day	Wed 10/26/16	Wed 10/26/16		0%		\$0.00														
26		FM (PLN)	1 day	Wed 10/26/16	Wed 10/26/16		0%		\$0.00														
27		NRPR (PLN)	1 day	Wed 10/26/16	Wed 10/26/16		0%		\$0.00														
28		RFCD (PLN)	653 days	Wed 10/26/16	Fri 4/26/19		0%		\$32,000.00														
29		RWRD (PLN)	1 day	Wed 10/26/16	Wed 10/26/16		0%		\$0.00														
30		Other Depts (PLN)	1 day	Wed 10/26/16	Wed 10/26/16		0%		\$0.00														
31		<b>Design (DES)</b>	<b>1 day</b>	<b>Wed 10/26/16</b>	<b>Wed 10/26/16</b>		<b>0%</b>		<b>\$0.00</b>														
51		<b>Construction (CON)</b>	<b>2 days</b>	<b>Wed 10/26/16</b>	<b>Thu 10/27/16</b>		<b>0%</b>		<b>\$0.00</b>														
78		<b>Utility Relocation (UTL)</b>	<b>1 day</b>	<b>Wed 10/26/16</b>	<b>Wed 10/26/16</b>		<b>0%</b>		<b>\$0.00</b>														
94		<b>Public Art (PRT)</b>	<b>1 day</b>	<b>Wed 10/26/16</b>	<b>Wed 10/26/16</b>		<b>0%</b>		<b>\$0.00</b>														
98		<b>Contingency (CTG)</b>	<b>1 day</b>	<b>Wed 10/26/16</b>	<b>Wed 10/26/16</b>		<b>0%</b>		<b>\$0.00</b>														

Project: Alamo Wash BMP  
Date: Wed 11/23/16

Task		External Tasks		Manual Task		Finish-only	
Split		External MileTask		Duration-only		Progress	
Milestone		Inactive Task		Manual Summary Rollup		Split	
Summary		Inactive Milestone		Manual Summary			
Project Summary		Inactive Summary		Start-only			

## APPENDIX D – Team Member Meeting Minutes

### Team Meeting in Planning Process for January

## APPENDIX E - CIP Program/Phase Maintenance Request Form

**CIP - Program Phase Maintenance**

This form is required with the Program Charter & is used to set-up a new project or change one within the CIP program.  
**Data should match what is in the Program Charter. Please complete ALL blanks on this form.**

**Program ID = CXX.XXXXXX (C=Capital, XX= Dept, a period to separate, last six X's = Program).**

Item	Description	Value
1	Bond Number / Non-Bond	<b>Non-Bond</b>
2	Program ID #	5ALAMO
3	Program Name	Alamo Basin Management Study
4	Major Program Code + (Type)	FC
5	Major Program Name	Flood Control District
6	<b>USE BELOW for Budget, Funding Source, Gates &amp; Notes</b>	
7	<b>Budget</b> 001 - RIGHT OF WAY	NA
8	<b>Budget</b> 002 - PLANNING	\$853,233.46
9	<b>Budget</b> 003 - DESIGN	NA
10	<b>Budget</b> 004 - CONSTRUCTION	NA
11	<b>Budget</b> 005 - UTILITY	NA
12	<b>Budget</b> 006 - PUBLIC ART	NA
13	<b>Budget</b> 007 - CONTINGENCY	NA
14	<b>Budget</b> (Software) 051 - INITIATION	NA
15	<b>Budget</b> (Software) 052 - PLANNING	NA
16	<b>Budget</b> (Software) 053 - EXECUTION	NA
17	<b>Budget</b> (Software) 054 - MONITORING	NA
18	<b>Budget</b> (Software) 055 - CLOSURE	NA
19	<b>TOTAL PROGRAM BUDGET</b>	<b>Total Budget</b>
20	Project Manager Assigned	Sandy Steichen
21	Project Location (Mapping & GIS)	Alamo Wash Watershed- in COT
22	Supervisor District(s) (District #(s) only)	2, 4, 5
23	Jurisdiction Location (Tucson, Marana, etc.)	City of Tucson
24	Any other Jurisdiction to Manage Project? Yes / No	No
25	What % Pima County Owned?	None
26	Is this a Capital Asset or Non-Capital?	Non
27	<b>1st Fund Source &amp; Amount</b>	Flood Control Tax Levee / 853,233.46
28	<b>2nd Fund Source &amp; Amount</b>	Source / Amount
29	<b>3rd Fund Source &amp; Amount</b>	Source / Amount
30	<b>4th Fund Source &amp; Amount</b>	Source / Amount
31	<b>Planned Program Start Date</b>	10/26/2016
32	<b>Planned Construction Start Date</b>	NA
33	<b>Planned Substantial Completion Date</b>	NA
34	<b>Gate 1-1 Entry Date</b>	01/31/16
35	<b>Gate 2-1 Preliminary Design</b>	NA
36	<b>Gate 3-1 Design 30</b>	NA
37	<b>Gate 3-2 Design 100</b>	NA
38	<b>Gate 4-1 Construction Acceptance</b>	NA
39	<b>Gate 5-1 Beneficial Occupancy</b>	NA
40	<b>Gate 6-1 Closeout</b>	04/26/19

**NOTE 1: Scope & Benefit: (Required)**

The purpose of the Alamo Wash Basin Management Plan is to develop a comprehensive flood control protection program and to develop drainage alternatives which will improve public safety, provide fiscal responsibility, and provide a balance multi-objective approach to managing the floodplains and resources in the watershed. The Alamo Wash Basin Management Study will identify existing flooding and drainage issues in the Alamo Wash watershed through research of current and historic events, public and stakeholder involvement and delineation of jurisdictional floodplains. Alternatives will be developed to provide cost effective solutions for mitigating the identified flood hazards and improving public safety. Once adopted by the City of Tucson, the plan will provide guidance for development, redevelopment and retrofits in flood prone areas and provide an implementation plan for drainage improvements to limit the potential for flooding. The study will ensure that the floodplain management regulations will balance competing community and private sector interests. Flooding and drainage issues in the Alamo Wash watershed are a public safety concern. A comprehensive plan is required to address these issues.

**NOTE 2: Project Manager will be informed when project is established in database by CIP so budget/projections and project schedule can be entered**