

**CAPITAL PROJECTS MANAGEMENT DEPARTMENT/DCD
FY 2017 – GAMING REVENUE FUNDS**

PRE-PROCUREMENT ACTIVITIES CHECK OFF LIST

(Done by Sponsor and in coordination with CPMD on Capital Projects; for latest version of this list and further guidance, see CPMD Policies and Guidelines, available at <http://nncio.org>).

- 1. Secure land free and clear via land withdrawal or other method, factoring in required utilities, parking, sewage lagoon, access roads and additional acreage to be used if necessary.*
- 2. Secure a comprehensive legal description of the site for the facility, including approvals relating to any existing land use rights of other parties such as leases, customary use areas, rights-of-way or other easements.*
- 3. Obtain land survey information, with comprehensive site and topographical data; evaluate existing site conditions and land development requirements, soil and subsoil investigation & test results, including soil and water retention and drainage, foundation/fill requirements and erosion control.*
- 4. Make any aesthetic/design and location considerations, conceptual criteria for project and compatibility with existing facilities, if any; determine whether “master development plan” is necessary or whether plan is just for individual facilities with additional buildings or facilities to be added later.*
- 5. In accordance with ICIP, prepare description of planned and potential uses for the proposed facility, including size of the project and maximum occupancy load; determine whether single large facility or master plan with later additions and whether future expansion is planned.*
- 6. Plan for furniture, fixtures, and any necessary special equipment or appurtenances.*
- 7. In coordination with Lead Agency preliminarily determine any requirements for electrical system, HVAC, plumbing, fresh & waste water, septic systems, telecommunications infrastructure, etc. (e.g. with federal facilities), and inspection and certification requirements.*
- 8. Per funding agency regulations, and in coordination with the Lead Agency, determine building and site material requirements, applicable codes, regulations, ordinances, or statutes, and permitting requirements (esp. with federal facilities), and inspection and certification requirements.*
- 9. Estimate cost in coordination with the Lead Agency for all phases of project, available and projected funding, budget estimates including existing funding and account numbers, if any.*
- 10. In coordination with Lead Agency, determine preliminary project time schedules, dates of milestones and deadlines, and schedule of planned incoming funds/contributions.*
- 11. Determine existing infrastructure and utility hookups, additional land use for utilities, if any, and responsibility for costs of utilities.*
- 12. Determine any requirements for turnouts, access roads, parking, and landscaping.*
- 13. Identify any existing contracts or other agreements that may affect the project.*
- 14. Address any other applicable requirements and considerations.*