

Project Management - Pre-project budget worksheet

Estimated capital project cost

Land Acquisition (cost and location)	\$	-
Hard Cost (building structure, sitework-including utilities, paving, grading, etc., landscaping, furnishings.,	\$	-
Soft Cost (Architectural, Engineering, Legal, Geotech, etc.)	\$	-
Insurance Cost	\$	-
Bid Cost	\$	-
Other cost to construct and make operational (please list below:)		
Cost of fiber optic cable running and terminations at Field House, Maintenance Shed, and Championship F	\$	9,927.00
Cost of network gear to establish connectivity (switches, patch cables, fiber SFP modules, UPS power supp	\$	3,298.18
	\$	
Capital Project Subtotal	\$	13,225.18
10% Contingency	\$	1,322.52
Total capital project cost	\$	14,547.70

Estimated Cost - Departmental Capital Purchases to make project operational

	\$	-
	\$	-
	\$	-
Total cost departmental capital purchases	\$	-

Estimated Cost - Departmental Small Tools Purchases to make project operational

	\$	-
	\$	-
	\$	-
Total cost departmental small tools purchases	\$	-

Total Cost to complete project and make fully operational \$ 14,547.70

Items below are for informational purposes:

Estimated Future Operating Cost		
Utilities	\$	-
Head count	\$	-
Future Insurance	\$	-
Additional future equipment (i.e. mowers, tractors, vehicles, etc.)	\$	-
Additional cost to operate	\$	-
	\$	-
	\$	-
	\$	-
Total estimated future cost to operate	\$	-

Will the project be completed as one project or will there be phases?

Please list all phases below with cost of each phase:

Phase	Cost
	\$
	\$
	\$
Total cost of all phases	\$

Is this project part of a project with previous cost? (i.e. a phase of a previous City project.)

Please list all previous phases below with final cost of each phase:

Phase	Cost
	\$
	\$
	\$
Total cost of all previous phases	\$

Project Management - Pre-project checklist

Project Name: Fiber System Expansion (Field House, Maint Shed, Championship Field)

Submitted by: Gary Schrader

Project Owner: City of Foley - IT Department

Expected Project Start Date 2/19/2018

Expected Project Completion Date 4/6/2018

Is this project listed on the capital project planning document? Yes

What is the amount listed on the capital project plan? \$15,000

What year is it listed? FY18

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

Mike (Must have Mike initial and date) _____

Brief Project Description

We are running fiber at the Foley Sports Tourism Complex so that the Field House, Maintenance Shed, and Championship Field can share the internet circuit that the City has at the Event Center. Most fiber will be in existing conduit, with the exception of some small areas that require hand-trenching

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

FSTC

Project type (select one)

- _____ Building construction or improvement
- _____ Property improvement (examples: parking lots, pools, playgrounds, ball fields, streetscape, signage, etc.)
- _____ Infrastructure repair or improvements (example: roads, drainage, right of ways, etc.)
- X _____ Other, Please explain Fiber System Expansion

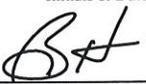
Will this project include grant funds? No

If yes, please list Grantor: _____

Will this project have a third party manager? No

If yes, please list third party manager _____

Discuss your project with each of the following individuals. You must have initials and date for each section below.

	Individual	Department	Documentation Required:
_____	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			
_____	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			
_____	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			
	Brad Hall	Fire	Determination of potential need for input from the City engineers.
Initials & Date			
_____	Chad Christian	Engineering	Determination of potential environmental issues or permits.
Initials & Date			
_____	Leslie Gahagan	Environmental	Determination of IT needs with Gary such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
Initials & Date			
	Gary Schrader	IT / GIS	Determination of any changes to landscaping needs.
Initials & Date			
_____	John Graham	Horticulture	Project Management review. Determination of insurance cost to include in budget.
Initials & Date			
_____	Joe Bouzan	Project / Risk Management	Budget review and account number assignment.
Initials & Date			
<u>MB 1/22/18</u>	Miranda Bell	Finance	
Initials & Date			

Account # 12-665-7129 A21 S-TOUR

Project Management - Pre-project checklist

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FSTC

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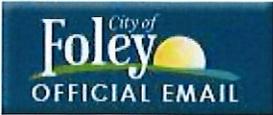
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Initials & Date			
<u>GS</u> <u>01/22/18</u>	Gary Schrader	IT / GIS	Determination of any changes to landscaping needs.
Initials & Date			
<u>2/23/18</u>	John Graham	Horticulture	Project Management review. Determination of insurance cost to include in budget.
Initials & Date			
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<u>MB</u> <u>1/22/18</u>	Miranda Bell	Finance	
Initials & Date			

Account # 12-665-7129 A21 S-TOUR



Gary Schrader <gschrader@cityoffoley.org>

RE: Pre-Project Checklist - Fiber System Expansion

1 message

Chuck Lay <clay@cityoffoley.org>
To: Gary Schrader <gschrader@cityoffoley.org>

Tue, Jan 23, 2018 at 11:11 AM

I can't digitally initial it but I approve.

Chuck

From: Gary Schrader [mailto:gschrader@cityoffoley.org]
Sent: Tuesday, January 23, 2018 10:32 AM
To: Miriam Boutwell; Chuck Lay; Bradley Hall; Chad Christian; Leslie Gahagan; John Graham; Joe Bouzan
Cc: Michael Thompson; David Thompson
Subject: Pre-Project Checklist - Fiber System Expansion

All,

At your convenience, I'd appreciate your initials on the attached pre-project checklist. We are using some already in-place fiber, as well as some additional runs, to connect the FSTC Championship Field, Maintenance Shed, and Field House to the Event Center's internet circuit.

Thanks,

Gary Schrader | Information Systems Manager | City of Foley

Desk: [251-943-4141](tel:251-943-4141) x293 | Cell: [251-424-0169](tel:251-424-0169) | www.cityoffoley.org