

**Project Management - Pre-project checklist**Submitted by: Gary Schrader

Expected Project Start Date

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

Expected Project Completion Date

Project Owner: City of Foley - IT Department

2/19/2018

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.)

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

**Account # 12-665-7129 A21 S-TOUR**

## 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 \$ -

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	\$ _____ -