

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:
<u>MB 1-26-18</u> Initials & Date 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.
<u>MB 1-26-18</u> 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.
<u>GS 01/22/18</u> 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.
<u>MB 1/22/18</u> Initials & Date Miranda Bell	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	\$	-

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	\$ -