

## Scope of Work

Project Administrator (PA) – The primary role of the PA to assist the city with coordination of the approved Federal Funding Account grant project to ensure the project goals, are met. The PA will report to Economic Development Manager, Sarah McCormick, and attend conference calls as needed,

The PA will work from a separate and direct contract agreement with the city for a period of one year minimum, with the option to extend until project completion.

The billing rate will be \$165 per hour.

The PA responsibilities are as follows:

- 1) Ensure project budget stays within approved amount of \$14.7M
- 2) Assist with OSP Construction (RFP and ongoing build) serving as the liaison between engineering and construction staying within \$10.6M budget,
- 3) Assist John Smith with procurement and placement of Hut, this would include providing specifications for Hut and Backup Generator that has a budget of \$300K,
- 4) Assist city with procurement and installation of electronics (Core Router and Optical Line Termination/ONT's located within the Hut, ensuring staying within budget of \$2M,
- 4) Serve as technical liaison with MMBI for Hwy 1 construction ensuring city assets are constructed as specified,
- 5) Assist as needed with acquisition of and transitioning of MCN over to the city, this includes office space, vehicles, and circuits for backhaul and the city IT functions,
- 6), Work with new City Broadband General Manager to ensure a seamless transition of existing MCN services with the goal are completed without disruption of service,
- 7) Procure OSS/BSS (currently COS) and assist GM with getting system on-line and existing MCN customers transitioned into new system,
- 8) Procure Vetro fiber management system and get on-line for use by staff, chosen contractor, and Palni,
- 9) Oversee aspects of construction management functions such as daily progress, materials, accounting, and PUC reimbursement process.
- 10) Provide guidance on the build as well as the establishment of services (MCN and CoFB Gig).