



Client Name: Conway Township
Project Management Consulting: Oversee Engineering Services

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Conway Township
Project Management Consulting - Oversee Engineering Services

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Project overview:

Gracon Services, Inc., (GSI) has been working with the Conway Township to investigate the feasibility of bringing high-speed Internet to the citizens of the Township. GSI has worked with Conway Township in writing of an RFP for Engineering Services, releasing the Fiber Broadband Engineering Services RFP, conducting necessary vendor/consultant meetings, answering questions and providing a recommendation to the Township Board for vendor/consultant selection. GSI will work on the Township Board's behalf with the designated Design Engineer Consultant. GSI will communicate the Township's requirements for the fiber network plan to the Design Engineer Consultants. We will address questions and provide clarification where necessary with the Design Engineer. GSI will work with the Design Engineer to produce a targeted "bonding" figure for the overall project. We will work with the legal representative and other professionals to produce the necessary documentation to prepare for a millage referendum to be voted upon by the Township residents.

GSI will research United States Department of Agriculture's (USDA), Rural Broadband Grant and Loan Programs to see if it is viable to submit funding requests.

Understand, that there will be a number of milestones throughout this project. First and foremost, if the Conway Township residents pass the "millage" then all activities under the full project scope will proceed. If the millage is unsuccessful, Conway Township Board will have to decide if going with alternative funding with USDA, (if viable), is in the best interest of the Township. If they decide stop the project at this point, further consulting activities from GSI will cease.

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Project scope:

GSI will provide the following as a part of this project:

- *Work with the selected Engineering Design Consultant to produce the "project finance figure" that will be used for a millage and/or used in the loan or grant applications submitted to the USDA.*
- *Assist Conway Township in working with the public utility companies to negotiate required contracts as determined by the Engineering Consultant's design as the targeted Township "Internet Service area".*
- *Conduct progress meetings with Engineering Design Consultant and the authorized Conway Township representative.*
- *Work with Challenger Technologies and Wideband Group to develop their step 2 estimate for producing the engineering documentation to build the fiber plant and the costs necessary to do so.*
- *Work with the Engineering Design Team to outline the technical aspects and requirements for the fiber plant engineering.*
- *Work with the Township and required professionals to develop a bond/millage package presentable to the voting residents of Conway Township.*
- *Work with the Township to conduct public sessions with the residents to inform and promote the millage for voter approval.*
- *Assist Conway Township in working with the public utility companies to negotiated required contracts as determined by Engineering Consultant's design and routing.*
- *Provide an update to the projected costs for the overall project.*

In scope:

- Meet with the Township's legal counsel to review bonding requirements.
- Conduct Q&A sessions for the Conway Township residents.
- Provide estimated costs for engineering services for the final engineering plan development.
- Provide project management services.
- Conduct meetings on behalf of Conway Township.
- Attend Conway Township Board Meetings.
- Provide management consulting in regard to project oversight.

Out of scope:

- Meet with any Internet Service Providers on behalf of the Township.
- Solicit any Internet Service Providers on behalf of the Township.
- Provide any grant or load applications for USDA or other funding sources as a part of this phase of the project.

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Deliverables produced:

See above.

Estimated cost:

Qty.	Item	Price	Total Price
	Project Services		
1 each	Management Consulting Services	\$12,000.00	\$12,000.00
	TOTAL		\$12,000.00

Estimated effort hours:

See table above

Estimated duration:

Milestone	Date
Start of project	To be determined
End of project	To be determined

Project assumptions:

GSI expects that it will have the full cooperation of the Township personnel and contracted professionals in providing all required specifications for population density, residence locations and any other pertinent information that maybe required by third party entities to answer design and specifications questions presented.

The Township will make arrangements with legal counsel so that all bonding questions and requirements are addressed by Bonding Counsel and that GSI will have direct communication capabilities with these resources. The Township is responsible to have all compliance and regulatory requirements reviewed by outside counsel. GSI will have the full cooperation of the outside accounting firm under contract with Township.

All costs borne from this project will be Conway Townships and not that of Gracon Services, Inc.

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In order to identify and estimate the required tasks and timing for the project, certain assumptions and premises need to be made. Based on the current knowledge today, the project assumptions are listed below. If an assumption is invalidated at a later date, then the activities and estimates in the project plan should be adjusted accordingly.

- The Township will designate a single point of contact for communication with the Township officers and Board Members.
- All costs that result from this project are solely the responsibility of Conway Township.

Project risks:

GSI will work with Conway Township and its Board to complete and communicate this phase of the project according to the defined scope. GSI will make every effort to provide accurate and reliable information to the Board and the Township representatives. In any project involving technology and with the scope of this project certain "claims" may be made by vendors that are unsubstantiated. GSI will point out and highlight where vendor claims of performance or speeds are unsubstantiated.

Project risks are characteristics, circumstances, or features of the project environment that may have an adverse effect on the project or the quality of its deliverables. Known risks identified with this project have been included below. A plan will be put into place to minimize or eliminate the impact of each risk to the project.

Risk area	Level (H/M/L)	Risk plan
Unsubstantiated vendor claims.	H	GSI will assist the Township by providing the final design of the Internet Link.

Project approval signatures:

Conway Township Project Manager – Todd Anderson

Date

GSI Project Manager – Michael K Grady

Date