

QLife Network

QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

Tuesday, October 26, 2011 3:30PM
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of September 8, 2011 QLife Regular Board Meeting Minutes
5. Financial Reports
 - a. September Financial Reports
 - b. List of Disbursements since Last Meeting
6. Discussion Items
 - a. New RFP for Bisector/Redundancy Project with timelines
7. Reports
 - a. Aristo Operational Management Report – John Amery
 - i. Other activities/issues
8. Executive Session under ORS 192.660 (1) (f) and ORS 192.501 (2) to allow staff to report on current and pending activity involving customer trade secret and security concerns.
9. Next Meeting Dates:
 - a. Regular Board Meeting November 15, 2011 4pm
10. Adjourn

QLife Network

QualityLife Intergovernmental Agency

MINUTES

QLife Regular Board Meeting

Tuesday, September 8, 2011 4PM
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room

Call to Order

The meeting was called to order by Vice President Dan Spatz at 4:05pm

Roll Call

In attendance: Erick Larson, Scott Hege, Brian Ahier

Absent: Dan Ericksen

Staff in attendance: Nolan Young, Izetta Grossman, Keith Mobley, John Amery

Approval of Agenda

It was moved by Larson and seconded by Hege to approve the agenda as submitted. The motion carried unanimously, 1 absent.

Approval of July 26, 2011 QLife Regular Board Meeting Minutes

It was moved by Hege and seconded by Ahier to approve the minutes of the July 26, 2011 QLife Board meeting. The motion passed unanimously, 1 absent.

Financial Reports

Young reviewed the July/August financial reports, noting that the Capital Beginning fund balance was over what was anticipated, however those funds were transferred to the Wi Fi project, where they should have been.

Action Items

Award Contract 2011-001 Bisector Redundancy Project: Young reviewed the status of the MOU with the customer. It was moved by Ahier and seconded by Larson to award the contract to the apparent low bidder, NorthSky, contingent on the signing of the MOU by 9/29.

Ahier asked what would happen if the MOU weren't signed; Young explained that all bids would then be rejected and the project rebid with the significant changes in the scope of work that would be needed. Spatz agreed that it made sense to proceed in this manner since there was time.

The motion passed unanimously, 1 absent.

Additional financial assistance for City Wi Fi project: Young explained that there was an opportunity to expand the Wi Fi project that was being done with the Google Grant to the City. Since Google was receiving benefit from the splash page on the log in page, they were required to pay the City for the benefit (\$15K). The City wants to use those funds to expand the system into the high traffic areas around Cascade Square and Safeway. The City is asking QLife to contribute to the expansion in the amount of \$19,125. It was noted by Ahier that the Kiwanis pocket park area of the Port would be a good expansion area, that area is used a lot being an access point to the Riverfront Trail. Hege asked what the cost of running the system is estimated at after the three year maintenance covered by the Google grant (if Google doesn't continue to pay for the maintenance). Young stated the estimated yearly maintenance would be \$10,000. Young reminded the board that the Wi Fi project meets an objective of QLife. In response to a question Young said that it is the intent for the City to hand off the system to QLife. Hege asked if the Bisector or the Wi Fi project would be most important. Young said bisector, however, QLife is in a position to do both.

It was moved by Ahier and seconded by Hege to authorize the expenditure of \$19,125 to the City for the expansion of the Free Public Wi Fi project to Safeway and Cascade Square. The motion carried unanimously, 1 absent.

Reports

Aristo Operational Management Report – Amery reported he was still researching the costs/need for a large generator at City Hall. He is still keeping his eye on the West side loss during cold weather. Eric Orton is researching some causes. Larson asked what was the worst case scenario. Amery replied replacing all the fiber, most of the cost would be in installation. Young said with the redundancy project completed there would be options for maintenance work without causing customers to have outages.

Next Meeting Dates:

Regular Board Meeting October 18, 2011 4pm

Adjourn

Being no further business the meeting was adjourned at 4:15PM

Respectfully submitted:

Izetta Grossman, Recording Secretary

ATTEST:

Erick Larson

TO: Qlife Board
 Nolan Young, City Manager
 FR: Kate Mast, Finance Director
 RE: Financial Report for QLIFE – **September 2011**

BANKING:

QLife monies are deposited into a separate bank checking account. We opened a Money Market Account in December 2008 that we transfer excess funds into when possible to earn interest.

The information below is a comparison of budget to actual revenues and expenditures for the month just ended by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

25% of the year has passed.

Each fund exceptions narrative has four possible paragraphs; 1 - is the beginning balance, 2 - is new revenues, 3 - is expenditures and 4 - if present, is budget changes.

Operations (600):

BUDGET COMPARISONS

	<u>July 1, 2011 to September 30, 2011</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 120,000	\$ 120,561	100.0%	* see below
Revenues	\$ 583,800	\$ 131,513	22.5%	
Expenditures	\$ 296,174	\$ 14,048	4.7%	
Transfers to Capital/Debt Fund	\$ 407,626	\$ 111,171	27.3%	
Cash at Month End	\$ 89,623.77			

Exceptions:

- 1) Beginning Balance: * *The Beginning Balance figures used here are estimated and have NOT been audited.*
- 2) Revenues:
- 3) Expenditures:
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

CAPITAL (601):

BUDGET COMPARISONS

	<u>July 1, 2011 to September, 2011</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 249,473	\$ 259,625	1.04%	* see below
Transfers In	\$ 407,626	\$ 111,171	27.3%	
Revenues	\$ 81,000	\$ 974	1.2%	
M&S / Capital Outlay / Other	\$ 593,137	\$ 34,249	5.8%	
Debt Expenditures	\$ 144,962	\$ 53,343	36.8%	
Cash at Month End	\$ 262,500.40			

Exceptions:

- 1) Beginning Balance: * *The Beginning Balance figures used here are estimated and have NOT been audited.*
- 2) Revenues:
- 3) Expenditures:
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300	BEGINNING BALANCE								
300									
00 00		10,000	.00		30,000	.00		120,000	120,000.00
300	**	10,000	.00		30,000	.00		120,000	120,000.00
300	*** BEGINNING BALANCE	10,000	.00		30,000	.00		120,000	120,000.00
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	42,787	41,325.00	97	128,361	120,375.00	94	513,450	393,075.00
15 00	LSN CREDITS	2,291	5,500.00	240	6,873	11,000.00	160	27,500	16,500.00
20 00	CONNECT CHARGES	187	.00		561	.00		2,250	2,250.00
344	** UTILITY SERVICES	45,265	46,825.00	103	135,795	131,375.00	97	543,200	411,825.00
340	*** CHARGES FOR SERVICES	45,265	46,825.00		135,795	131,375.00		543,200	411,825.00
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	50	37.58	75	150	138.16	92	600	461.84
361	** INTEREST REVENUES	50	37.58	75	150	138.16	92	600	461.84
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
20 00	E-RATE REIMBURSEMENT	3,333	.00		9,999	.00		40,000	40,000.00
369	** OTHER MISC REVENUES	3,333	.00		9,999	.00		40,000	40,000.00
360	*** OTHER REVENUES	3,383	37.58		10,149	138.16		40,600	40,461.84
390	OTHER FINANCING SOURCES								
392	SALE OF FIXED ASSETS								
00 00	SALE OF FIXED ASSETS	0	.00		0	.00		0	.00
392	** SALE OF FIXED ASSETS	0	.00		0	.00		0	.00
390	*** OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL QUALITYLIFE AGENCY FUND		58,648	46,862.58		175,944	131,513.16		703,800	572,286.84

PREPARED 10/04/2011, 12:47:27
 PROGRAM: GM267C
 City of The Dalles

DETAIL BUDGET REPORT BY CATEGORY
 25% OF YEAR LAPSED

PAGE 3
 ACCOUNTING PERIOD 03/2012

FUND 600 QUALITYLIFE AGENCY FUND			DEPT/DIV 6000 QLIFE/			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB		DESCRIPTION											
66			EXPENSE-ACCOUNT											
660			FINANCIAL OPERATIONS											
	05		OTHER											
			QLIFE	17586	5347.75	30	52758	14048.42	27	.00	211174	197125.58	7	

FUND 600 QUALITYLIFE AGENCY FUND			DEPT/DIV 9500 OTHER USES/			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	BLE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB		DESCRIPTION											
81	91		QLIFE CAPITAL FUND	33968	37056.91	109	101904	111170.73	109	.00	407626	296455.27	27	
83	10		ESD E-RATE	3333	.00	0	9999	.00	0	.00	40000	40000.00	0	
05	**		OTHER	37301	37056.91	99	111903	111170.73	99	.00	447626	336455.27	25	
06			CONTINGENCY / UAFB											
88	00		CONTINGENCY	3750	.00	0	11250	.00	0	.00	45000	45000.00	0	
89	00		UNAPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00	0	
06	**		CONTINGENCY / UAFB	3750	.00	0	11250	.00	0	.00	45000	45000.00	0	
600	**	**	FINANCIAL OPERATIONS	41051	37056.91	90	123153	111170.73	90	.00	492626	381455.27	23	
60	**	**	EXPENSE-ACCOUNT	41051	37056.91	90	123153	111170.73	90	.00	492626	381455.27	23	
DIV	9500		TOTAL *****	41051	37056.91	90	123153	111170.73	90	.00	492626	381455.27	23	
DEPT	95		TOTAL *****											
			OTHER USES	41051	37056.91	90	123153	111170.73	90	.00	492626	381455.27	23	
FUND	600		TOTAL *****											
			QUALITYLIFE AGENCY FUND	58637	42404.66	72	175911	125219.15	71	.00	703800	578580.85	18	

City of The Dalles

FUND 601 QLIFE CAPITAL FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
300	BEGINNING BALANCE								
300									
00 00		20,789	.00		62,367	.00	249,473	249,473.00	
300	**	20,789	.00		62,367	.00	249,473	249,473.00	
300	*** BEGINNING BALANCE	20,789	.00		62,367	.00	249,473	249,473.00	
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES								
90 00	FEDERAL GRANTS-MISC	0	.00		0	.00	0	.00	
331	** FEDERAL REVENUES	0	.00		0	.00	0	.00	
330	*** INTERGOVERNMENTAL REVENUE	0	.00		0	.00	0	.00	
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
20 00	CONNECT CHARGES	2,583	973.80	38	7,749	973.80	31,000	30,026.20	
344	** UTILITY SERVICES	2,583	973.80	38	7,749	973.80	31,000	30,026.20	
340	*** CHARGES FOR SERVICES	2,583	973.80		7,749	973.80	31,000	30,026.20	
360	OTHER REVENUES								
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00	0	.00	
10 00	ENTERPRISE ZONE PAYMENT	4,166	.00		12,498	.00	50,000	50,000.00	
369	** OTHER MISC REVENUES	4,166	.00		12,498	.00	50,000	50,000.00	
360	*** OTHER REVENUES	4,166	.00		12,498	.00	50,000	50,000.00	
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN								
40 00	IF PMT FROM OTHER FUNDS	0	.00		0	.00	0	.00	
90 01	QLIFE OPERATING FUND	33,968	37,056.91	109	101,904	111,170.73	407,626	296,455.27	
391	** OPERATING TRANSFERS IN	33,968	37,056.91	109	101,904	111,170.73	407,626	296,455.27	
393	PROCEEDS- LT LIABILITIES								
10 00	LOAN/BOND PROCEEDS	0	.00		0	.00	0	.00	
393	** PROCEEDS- LT LIABILITIES	0	.00		0	.00	0	.00	
390	*** OTHER FINANCING SOURCES	33,968	37,056.91		101,904	111,170.73	407,626	296,455.27	
FUND TOTAL QLIFE CAPITAL FUND		61,506	38,030.71		184,518	112,144.53	738,099	625,954.47	

FUND 601 QLIFE CAPITAL FUND			DEPT/DIV 9500 OTHER USES/			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB		DESCRIPTION											
60			QLIFE FUND											
600			OTHER USES											
	05		OTHER											
	84	15	RSRV FOR SYS IMPROVEMENTS	11123	.00	0	33369	.00	0	.00	133479	133479.00	0	
		20	RSRV FOR CO EXPANSION	3333	.00	0	9999	.00	0	.00	40000	40000.00	0	
	05	**	OTHER	14456	.00	0	43368	.00	0	.00	173479	173479.00	0	
600	**	**	OTHER USES	14456	.00	0	43368	.00	0	.00	173479	173479.00	0	
60	**	**	QLIFE FUND	14456	.00	0	43368	.00	0	.00	173479	173479.00	0	
66			EXPENSE-ACCOUNT											
660			FINANCIAL OPERATIONS											
	05		OTHER											
	84	30	FOR DEBT RETIREMENT	11500	.00	0	34500	.00	0	.00	138000	138000.00	0	
	05	**	OTHER	11500	.00	0	34500	.00	0	.00	138000	138000.00	0	
	06		CONTINGENCY / UAFB											
	88	00	CONTINGENCY	2608	.00	0	7824	.00	0	.00	31305	31305.00	0	
	89	00	UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00	0	
	06	**	CONTINGENCY / UAFB	2608	.00	0	7824	.00	0	.00	31305	31305.00	0	
660	**	**	FINANCIAL OPERATIONS	14108	.00	0	42324	.00	0	.00	169305	169305.00	0	
66	**	**	EXPENSE-ACCOUNT	14108	.00	0	42324	.00	0	.00	169305	169305.00	0	
DIV	9500		TOTAL *****	28564	.00	0	85692	.00	0	.00	342784	342784.00	0	
DEPT	95		TOTAL *****	28564	.00	0	85692	.00	0	.00	342784	342784.00	0	
			OTHER USES	28564	.00	0	85692	.00	0	.00	342784	342784.00	0	
FUND	601		TOTAL *****	61502	27430.36	45	184506	87591.88	48	13459.00	738099	637048.12	14	
			QLIFE CAPITAL FUND	61502	27430.36	45	184506	87591.88	48	13459.00	738099	637048.12	14	

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600
 FISCAL YEAR: 2011-12

PERIOD DETAIL FROM: 9/5/2011 TO: 10/14/2011

Revenue:	Billed as of	20-Sep	42,298.80
		20-Oct	40,625.00
	QLife Monthly Billings	BILLING DONE ON THE 20TH	

TOTAL: **82,923.80**

Expenditures:			
Gorge.net	Phone		30.00
Commstructures	Engineering		1,257.50
City of The Dalles	ROW Sept		1,203.75
Hage	Relo Panel in QLife room		101.50
City of The Dalles	Quarterly Rent/Services		4,900.52
Keith Mobley	Legal services		1,755.00
City of The Dalles	ROW Oct		1,239.75

TOTAL: **10,488.02**

FUND: CAPITAL 601
 FISCAL YEAR: 2011-12

PERIOD DETAIL FROM: 9/5/2011 TO: 10/14/2011

Revenue:

TOTAL:

Expenditures:			
Columbia River Bank	Commercial Loan/Interest		11,494.11
Mt. Hood Econ Alliance	Loan Payment		3,683.30
Commstructures	L3		898.75
NWPUD	Permitting-Pole connection-Commodore		75.00
Hage	Bisector		596.53

TOTAL: **16,747.69**

LSN CREDITS

5500

QLife Network

QualityLife Intergovernmental Agency

INVOICE SUMMARY	9/20/11	
TOTAL CUSTOMERS INVOICED		1
TOTAL AMOUNT INVOICED		\$973.80

QLife Network

QualityLife Intergovernmental Agency

INVOICE SUMMARY	9/20/11	
TOTAL CUSTOMERS INVOICED		18
TOTAL AMOUNT INVOICED	\$41,325.00	

QLife Network

QualityLife Intergovernmental Agency

INVOICE SUMMARY	10/20/11	
TOTAL CUSTOMERS INVOICED		17
TOTAL AMOUNT INVOICED	\$40,625.00	

Aristo
Technical Management Report
By
John Amery
10/18/2011

1. Generator Upgrade – **Postpone project until after bisector/redundancy final plan defined**

- Qlife is currently looking into the option of increasing the generator capacity at City Hall.

2. Issues with fiber on West side of loop

- Initial audited segments have show that problem still exists.
- We need to re-evaluate total potential risk.
- Plan to schedule damaged fiber found in audit to be fixed during Redundancy/Bisector maintenance schedule

3. Easement for access to fiber by Norcor

- Working on easement for fiber located behind locked gate by Norcor.

4. Damaged fiber found in audit

- Scheduling maintenance to fix damaged fiber before winter.

5. Move internal patch panels in City Hall to new rack

- Try to schedule work with other maintenance windows.

6. Core Electronics

- Discussion of plan for core electronics expansion

Memorandum



To: Nolan Young / Q-Life Network
From: Erik Orton / Commstructure Consulting, LLC
Date: October 18, 2011
Re: Bisector - St. Mary's - City Hall Diversity / Contract 2011-01 / Revised Project Plan

Nolan,

This memorandum addresses the proposed changes to the Outside Plant Infrastructure (OSP) project plan and re-advertisement of bids for the Bisector - St. Mary's Remote - City Hall Diversity Project. In light of the recent withdrawal of a potential partner, we have evaluated the design of the aforementioned project. Reductions in scope of work, materials and changes to the bid pricing structure have been developed to re-align with the Q-Life Capital Budget in order to move forward with implementation of the project. The following is a summary of the proposed changes to the project plan including scope reduction data, materials ordering and opinion of probable cost.

Reduction in Scope of Work

The primary reduction in scope of work will be modification to design of the diverse entry into City Hall. The Partner funding was primarily allocated to support the expanded City Hall entry portion of the Bisector project. By removing the scope that served future needs outside the Bisector project, I am confident the project costs can be reduced without compromise to the network.

The first proposed scope reduction plan is to remove the additional fiber capacity and reinforcement to the North Entry into City Hall that was intended to primarily serve the needs of the partner and diverse connectivity with the Century Link central office. Removing this portion of the scope has no impact on the successful completion of the Bisector project. See Drawing 6.0 attached for reduced scope segment.

Estimated reduction in project cost: ~ \$ 5,500.00

The second proposed scope reduction plan is to keep the new south underground entrance into City Hall from E. 3rd Street, but reduce the portion of the work that was developed for the Partners Century Link central office connection. The new building entry is instrumental in creating the additional fiber capacity needed for the Bisector project since the existing route through the Police Station and the City Hall entry is to capacity. It will also serve as a pathway for future fiber capacity and single path connectivity to the Century Link central office

The portion of work that will be removed is underground conduit pathway and a vault interconnecting a second riser pole location that was proposed to complete the diverse path connection for the partner to the Century Link central office from the North City Hall route. Removing this portion of the scope has no impact on the successful completion of the Bisector project. The design still affords future diversity options and connectivity to the Century Link central office to be constructed under separate scope in the future. See Drawing 7.0 attached for reduced scope segment.

Estimated reduction in project cost: ~ \$ 12,500.00

Planning | Design | Implementation

811 Railroad Avenue | Oregon City, OR 97045 | (503) 343-4134
erik@commstructureconsulting.com

Request for Bid (RFB) Modifications

The rejection and subsequent re-bid of the project presents an opportunity to change the format of the pricing matrix from a lump sum basis to a unit based cost structure. By defining the actual quantities of each work function into a unit basis, the Contractors that bid the project originally can see the reduction in quantities from their original estimates. In lieu of lump sum totals, the new pricing will be based on actual construction units by segment. A rock excavation unit will also be included in the bids so that an estimated quantity can be established, yet if no rock is encountered, the actual cost of the project will be reduced.

In addition to these changes, provisions for liquidated damages that were included in the original bids will be removed and the schedule for construction will be lengthened. It was expressed by the Q-Life board during the bid analysis that these changes would likely result in a reduction of overall construction cost.

Estimated reduction in project cost: ~ \$ 6,500.00

Material Ordering and Lead Times

Currently there is a global market shortage of fiber optic cable and associated materials. The lead times on fiber cable delivery have recently been quoted up to 24 weeks (6 months) for production and delivery. Due to this potential schedule impacting scenario, it is recommended Q-Life remove these major material items from the bids and obtain separate competitive bids for the procurement of fiber optic cable, pre-terminated cable stubs and fiber termination panels. The separate procurement of materials will help keep the project on schedule and reduce the overall cost of the project by eliminating the mark up and handling of major materials.

Estimated reduction in project cost: ~ \$ 3,500.00

*Note: Budgetary quote requests have been recently submitted to a material vendor to establish a baseline for the materials budget and lead times. Although not received at the time of this memo, this information will be presented to the Q-Life board upon receipt to validate the schedule and assist in implementing a plan for material procurement.

Opinion of Probable Cost

The Opinion of Probable Cost (OPC) originally developed for this project has been updated to reflect Adjusted Market Unit Rates to coincide with the original bids received. Additional columns have been added for review and comparison between the original and the revised scope of work. The attached OPC has three separate columns for comparison including:

- Original OPC from 7/12/2011
- Original OPC Quantities w/ Adjusted Market Rates to align with bids received
- Revised OPC with Adjusted Market Rates and reduction in scope of work

In providing opinions of probable construction cost, it is recognized that neither the Owner nor Commstructure has control over the cost of labor, equipment or materials, or over the Contractor's methods of determining prices or bidding. The opinion of probable construction cost is based on Commstructure's professional judgment and experience and does not constitute a warranty, express or implied, that the Contractor's bids or the negotiated price of the project will not vary from the Owner's budget or from any opinion of probable cost prepared by Commstructure.

Schedule

A project schedule has been developed by Commstructure and Aristo Networks that reflects the revised scope of work and timeline for implementation of the new project plan as proposed. The detailed Gantt Chart Schedule will be presented as a visual aid during the Q-Life Board Meeting for discussion and approval. Scale and visual limitations of the Gantt Chart prohibit the inclusion in this memo.

The following is a summary of conceptual milestone dates that have been developed:

- Q-Life Board Approval of Revised Plan and NTP: October, 2011
- Revised Bid Drawings and RFP Submitted for Review: November, 2011
- Advertisement of Bids: December, 2011
- Bidding and Contract Process: January / February, 2012
- Award Contract and Complete Agreement: March, 2012
- Materials Received: March - April 2012
- OSP Construction: April - June, 2012
- Splicing, Termination & Cut Over: July - August 2012
- Implement Electronics at Customer Locations: August - September, 2012
- Project Completion: September - October, 2012

Factors that will directly affect schedule and ability to reduce the cost of construction include but are not limited to the following:

1. Fiber Optic Cable Market Shortage and extended lead times for delivery up to 6 months (April 2012)
2. Asphalt Plant is closed between November and April resulting in the inability to perform final restoration of underground segments until May 2012
3. Inclement weather can potentially increase construction cost with increased contingency in pricing and delays to project schedule

Electronics, Engineering and Project Management - Total Project Budget

Included as attachment to this Memo is an updated overall project budget (Master Project Summary) developed and updated by Aristo Networks. The Master Summary updates the total cost of all components of the Bisector Redundancy project including the OPC data developed by Commstructure that reflects the OSP Construction, Splicing and Termination costs.

Reflected in the master summary is an additional Design, Technical Specifications and Project Management estimate for Commstructure. Existing Work Order budgets are nearly expended due to Project Management and Technical Consulting services on this project. Revisions to the Drawings, Bid Documents, Project Management and Construction Oversight will result in additional fees of approximately \$ 15,000.00.

Commstructure will be present at the Q-Life Board Meeting on October 26th at City Hall to support this proposed project plan and answer any questions you may have. If you have any questions or need additional information prior to the Board Meeting, please do not hesitate to contact me.

Respectfully,



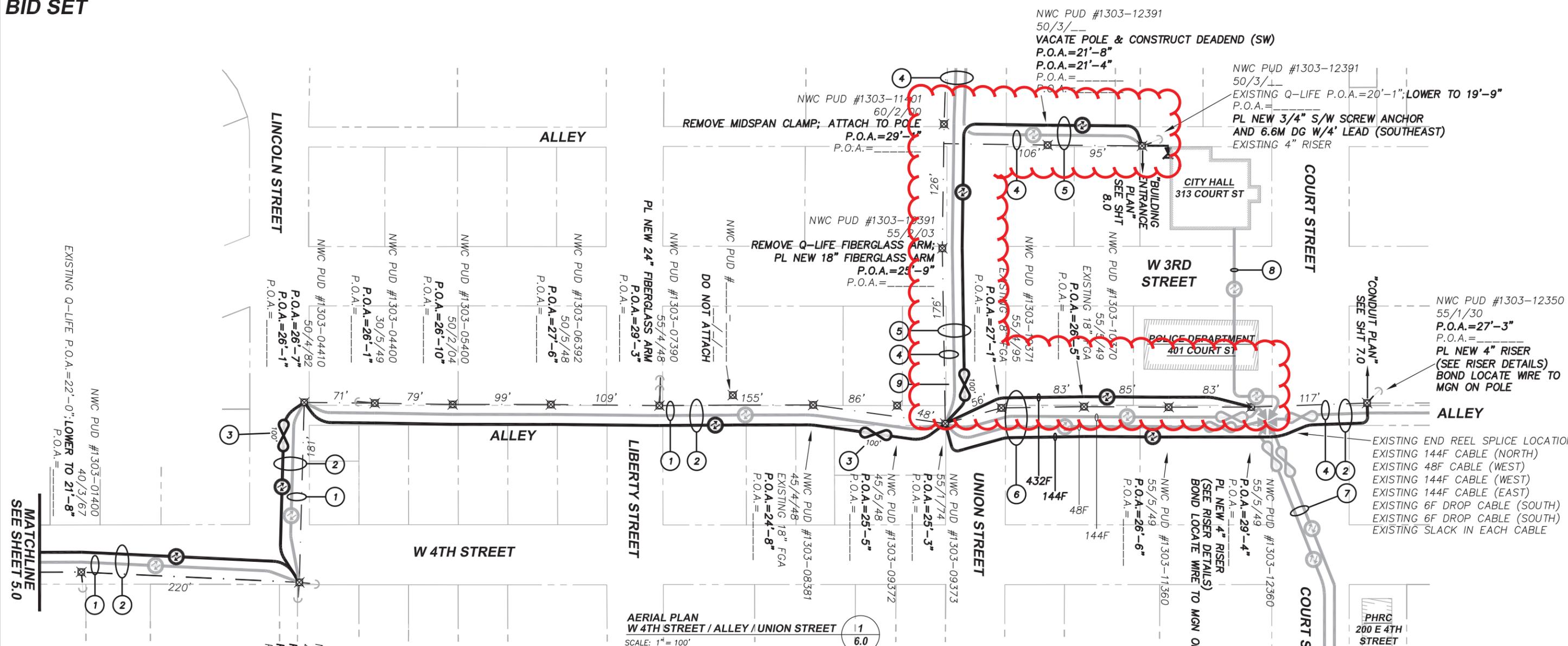
Erik Orton
President - Commstructure

Master Summary Spreadsheet

Redundancy Project / Bisector Project

Item	Description	Cost
Electronics	Core switches at both locations	\$37,180.00
Saint Marys Sitework		
	Cement Pad / conduits	\$2,500.00
	Surveys	\$3,500.00
	Customize Cabinets	\$2,500.00
	Electrician	\$2,500.00
	Power	\$550.00
	Battery Backup	\$7,000.00
	Cabinets	\$13,700.00
	Patch Cables	\$5,000.00
City Hall Sitework		
	Ladder Racks / Rack	\$2,500.00
	Patch Cables	\$5,000.00
	Cable Management System	\$1,000.00
Old Customer Conversions to redundant connections		\$13,500.00
Bid	Cost of entire bid + materials to be purchased by Qlife	\$106,700.00
Additional Design, Specification and Project Management - Commstructure Management / Oversight		\$15,000.00
		\$15,000.00
Total Cost		\$233,130.00
Total Cost with 10% contingency		\$256,443.00

BID SET



MATCHLINE
SEE SHEET 5.0

CONSTRUCTION NOTES

- EXISTING 48F CABLE & 6.6M STRAND.
- OVERLASH NEW 144F CABLE TO EXISTING CABLE & STRAND.
- LEAVE 100' SLACK STORAGE IN NEW 144F CABLE.
- EXISTING 144F CABLE & 6.6M STRAND.
- OVERLASH NEW 432F CABLE TO EXISTING CABLE & STRAND.
- OVERLASH NEW 144F & 432F CABLE TO EXISTING CABLE & STRAND.
- EXISTING 6F DROP CABLE.
- EXISTING 144F CABLE IN EXISTING CONDUIT.
- LEAVE 100' SLACK STORAGE IN NEW 432F CABLE.

COMMSTRUCTURE
CONSULTING, LLC

16348 Wittke Court Office: 503.343.4134
Oregon City, Oregon 97045 Mobile: 503.310.8340
www.commstructureconsulting.com

DESIGNED BY: T. HURD / E. ORTON	APPROVED BY: E. ORTON		
CHECKED BY: E. ORTON	DRAWN BY: K. WALTERS / A. MELIUS		
REVISIONS			
REV	DESCRIPTION	DATE	BY APP

Q-LIFE
NETWORK

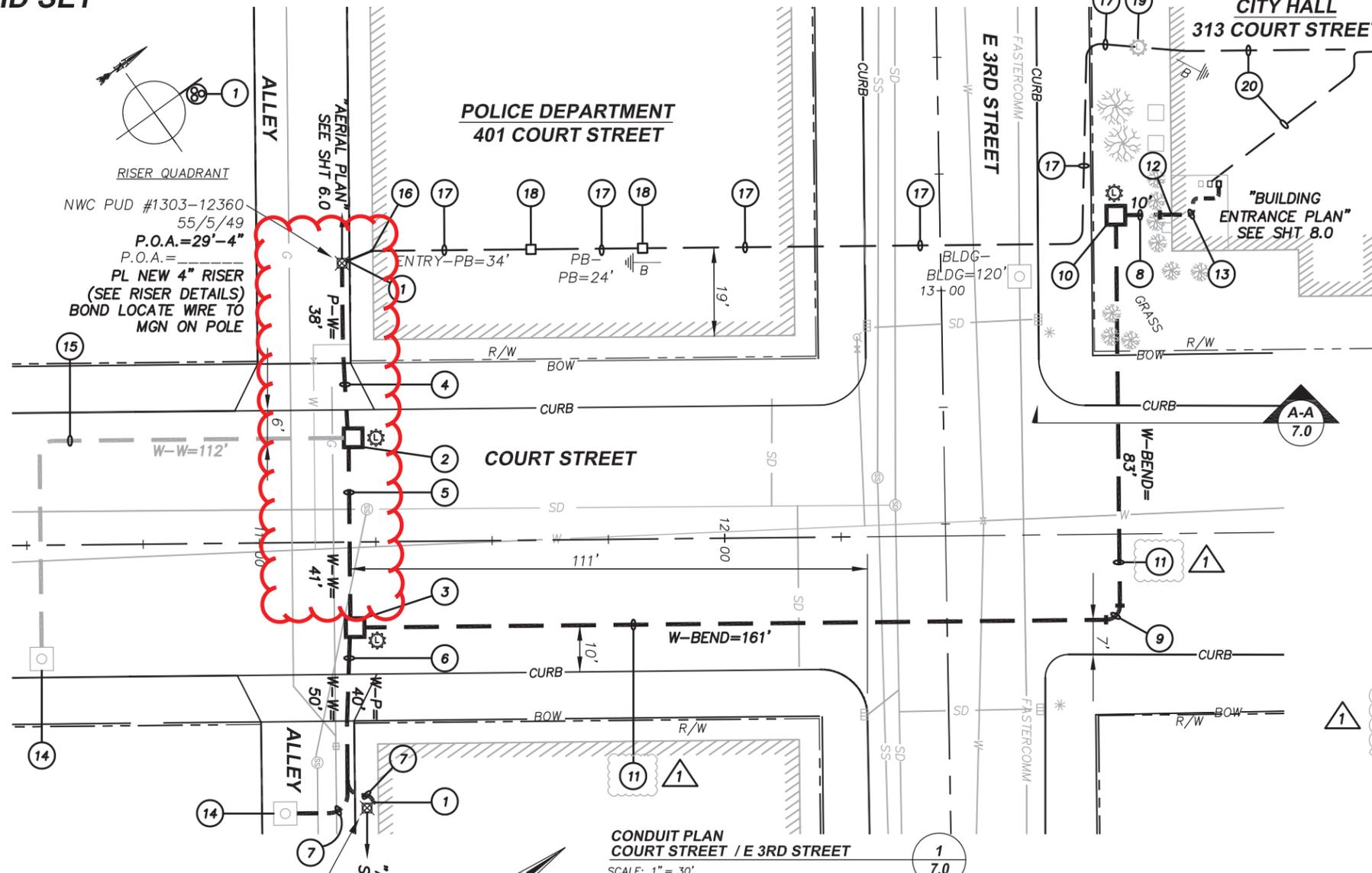
313 COURT STREET
THE DALLES, OR 97058

BISECTOR - ST MARYS REMOTE - CITY HALL DIVERSITY

AERIAL PLAN
W 4TH STREET / ALLEY / UNION STREET

CITY: THE DALLES / T1N, R13E, SEC 3 & 4	COUNTY: WASCO
PLOT DATE: 6/15/2011	SCALE: AS SHOWN
PROJECT NAME-FILENAME.DWG - TAB_SHEET #	SHEET
STMARY_AP01.DWG - AP04_6.0	6.0

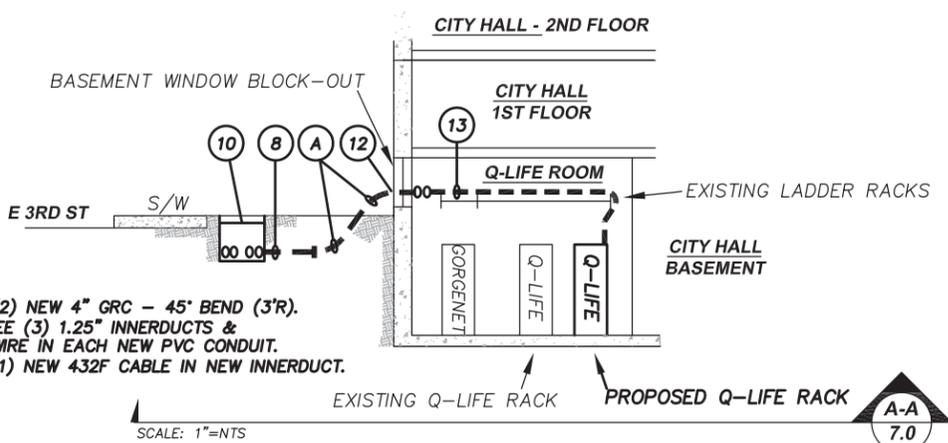
BID SET



CONSTRUCTION NOTES

- 1 PL NEW 4" RISER (SEE RISER DETAILS).
E/W THREE (3) 1.25" INNERDUCTS & LOCATE WIRE IN NEW RISER.
PL ONE (1) NEW 432F CABLE IN NEW INNERDUCT.
SAWCUT - REMOVE / REPLACE EXISTING ASPHALT CONCRETE.
- 2 PL NEW 444LA UTILITY VAULT (SEE VAULT DETAILS - 4/1.6).
SAWCUT - REMOVE / REPLACE EXISTING ASPHALT CONCRETE.
LEAVE 100' SLACK IN NEW 432F CABLE COILED IN VAULT (NORTH ENTRANCE).
PL T-3 LOCATE WIRE ACCESS POINT IN VAULT (SEE LOCATE WIRE/GROUNDING DETAILS - 5/1.7).
- 3 PL NEW 444LA UTILITY VAULT (SEE VAULT DETAILS - 4/1.6).
SAWCUT - REMOVE / REPLACE EXISTING ASPHALT CONCRETE.
LEAVE 100' SLACK IN NEW 432F (SOUTH ENTRANCE) & 144F CABLE COILED IN VAULT.
PL T-3 LOCATE WIRE ACCESS POINT IN VAULT (SEE LOCATE WIRE/GROUNDING DETAILS - 5/1.7).
- 4 PL ONE (1) NEW 4" SCH-40 PVC CONDUIT.
E/W THREE (3) 1.25" INNERDUCTS & LOCATE WIRE IN EACH NEW PVC CONDUIT.
PL ONE (1) NEW 432F CABLE IN NEW INNERDUCT.
- 5 PL TWO (2) NEW 4" SCH-40 PVC CONDUIT.
E/W THREE (3) 1.25" INNERDUCTS & LOCATE WIRE IN EACH NEW PVC CONDUIT.
- 6 PL TWO (2) NEW 4" SCH-40 PVC CONDUIT.
E/W THREE (3) 1.25" INNERDUCTS & LOCATE WIRE IN EACH NEW PVC CONDUIT.
PL ONE (1) NEW 144F CABLE IN NEW INNERDUCT.
- 7 PL ONE (1) NEW GRC / FG 90° BEND - (3'R)(5'L).
E/W THREE (3) 1.25" INNERDUCTS & LOCATE WIRE IN NEW PVC CONDUIT.
- 8 PL TWO (2) NEW 4" GRC CONDUIT.
E/W THREE (3) 1.25" INNERDUCTS & LOCATE WIRE IN EACH NEW GRC CONDUIT.
PL ONE (1) NEW 432F CABLE IN NEW INNERDUCT.
- 9 PL TWO (2) NEW GRC / FC 90° BENDS - (3'R)(5'L).
E/W THREE (3) 1.25" INNERDUCTS & LOCATE WIRE IN EACH NEW PVC CONDUIT.
PL ONE (1) NEW 432F CABLE IN NEW INNERDUCT.
- 10 PL NEW 444LA UTILITY VAULT (SEE VAULT DETAILS - 3/1.6).
LEAVE 100' SLACK IN NEW 432F CABLE COILED IN VAULT.
PL T-3 LOCATE WIRE ACCESS POINT IN VAULT (SEE LOCATE WIRE/GROUNDING DETAILS - 5/1.7).
- 11 PL TWO (2) NEW 4" SCH-40 PVC CONDUIT.
E/W THREE (3) 1.25" INNERDUCTS & LOCATE WIRE IN EACH NEW PVC CONDUIT.
PL ONE (1) NEW 432F CABLE IN NEW INNERDUCT.
- 12 PROPOSED BUILDING ENTRY LOCATION.
CORE DRILL EXISTING BUILDING WINDOW WELL BLOCK-OUT.
PL TWO (2) 4" GRC SLEEVES THROUGH WINDOW AREA.
RE-SEAL OPENINGS WITH CONDUIT SEAL.
- 13 PL ONE (1) NEW 1.25" RISER FLEX DUCT FROM BUILDING ENTRY LOCATION TO Q-LIFE ROOM.
PL ONE (1) NEW 432F CABLE IN NEW FLEX DUCT.
LEAVE 30' SLACK IN NEW 432F CABLE AT PROPOSED RACK LOCATION.
TERMINATE LOCATE WIRE INSIDE BUILDING AT COMMON GROUND.
- 14 EXISTING CENTURY LINK POI VAULTS.
- 15 FUTURE ONE (1) 4" SCH-40 PVC CONDUIT.
TO BE PLACED UNDER SEPARATE SCOPE FOR DIVERSE CONNECTION TO CENTURY LINK.
- 16 EXISTING BUILDING ENTRY LOCATION / EXISTING WEATHERHEAD.
- 17 EXISTING 4" CONDUIT W/ 1" CORRUGATED DUCT & #12 COATED LOCATE WIRE.
EXISTING 144F CABLE IN EXISTING DUCT.
- 18 EXISTING PULL-BOX.
- 19 EXISTING TEST STATION.
TIED TEST STATION INTO EXISTING SPARE WIRE FROM SPRINKLER BOX.
BONDED LOCATE WIRE INSIDE CITY HALL BUILDING.
- 20 EXISTING Q-LIFE ONE (1) 1" CORRUGATED PLENUM DUCT W/ EXISTING 144F CABLE.
SEE BUILDING ENTRANCE PLAN - SHEET 8.0

**CONDUIT PLAN
COURT STREET / E 3RD STREET**
SCALE: 1" = 30'



- A PL TWO (2) NEW 4" GRC - 45° BEND (3'R).
E/W THREE (3) 1.25" INNERDUCTS & LOCATE WIRE IN EACH NEW PVC CONDUIT.
PL ONE (1) NEW 432F CABLE IN NEW INNERDUCT.

SCALE: 1"=NTS

NWC PUD #1303-12350
55/1/30
P.O.A.=27'-3"
P.O.A.=
PL NEW 4" RISER
(SEE RISER DETAILS)
BOND LOCATE WIRE TO
MGN ON POLE

CONTRACTOR TO POTHOLE AND VERIFY EXISTING UTILITIES PRIOR TO CONSTRUCTION.
IF CONFLICTS ARE FOUND THE CONTRACTOR WILL COORDINATE WITH INSPECTOR FOR POSSIBLE RESOLUTIONS.
IF REVISIONS ARE REQUIRED THE CONTRACTOR WILL PROVIDE THE ENGINEER WITH POT HOLE RESULTS AND ALLOW A MINIMUM OF 48 HOURS FOR A RE-DESIGN OR RESOLUTION; THIS DOES NOT INCLUDE ANY RE-PERMITTING IF REQUIRED.

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REV	DESCRIPTION	DATE	BY	APP
1	REVISED CALLOUT 11	07/12/2011	APM	EO

313 COURT STREET
THE DALLES, OR 97058

BISECTOR - ST MARYS REMOTE - CITY HALL DIVERSITY

**CONDUIT PLAN
COURT STREET / E 3RD STREET**

CITY: THE DALLES / T1N, R13E, SEC 3 & 4
PLOT DATE: 7/12/2011
SCALE: AS SHOWN
PROJECT NAME-FILENAME.DWG - TAB_SHEET #
STMARY_CP02.DWG - LAYOUT1
COUNTY: WASCO
SHEET
7.0