
Information Technology Procedure



Procedure Number: ITP4-01-2009

Effective Date: 08/00/2009

Revision Date: _____

Departmental Signature

SUBJECT: **IT OUTSOURCED COMMUNICATIONS PATHWAYS AND CABLING
PROCEDURE**

AUTHORING DEPARTMENT: **INFORMATION TECHNOLOGY**

A. STATEMENT OF PURPOSE:

To define specific requirements and accountabilities when Pima County Facilities Management outsources voice and data communications pathways and cabling engineering / installation on construction projects

B. SCOPE:

In order to ensure that Pima County Information Technology Cabling Standards are properly applied and complied with, the ITD Telecommunications Division will be responsible for assisting in the design and installation of communications systems (internal and external), for County buildings, throughout the County. Information Technology activities will include interfacing with Pima County Facilities Management and Procurement Departments, to include participation in the planning, design, project management, construction and final implementation. Direct involvement with the Pima County Procurement Department in initiating requests for proposals, procurement contracts and Cabling Contractor selection, when warranted, is also at the Information Technology department's discretion. PCIT's involvement shall be determined in the project's early design phase.

C. PROCEDURE:

- Once a project begins the initial planning and/or design phase, the Facilities Management Project Manager will engage the ITD Communications Engineer by providing him/her with the Pima County Facilities Management Project Scope Worksheet—Information Technology worksheet, which provides budget information pertaining to the specific project.

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- The Pima County Telecommunications Cabling Standards are to be applied on all Pima County remodeling and construction projects throughout the County and specifically managed by Facilities Management.
 - Pima County Cabling Standards shall be applied in all County buildings, regardless of whether or not a building is leased to, or operated by, an outside agency.
 - The Facilities Management Project Manager is accountable, to the extent possible, for obtaining reviews and signoffs from the ITD Communications Engineer throughout all phases of the project: initial architecture, to job bid, to and through construction.
 - The PCFM PM will give a time frame to the ITD Communications Engineer for design review comments (typically a two week period). If the ITD Communications Engineer does not respond during this time frame, PCFM may proceed with the next phase of the project. Any changes to the scope of work, requested by PCIT after the established and mutually agreed upon scope segment, may result in additional project costs to be borne by the PCIT department.
 - The ITD Communications Engineer will be the point of contact for PCFM for coordinating PCIT's involvement and be responsible for providing written review comments and coordinating work by PCIT (telecommunications, data network, cabling, cable pathways, equipment rooms, etc.).
 - At each design submittal review, the ITD Communications Engineer shall update, when necessary, IT budget projections, on the Pima County Facilities Management Project Scope Worksheet—Information Technology worksheet, including sign-offs from each of PCIT's specific disciplines (cabling, telecommunications, network, etc.) and forward the revisions to the PCFM PM.
 - Modifications (additions, changes, deletions, etc.) will be noted by the ITD Communications Engineer and incorporated into the plans by the Facilities Management Project Manager, who will confirm inclusion of the modifications, in writing, to the ITD Communications Engineer.
 - A Gantt chart or similar document showing construction time lines will be provided by the Facilities Management Project Manager, to the ITD Communications Engineer prior to beginning construction.
 - During construction, the ITD Communications Engineer will work with PCFM/CMS to establish critical path schedule items which PCIT will be procuring and installing.
 - For projects involving PCFM/CMS group during construction, the PCFM/CMS person will be the point-of-contact for the ITD Communications Engineer.

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- The ITD Communications Engineer shall communicate to the PCFM/CMS person any project modifications which involve the General Contractor or his Sub-Contractors. The ITD Communications Engineer shall not give direction to the General Contractor or any of his Sub-Contractors. All requests shall be routed through the assigned PCFM/CMS person.
 - During construction, FM will remain the primary contact point and all ITD related work will be scheduled through the FM Construction Manager.
 - Construction blueprints (building interior) will have an ITD Telecommunications section that may be part of another blueprint section. However, any telecommunications section shall be created in such a manner as to be readily used as a bid document. Civil engineering plans (site plans) will include all communications infrastructure, appropriately identified on them.
 - Modifications impacting the communications infrastructure (external or internal to a structure) during the construction period will be reviewed by the ITD Communications Engineer, who will have the final determination and responsibility for those modifications.