Build IT Design & Project Management

Services Overview

August 2025

Prepared by

David Turner, PMP

BUILD IT PPM

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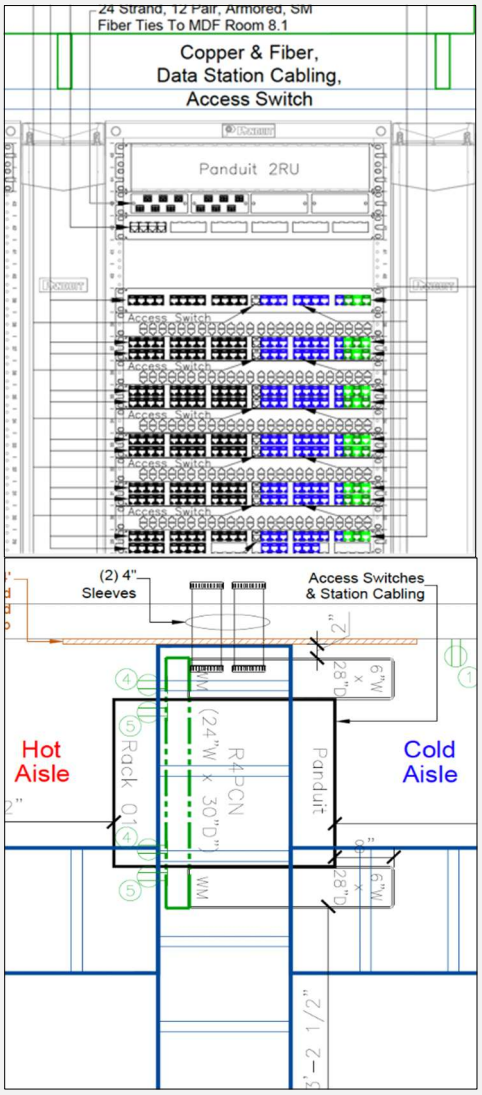
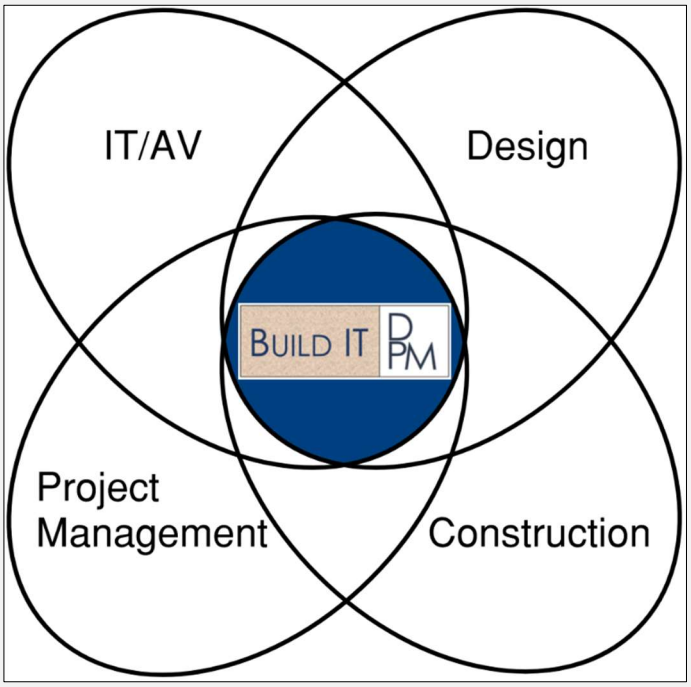


Whether you're a local startup or have offices around the world, building a workspace for your company is a big job! There are hundreds of details to understand and as many choices to make, not just about flooring, lighting and furniture, but also about the technology your company relies on to do business.

Architects, engineers and trades will help you make decisions for a beautiful workspace, but they can't advise you about best-practices for the infrastructure that supports your technologies. That includes racks, power & cooling in the MDF, Fiber-Optic & Ethernet cables, WIFI Access Point placement, and all the A/V equipment that powers your meeting spaces.

Build IT Design & Project Management is my private consulting practice, devoted to designing & building the infrastructure that supports technology for office build projects like yours. I'm an IT infrastructure project manager (PMP), with technical background in servers & storage, office builds & moves, AV, data center & cloud transition projects.



Design-build projects need people experienced in the disciplines of IT/AV, Design and Construction, and grounded in effective Project Management practices.

Bring in the consultant with all those tools, who has lived in the middle of that Venn diagram for 3 decades, building IT in nearly 180 commercial sites!

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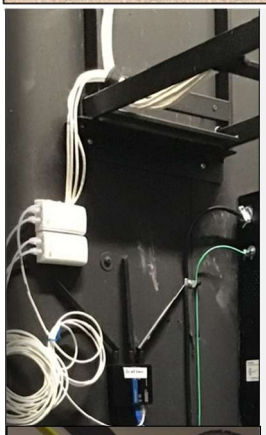
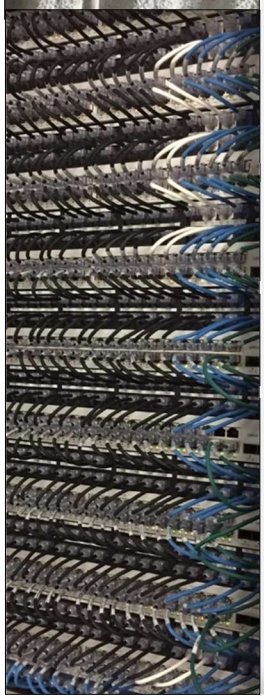
Some of the services I provide, tools I use to help, and how they'll benefit your project:





- Calculate power & cooling needs for your MDF/IDF. Usually one of my first tasks, because power & HVAC specs can be expensive to fix later
- Sketch your MDF/IDF rooms to scale in Visio to lock in your requirements. Also incorporate needs of AV, Security, BMS, etc. Usually my second task, and doing it early covers all bases & insures a fully functional room
- Professional construction drawings to document all details of the scope authoritatively so there can be no disagreements about what is expected and how it should be delivered
- Professional RFP documents & process so that vendor bids are more aligned with the RFP, and provide analysis to select the right provider, not just the lowest price
- Review and approve submittals so that you don't have to. I know what to look for to avoid compatibility problems
- Create AP heatmaps in Ekahau, the industry standard tool, and provide detailed report from it, so placement for your Access Points is based on science and details in 3-D instead of guesswork
- Organize box-walks onsite with trades and vendors to confirm all data and power locations are correct to avoid expensive adds later. This makes installation much smoother for AV and IoT devices
- Issue CAD or PDF sketches that communicate issues and changes more effectively to the trades, ensuring that changes are executed properly
- Create rack elevations in the construction drawings and a patching schedule so that the low voltage contractor can rack & stack your equipment and patch it for you, saving your network team time and effort on moving in
- Coordinate hand-offs for telecom, security, building management systems and life safety to avoid late adds to the low voltage scope
- Actively attend all required meetings. I've had clients who let me attend in their stead and summarize later so they save themselves time
- Track actual progress of work onsite so there are no surprises

I spent 20 years in IT on the client-side, managing IT infrastructure, IT people and IT projects – including office builds and moves. I understand your language and I'll learn your priorities.

Let me handle these things so you don't have to worry about them!

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The Process

I'm a Project Manager, which is 90% about communication, so that's exactly how we'll start. We'll talk about your project, what I do, and we'll ask and answer questions. We'll cover the requirements, constraints, standards, budget and whatever concerns you most about the road ahead. I'll show you some sample documents and tools I use and talk about how we could use them to design your space and execute the work.

As we wind up that conversation, if I think I can help you, I'll offer to write a proposal with a detailed statement of work that's **tailored to your project**, including a price estimate. We'll discuss that proposal and the price. If there are things to change, I'll tailor it more until we arrive at an agreed upon SOW and price.

Then we'll run your vendor onboarding process and establish reporting, decision making, accountabilities and communications. From there on I'm working for you.

The illustration below shows a high-level view of how I work and when certain tasks or processes are active on a design-build project. On the following page is a more detailed SOW showing specific services/tasks that I'd manage on a typical, full-design-build low voltage scope of work.

BEGIN

Discover Requirements

Establish Comms

Review Standards

Set Preferences

Constraints & Concerns

Risks

PLAN

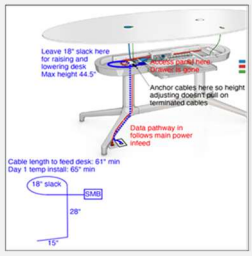
Architecture Plans

AV/Security Needs

On-site Surveys

Ekahau AP Model

Telecom



DESIGN

MDF/IDF

Riser

RFP/Issue for Bid Drawings

Vendor Selection

Manage Changes

EXECUTE

Issue for Construction Drawings

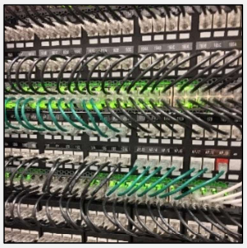
Cabling and Equipment

APs

UPS/PDUs

AV

Security



FINISH

MDF/IDF Cleaning

FDOB Support

Project Closing Documentation

Day 2 items

Retrospective/ Lessons Learned

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Typical Full-Service Design-Build Scope

The typical scope of work for a low voltage project includes, but is not limited to:

- Discovery work regarding schedule & budget constraints, standards, communications and accountabilities (RACI matrix)
- Calculate power & cooling requirements and create test-fit layouts for IDF/MDF rooms
- Gather additional requirements for IDF/MDF rooms like Security, BMS and AV
- Review the architect's plans and develop low voltage Issue for Bid drawings in CAD supporting network/WIFI, security, UPS & PDUs, BMS, AV, IoT devices, etc.
- Develop the RFP for low voltage and manage the RFP process
- Level LV bids and award the job to the best bidder
- Attend regular OAC meetings and schedule page turn calls to integrate all trades
- Deliverable products
    - Request for Proposal (RFP)
    - Issue for Bid low voltage CAD drawings with rack elevations
    - Issue for Construction CAD drawings
    - Manage updates with sketches or bulletins to document changes
    - Patching Schedule (Excel or google sheet and PDF format)
    - As-built documentation post-construction
- Coordinate GC schedule with low voltage contractor and track progress over time
- Represent the project team at OAC meetings during the life of the project
- Conduct site walks with GC, HVAC, Electrician, AV integrators and others to ensure all aspects of the infrastructure meet the client's needs (including box walks before walls are closed and follow-ups)
- Respond to all RFIs and issues in the construction process
- Coordination with GC, Security, AV, facilities and other teams as their needs evolve
- Manage change and risk in accordance with client needs and expectations
- Manage schedule issues or changes as they arise, micro-scheduling if needed
- Coordinate with building management or riser management for telecom circuit installation and riser issues
- MDF/IDF infrastructure delivery, rack & stack, patch cabling
- Track low voltage progress and conduct reporting as required
- If decisions or change creates any "Day 2" items, develop documentation to track and assure completion of those items
- Manage post-construction cleaning in the MDF and IDF rooms
- Participate in punch walks and develop punch list, manage the resolution of all punch list items
- Produce closing documentation
- Resolve any invoicing issues
- Participate in lessons-learned or retrospective reviews the client wants

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David Turner, PMP *curriculum vitae*

Professional Credentials:
PMI: Project Management Professional since 2016

Education:
Bachelor of Music *magna cum laude*
James Madison University, Harrisonburg, VA

References:
Available on request

Fun Fact:
I spent my 20's traveling the world as a professional singer!

Build IT DPM
Owner, 2023 - present
With nearly three decades in IT infrastructure and Project Management and nearly 180 design-build projects to my name, I'm excited to serve your team by bringing order to the chaos and building lasting quality into your office's IT infrastructure.

Lanlogic, Inc.
San Francisco, CA
Technical Program Manager, 2018-2023
Design and manage Low Voltage, IT and AV installations on new construction and tenant improvement projects for national and global clients like Okta, Square, Twilio, Pinterest, One Medical, Stripe and Atomic

Atlassian
San Francisco, CA
Workplace Technology Project Manager, 2016-2018
Manage the technology side of office build projects in San Francisco, Mountain View and Austin offices, including coordination with Workplace Tech, Real Estate, Legal and Procurement teams internally, working with external PMs and construction trades

City of Fort Collins
Fort Collins, CO
IT Director Infrastructure Services, 2013-2016
Provide executive leadership to the infrastructure services teams, writing budgets and prioritizing projects to further the City's objectives in serving the community. Served on the committee to evaluate offering broadband service as a public utility, develop service model and project plan and submit to the City Council for approval

Babcock & Brown, LP
New York, NY
San Francisco, CA
Head of IT Americas Region, 2001–2011
Serve as IT leader and senior project manager for boutique financial firm in New York and San Francisco. Projects included Cloud Transitions, 2 Data Center builds, multiple Office-Build/ Expansion projects. Systems Engineering and top-level tech support

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Some of my past and current Clients:

PINTEREST

Design/Build for office locations around the world, including:

- San Francisco (2 floors)
- Chicago
- Palo Alto
- Paris (2 floors)
- London (3 floors)
- Mexico City (3 floors)
- Toronto (3 floors)

Iterative updates to IT standards documentation

ATOMIC LABS

- HQ office build in Miami (2 floors)
- Scopes: Design/Build Low-voltage, PM Network, PM Security, and PM AV, and coordination with ISP providers

TWILIO

- 5 floors HQ design/build in San Francisco
- AV scope and Low Voltage for over 130 meeting rooms, training spaces and All-Hands and the Twilio Engagement Center

ONE MEDICAL

- HQ Design/Build in San Francisco, low voltage scopes (3 floors)
- Design/Build for low voltage scope for 300-seat Call Center in Tempe
- Low voltage design for over 150 clinic locations across the US
- Iterative revisions to IT standards in drawings as they evolved

OKTA

Low Voltage Design for office locations around the world including

- 5 floors of Okta San Francisco HQ
- Washington DC, Chicago, IL, Bellevue, WA
- Paris
- Bangalore Phase 1 Design/Build, Phase 2 Design
- Engagement Center in New York

Iterative updates to Okta AV/IT standards documentation

SQUARE

- Low voltage Design/Build for retail space in Oakland, CA HQ
- Remote construction management during COVID

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Shall we begin?

Thank you for taking the time to review this information. If you'd like to hear from one of my other clients to gain a first-hand perspective of the work I've done for them, please let me know and I'll arrange it for you. Please don't hesitate to ask questions! I'm here to help in any way I can.

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