



*Meeting Minutes*

**Job:** 14-24 Howard Elementary School  
**Location:** 700 Howard Ave  
Eugene, OR 97404

**Meeting:** Owner/Architect/GC # 48  
**Date:** 11/11/15  
**Start Time:** 9:00:00AM

**Attendees**

**Attended**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> David Haggard (Todd Construction, Inc.) | <input checked="" type="checkbox"/> Adam Davidson (PIVOT Architecture)        |
| <input type="checkbox"/> John Stapleton (PIVOT Architecture)                | <input type="checkbox"/> Ben Brantley (Eugene School District 4j)             |
| <input checked="" type="checkbox"/> Harv Wingerd (Todd Construction, Inc.)  | <input checked="" type="checkbox"/> Andy Turner (Todd Construction, Inc.)     |
| <input checked="" type="checkbox"/> Ryan Spain (Eugene School District 4j)  | <input type="checkbox"/> Allan Chinn (Eugene School District 4j)              |
| <input type="checkbox"/> Bill Goggin (Todd Construction, Inc.)              | <input type="checkbox"/> Scott Clarke (PIVOT Architecture)                    |
| <input type="checkbox"/> Dexter Rummel (Eugene School District 4j)          | <input checked="" type="checkbox"/> Monte Carothers (Todd Construction, Inc.) |
| <input checked="" type="checkbox"/> Russ Kaufman (Todd Construction, Inc.)  |   |

Item	Description	Responsible	Due Date	Closed
<b>Old Business</b>				
0-1	<b>Schedule</b> 11/11 - David reviewed the 3- week schedule (see attached).	<b>Information</b>		<input type="checkbox"/>
0-2	<b>Safety/Security</b> 11/11 - No issues this week. Site was cleaned up as request after last weeks meeting.	<b>Information</b>		<input type="checkbox"/>
0-3	<b>RFIs</b> 11/11 - Reviewed Unanswered RFI Log dated 11/10/15 (see attached). 508 - Steel Fence Post Building Corners - EOR is reviewing 510 - Dryer Exhaust Length Issue - Pivot answered this morning 511 - Rain Water Harvesting - PAE is reviewing 515 - Floor Finish in Freezer/Cooler - Pivot answered this morning 517 - Conference B110 Ceiling Height and Lighting - PAE is reviewing 518 - Downspouts from Metal Roof to Membrane Roof - Pivot to review issue onsite after meeting.	<b>Information</b>		<input type="checkbox"/>
0-4	<b>CORs</b> 11/11 - Reviewed attached COR log dated 11/10/15 (See attached). CO 8 has been issued to incorporate the 22 approved CORs for the October billing.	<b>Information</b>		<input type="checkbox"/>
0-5	<b>Submittals</b> 11/11 - Reviewed attached submittal awaiting review log dated 11/10/15 (see attached). 052100 - Steel Joist Framing - Delegated-Design - EOR reviewing 101400 - Pivot has returned the signage submittals with comments.	<b>Information</b>		<input type="checkbox"/>
0-6	<b>Hot Items</b> 11/11 - Long Lead Item Schedule Louvers - Tentative ship date is 12/18 Rock Roofing - Todd has supplemented Rock crew to a total of 11 working on Metal.	<b>Information</b>		<input type="checkbox"/>
5-3	<b>Pivot PCO Report</b>	<b>Information</b>		<input type="checkbox"/>

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Item	Description	Responsible	Due Date	Closed
	<p>See previous meeting minutes for past PCO Report information.</p> <p>10/7 - P109 Exterior Personnel Gates Panel Revision - Gates with children cut outs will change to perforated gate with painted graphics.</p> <p>10/14 - P099 - RFI 409 TT window change - Pivot expected a credit, Todd to check with Culver. RFI 112 Reclaimed Water Material - Pivot expected a credit from Hydro-Temp, Todd to request the credit as stated by Hydro-Temp in the RFI. RFI 417 Duct Routing/Size and Radiant Piping Changes - Todd tracking as COR 108 and will check with Hydro-Temp if this COR pricing is still needed.</p> <p>10/28 - P056 (PR-036) was issued. Adam will send more detail on the restroom sign revision. Adam also noted that P092 will be voided.</p> <p>11/4 - PR-037 was issued in the last week for adding an 8" gravity overflow line at the Rainwater Harvesting Cistern. Todd has a preliminary price from Jackson Luck for \$6,800. Russ needs to get more detail on the pricing prior to submittal. David noted that this pricing could go down if the line were changed to 6", since Jackson Luck already has a 6" valve that could be used. We will include this information in the formal pricing submittal.</p> <p>11/11 - P021 Owner Coordinated Salvage/Reuse Items - this includes moving the existing Howard sign and installing salvaged tile. P137 Crossover Stair/Platform at Seismic Joints - per Ryan this work may be done inhouse by 4J.</p>			
14-1	<p><b>Landscape Well</b></p> <p>See previous minutes for additional discussion.</p> <p>10/28 - 4J met with a well drilling firm last week. It could take 8 weeks to get through the issue of water rights. On-going.</p> <p>11/4 - No new information.</p>	<b>Ryan Spain</b>		<input type="checkbox"/>
14-2	<p><b>Non Compliance Issues</b></p> <p>10/28 - No log for review. A PAE electrical site review has an item that will be logged as #50. Russ noted that the PAE report has already been forwarded to Scofield.</p> <p>11/4 - No log for review. Adam will send out an updated log to all showing the deletion of one item.</p> <p>11/11 - Adam distributed the NCI report. NC issues 18 &amp; 25 have 6 items that need to have documentation provided by Cascade. Travis with Cascade has been informed of the remaining items and is gathering documentation for NC items 47 &amp; 52 as well.</p>	<b>Information</b>		<input type="checkbox"/>
28-1	<p><b>Commissioning Issues</b></p> <p>See previous minutes for previous Commissioning Issues.</p> <p>10/7 - Request a schedule from Hydro-Temp to set up the commissioning inspection.</p> <p>10/21 - Todd held a HVAC Coordination meeting on Tuesday 10/20 with Hydro-Temp, Scofield &amp; Clima-Tech. 4J will contact the commissioning agent for a site visit. Pivot &amp; 4J would like notification prior to HVAC component start up, PAE and commissioning agent will need to be present.</p> <p>10/28 - There was a site visit by the CxA yesterday. Ryan will forward a report when received.</p> <p>11/4 - CxA Report was distributed last week from their Oct 28 site visit.</p> <p>11/11 - Cleaning of the AHUs was noted on the CxA Report and needs to be completed prior to starting up the units. AHU startup for Sector A and C is scheduled for 11/16 - 11/17 and the boiler start up 11/18. Todd to request a firm schedule from Hydro-Temp and notify all parties involved.</p>	<b>David Haggard</b>	<b>11/12/15</b>	<input type="checkbox"/>
34-1	<p><b>Window Testing</b></p> <p>8/5 - Culver will have one storefront ready to test and scheduled for 8/10.</p> <p>8/12 - Due to vandalize the testing will be rescheduled.</p> <p>8/19 - Check with Culver on available windows to test.</p> <p>8/26 - Culver will have windows ready to water test on Sector C by the end of next week.</p> <p>9/2 - Culver updated the schedule for window testing to the week of 9/14.</p> <p>9/9 - Ongoing</p> <p>9/30 - 4J to pick 3 windows to test after the meeting today.</p> <p>10/7 - Team to check with Culver regarding QED testing schedule.</p> <p>10/14 - Ongoing</p> <p>10/28 - Testing scheduled for Nov 13.</p> <p>11/4 - To be done Nov 13.</p>	<b>Information</b>	<b>11/12/15</b>	<input type="checkbox"/>

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Item	Description	Responsible	Due Date	Closed
	11/11 - Testing has been moved to Nov 12 requested by QED.			
<b>44-1</b>	<b>L2 Light Fixture Issue</b>	<b>Andy Turner</b>	<b>11/11/15</b>	<input type="checkbox"/>
	<p>10/14 - Andy sent a request to Scofield to verify the return policy for the L2 light fixtures. Pivot and 4J will use this to make a final decision and this will be wrapped up in a confirming RFI.</p> <p>10/21 - 4J requested notification of final details prior to swapping the L2 fixtures for a lay in version. Scofield is working with the supplier to get the return policy details worked out.</p> <p>10/28 - Still need information on the light fixture exchange details.</p> <p>11/4 - We had a conference call with HL Stearns on Monday afternoon. We received an email from Stearns yesterday with preliminary information on the re-stocking that is being proposed. We have not received final confirmed information. We will pass this information along to the architect and district as soon as we have it.</p> <p>11/11 - After some negotiation by the design team, the lighting suppliers have agreed to do a no cost swap of the existing L2 fixtures for the T-bar ceiling version. Todd has requested that Scofield order the new fixtures and will confirm this has been done after the meeting. HL Stearns has reported the fixture lead time to be 5 weeks from order date. Count was verified after the meeting to be 140 total.</p>			
<b>44-4</b>	<b>Class Room Projector Mockup</b>	<b>Ryan Spain</b>	<b>11/16/15</b>	<input type="checkbox"/>
	<p>10/14 - Ryan suggested Todd mockup one classroom projector to verify the white board installation is correct due to the flatness requirements of the projection system. Todd to verify white board delivery and set up a mockup.</p> <p>10/21 - Ryan forwarded the product data on the classroom projectors for Todd's use.</p> <p>10/28 - We will receive the markerboards on Nov 19. The mock-up will be done after that.</p> <p>11/4 - No change.</p> <p>11/11 - Todd requested one projector from 4J, if available, for mock up purposes.</p>			
<b>45-6</b>	<b>Fire Sprinkler @ Wood Ceiling</b>	<b>David Haggard</b>		<input checked="" type="checkbox"/>
	<p>10/21 - The Fire Marshall will be onsite today @ 11:30 to review the wood ceiling fire sprinkler requirements with BDH and Adam. David to submit an RFI on the issue.</p> <p>10/28 - The RFI has been processed. David has an open question with the Fire Marshal to confirm.</p> <p>11/4 - No change.</p> <p>11/11 - Fire Marshall has confirmed the proposed insulation is acceptable per code.</p>			
<b>46-1</b>	<b>AES Documentation</b>	<b>David Haggard</b>		<input type="checkbox"/>
	<p>10/28 - Todd provided copies of the time and material sheets from all AES work to date on the PV System. We will continue to provide weekly.</p> <p>11/4 - No additional AES information this week.</p> <p>11/11 - Additional time sheets are being collected by David and are available in his office.</p>			
<b>46-2</b>	<b>Directional Letters in West Courtyard</b>	<b>Russ Kaufman</b>		<input type="checkbox"/>
	<p>10/28 - We reviewed samples of foam directional lettering blockouts for the west courtyard. Todd is concerned that we will not be able to provide a good finished product by pouring concrete around these blockouts. Want to review the possibility of changing to a cast metal embed for the concrete. Adam took a photo of the samples and will review with the landscape architect.</p> <p>11/4 - Adam requested that we provide samples of metal letters that we could embed in the concrete. Russ will try to have something by next meeting.</p> <p>11/11 - Ongoing</p>			
<b>46-3</b>	<b>Stops for Steel Gates</b>	<b>Monte Carothers</b>		<input checked="" type="checkbox"/>
	<p>10/28 - Monte noted that there is no stop shown for the steel gates to the courtyards. Concern that we will need something at the strike. We will review and submit an RFI as necessary. Ryan said that he would look at what they have at the middle school.</p> <p>11/4 - No change.</p> <p>11/11 - Details for the gate stops were provided by Advanced. No exceptions taken.</p>			

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Item	Description	Responsible	Due Date	Closed
47-1	<p><b>Demolition and Summer Schedule</b></p> <p>11/4 - Ryan requested information on the schedule and approach for building demolition this summer. They need to use this in developing the scope for the abatement proposals. We also need to provide a schedule showing how the summer work will be executed in time. Russ will work on this.</p> <p>11/11 - Monte reviewed a plan to complete a portion of the Howard Ave improvements this winter. Monte has a call into Brad Lemhouse with Lane County to review the road improvement schedule. Russ is working on the schedule items requested.</p>	Russ Kaufman	11/18/15	<input type="checkbox"/>
47-2	<p><b>Substantial Completion</b></p> <p>11/4 - Continued discussion on what the expectations are for status of the project on February 1, 2016. For the building, the district needs to have access to the entire building for the intended use, which will be moving in furniture and equipment. Todd is discussing TCO with the City of Eugene, and the extent that we need to have that for moving in furniture and equipment. Todd reviewed a preliminary site plan for Phase I showing the amount of site scope that we believe we can have completed at that time. We all agreed that we do not expect landscaping to be done any further than putting dirt into planter beds. We need to review the specified guidelines for planting to get a better understanding of when the landscaping work should occur. Russ will prepare a document that summarizes Todd's understanding of where we will be on Feb 1 for review by the team.</p> <p>11/11 - Russ reviewed a preliminary Feb 1 completion plan and will provide a copy to Ryan for 4J review.</p>	Russ Kaufman	11/18/15	<input type="checkbox"/>
47-3	<p><b>Mechanical Isolation Pads</b></p> <p>11/4 - There had been some previous discussion about 4J being interested in adding some isolation pads under the mechanical units in order to improve the isolation. We need to get a ROM number on this from HTM. There is no preferred product, they want to know what HTM would suggest. David will discuss with HTM.</p> <p>11/11 - This item was discussed during the meeting. After the meeting the isolation pads were determined by 4J not to be necessary.</p>	David Haggard		<input checked="" type="checkbox"/>
47-4	<p><b>Media Lighting Controls</b></p> <p>11/4 - PAE is working on some direction to provide better dimming control over the high lights in the Media Center. Ryan will review, then Adam will issue. If necessary, we will confirm this by RFI after receipt.</p> <p>11/11 - Pivot provided the information needed and a confirming RFI was generated.</p>	Adam Davidson		<input checked="" type="checkbox"/>
47-5	<p><b>October Todd Billing</b></p> <p>11/4 - Andy will work on responding to some questions regarding the October billing when he returns. Ryan noted that he needs to receive it by Nov 11 in order to get it processed on Nov 15.</p> <p>11/11 - The October billing was submitted and accepted by 4J.</p>	Andy Turner		<input checked="" type="checkbox"/>
47-6	<p><b>OFCI Projectors</b></p> <p>11/4 - The projectors are OFCI. 4J is wanting to know what the credit would be to make these OFOI. Russ will look into this.</p> <p>11/11 - Ongoing</p>	Russ Kaufman	11/18/15	<input type="checkbox"/>
47-7	<p><b>Type K Sign in Reception</b></p> <p>11/4 - The Type K sign submittal has been approved for the "trees" in the Reception area. Russ noted that there is a lock-down button on this wall. He will confirm the exact location of the button so that we can determine if there is a conflict with the sign.</p> <p>11/11 - Ongoing</p>	Russ Kaufman	11/18/15	<input type="checkbox"/>

Meeting adjourned at 10:00.

## *Meeting Minutes*

**Job:** 14-24 Howard Elementary School

**Meeting:** Owner/Architect/GC # 48

**Next meeting at 9:00:00AM on Wednesday, November 18, 2015.**

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

**Prepared by:** Russ Kaufman

**Copy To:** Brent Schafer (Todd Construction, Inc.)

### 3 WEEK SCHEDULE

Howard Elementary School

HOW 14-24



ACTIVITIES	SUB	11/9	11/10	11/11	11/12	11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
<b>SITE</b>																				
<b>EAST COURTYARD</b>																				
Wall metal	Rock	X	X	X	X	X														
Sunshades 1st floor only	Culver	X	X																	
Grade for walks	Jackson								X	X	X	X	X							
Form walks	Dual Force															X	X	X		
Deliver steel fence 11-30	Advanced																			
<b>MECHANICAL COURTYARD</b>																				
Approval PR037	Jackson	X	X	X																
<b>A-EXTERIOR</b>																				
Install Skylights A,B & C	Lacey	X	X	X	X	X			X	X	X	X	X							
<b>Mechanical/Boiler Rms</b>																				
Factory start up AHU/Boiler	Hydrotemp								X	X	Boiler									
<b>GYM/RR/STORAGE</b>																				
Install Cafeteria light fixtures	Scofield				X	X														
RR-Paint	WPI	X																		
RR-Ceramic tile	Bovero		X	X	X	X														
Deliver wood flooring	Soriano																X	X		
<b>STAGE</b>																				
Frame chase full hgt wall	Cascade			X	X	X														
Hang & tape gyp brd	Cascade	X	X	X	X	X			X	X	X									
Paint	WPI											X	X							
<b>KITCHEN</b>																				
Paint	WPI	X																		
Quarry tile	Bovero		X	X	X	X														

ACTIVITIES	SUB	11/9	11/10	11/11	11/12	11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Install freezer/cooler	S&G												X							
<b>CAFETERIA</b>																				
Hang & tape gyp brd	Cascade	X	X	X	X	X			X	X	X									
Paint	WPI											X	X							
<b>BS</b>																				
Stair well tape & paint	All			X	X	X			X											
Casework	Freemont												X			X	X	X		
<b>BN</b>																				
Stair well tape & paint	All			X	X	X			X											
<b>BM-South</b>																				
Tape & texture 1st flr	Cascade	X	X	X	X	X														
Paint 1st flr	WPI								X	X										
Tile 1st flr	Bovero										X	X	X			X	X	X		
Tape & texture 2nd flr	Cascade								X	X	X									
Paint 2nd flr	WPI											X	X							
Tile 2nd flr	Bovero															X	X	X		
<b>BM- North Admin. Media</b>																				
Install elevator	Otis	X	X	Off	X	Off			X	X										
Delay shear wall penetrations	Todd																			
Hang & tape gyp board delay	Cascade																			
Paint delay	WPI																			
<b>C1 &amp; C2-INTERIOR</b>																				
Frame tiered seating	Cascade	X	X																	
MEP ceiling drops	All	X	X	X	X	X														
Install Casework	Freemont	X	X	X	X	X			X	X	X	X	X							
QED window testing	Culver				X															

Job No: 14-24

# Request for Information

Show: Unanswered RFIs

Howard Elementary School

Date: 11/10/2015

RFI #	Date Issued	Title	Date Requested	Status	CO Req'd	Response Date	Posted in Asbuilts	Forwarded Date
508	11/03/15	Steel Fence Post Building Corners	11/10/15	NEW				
510	11/05/15	Dryer Exhaust Length Issue	11/12/15	NEW				
511	11/06/15	Rain Water Harvesting	11/10/15	NEW				
515	11/09/15	Floor Finish in Freezer/Cooler	11/16/15	NEW				
517	11/09/15	Conference B110 Ceiling Height and Lighting	11/16/15	NEW				
518	11/10/15	Downspouts from Metal Roof to Membrane Roof	11/17/15	NEW				



Job No: 14-24  
Howard Elementary School

Submittals Awaiting Review  
by Package

Date: 11/10/2015

Spec	Submittal	Rev	Title	Subcontractor	Due Date	Sub to Todd	Todd to Arch	From Arch	Todd to Sub	Status
<b>052100</b>	<b>STEEL JOIST FRAMING</b>									
	052100-04	0	Delegated-Design Submittal	Advanced Welding & Steel, Inc.	12/19/14	09/23/15	09/29/15			
	<i>Numbered to match Newforma</i>									
<b>101400</b>	<b>SIGNAGE</b>									
	101400-03.01	0	Product Data and Shop Drawings: Part 2.05	ES&A Sign Corp	08/24/15	10/29/15	11/02/15			
	101400-07	0	Shop Drawing: Restroom sign per PR 36	ES&A Sign Corp		11/04/15	11/06/15			

# Change Order Request Log

**Job No: 14-24**  
**Howard Elementary School**

Date: 11/10/2015

Number	Description	Quoted	Time Requests	Date to Owner	Approved Amount		
33RRA	PR 025	Electrical/Low Voltage/Plumbing/Structural Revisions - With Time Extension	03/17/15	\$133,967.00	20 days	09/15/15	
33RRB	PR 025	Electrical/Low Voltage/Plumbing/Structural Revisions - Without Time Extension	09/04/15	\$152,473.00		09/15/15	
37	RFI 220/228	New FDC Location	03/24/15	\$11,347.00		07/08/15	
45	RFI 245	Trap Primers for Mezzanine Floor Sinks	04/14/15	\$14,770.00		07/08/15	
55R	RFI 296	Exterior Storm Line Sizing	05/07/15	\$1,550.00		09/10/15	
57	PR 027	Plumbing Isolation Valves	05/08/15	\$12,243.00		07/08/15	
62.01	PR 028	Low Voltage/Electrical Revisions	05/26/15	\$28,574.00		09/21/15	
62.02	PR 028	Mechanical Revisions	05/26/15	\$2,194.00		10/20/15	
67	RFI 346	Generator Breaker Revisions	06/10/15	\$7,675.00		10/14/15	
71	RFI 350	Delete Concrete Staining	06/16/15	\$(1,244.00)		09/21/15	
74.03	PR 001	Fire Rated Assembly - Mechanical	10/23/15	\$12,109.00	4 days	11/09/15	
75.03	PR 030	4j Requested Changes - Mechanical	10/20/15	\$7,374.00	4 days	10/20/15	
75.04	PR 030	4j Requested Changes - Hardware	10/20/15	\$2,071.00		10/20/15	
83	RFI 345	Decentralized Unitary HVAC Equipment Clarifications	06/30/15	\$3,566.00	2 days	10/20/15	
84	RFI 348	MEP Pathway Issues at Media Bridge	07/01/15	\$6,569.00	2 days	10/20/15	
86	RFI 354	Venting for B104, B112 and B106	07/06/15	\$1,928.00	1 day	10/20/15	
87R	None	Standing Seam Wall Panel Support	07/06/15	\$4,205.00	2 days	10/22/15	
88	RFI 366	Stainless Flashing at Loose Lintels	07/06/15	\$3,311.00		10/20/15	
97	283001-01	Smoke Detectors	07/21/15	\$21,277.00		10/14/15	
98.02	PR 031	Mechanical Revisions	07/24/15	\$5,308.00	1 day	11/10/15	
107	RFI 414	SB-2 Clarifications	08/11/15	\$1,095.00	1 day	11/10/15	
108	RFI 417	Duct Routing/Size and Radiant Piping Changes	08/11/15	\$1,231.00	1 day	10/20/15	
109B	PR 032	PV Net Metering - Without Time Extension	08/11/15	\$20,312.00		09/17/15	\$20,312.00
112	None	CMU Revision at Jambs	08/20/15	\$12,415.00		08/20/15	
119	None	Added Light Shelf Frame Type EE	09/11/15	\$6,597.00	2 days	11/10/15	
122	RFI 453	Plumbing Seismic Flexes Per Submittal Review 220518-02	09/22/15	\$6,861.00	2 days	10/21/15	
146A	PR 037	Storm Overflow MH Outlet - 6" Overflow	11/03/15	\$6,976.00	7 days	11/10/15	
146B	PR 037	Storm Overflow MH Outlet - 8" Overflow	11/03/15	\$7,701.00	21 days	11/10/15	
147	None	Rake Joints Credit	11/09/15	\$(3,874.00)		11/09/15	

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**Howard Elementary School**

Date: 11/10/2015

Number		Description		Quoted	Time Requests	Date to Owner	Approved Amount
148	None	Materials Portion of COR 41	11/09/15	\$404.00		11/09/15	
151	RFI 506	Add 5 Stud Posts to GL 6.1 Shearwall	11/10/15	\$1,598.00	5 days	11/10/15	
153	RFI 520	Ceiling Height in A101 Lobby	11/10/15	\$1,133.00	TBD	11/10/15	

<b>Approved Time Extensions:</b>	0	<b>Original Contract Amount:</b>	\$21,663,000.00
<b>Start Date:</b>	11/12/14	<b>Approved Contract Changes:</b>	\$1,091,060.00
<b>Revised End Date:</b>	02/01/16	<b>Revised Contract Amount:</b>	\$22,754,060.00