

**MEMORANDUM**

Date 6 February 2003  
GA Project Name Atlas Shops  
GA Project Number 200303.00  
Client Project Number  
To REW  
From RAH

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**Subject: Scope of Work**

Some thoughts on yesterday, without going through my notes, and this ties into what NG thought I might help you on I think, scoping out the SD and DD phase tasks.

There seems to many items that were discussed that don't need to be decided upon to later, while some elements that need immediate decisions were not. Perhaps we need to direct the discussion, prioritizing task and decisions. I think this will also give us concrete end points to the SD and DD phases. We need to establish concrete end points so we don't blow the budget. We also need end points to get sign offs that will become the controls necessary to prevent the revisiting of items. As we all know, revisiting items means work done will need to be thrown away and redone, blowing the fee and delaying the job. It's in all our interests to pin the work down.

I think the following is a minimum to move the job forward in the next week. Most is organizational, but there is one drawing task that will form the basis of many needed decisions.

I will try to come up with a task list today for SD and DD for you to work on, maybe it'll help save you some time. At the least, it be progress until you and Eric can really come up to speed.

Nancy is having my 12 pages of notes typed. I hesitate to try to turn 12 pages of notes into full sentence descriptions of what transpired, or to assign actions, responsibilities, etc.. It wasn't that kind of meeting to me. Maybe, it will be a check list of sorts as we become more familiar and start to task out work to staff.

Is this OK with you?

Task No	Task	SD	DD	CD
1	DOB research	RAH, next week?		
2	Mixed use office / retail	ditto		
3	Mixed use child care / retail	ditto		
4	Special Question: For MEP, can toilets be deferred, maybe show roughing and fixture count for future installation.	REW		
5	Plot and print all docs, all, review all docs to become familiar with everything client has done	Jr for REW and / or FEG		
6	Assign Sr Jr / Jr Arch to Daycare building to familiarize themselves with that piece of project, with daycare issues, daycare design, contact clients daycare expert	Nicole, the new one, isn't she design architect, does not know cad anyway.		
7	Assign Sr Jr maybe with drafting help to do a generic 1 inch scale section through typical wall (building 6, which is the one being concentrated on, having the most common elements, and needed first by model builder), also typical arch bay. 1 inch scale so details as small as an inch will appear as discrete lines, though it looks like we are moving to details with 1/2 inch dimensions). I think this will focus the discussion, give TA something to sketch on, speed up comprehension, get decisions made.  FAPC must release one drafter, Atlas must have one drafter or it will go nowhere.	Maybe Jon, either Nicole, Michael (pay them OT so it does not mess with their current work) supervising a new drafting person.		
8	Assign Jr title block	??? Can't take but a day at most.		
9	Pin down schedule mileposts When what buildings start SD, DD, CD, and when they have to be done. Bid, CA, Completion. Contact DOB consultant and factor in processing time for submittals. Demolition if we are doing this. Lighting if we are doing this. Fed. Ex. info if we are doing this.	REW		

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Name RAH

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	etc.			
10	DOB consultant. How will filing work. One huge set? Each building separate? Will one reviewer be assigned? Do we need to request this ahead of time? Lead times on approvals. What submissions does he see. Self certification is not an option.	REW		
11	Contract: TA asked FEG about this, I see a failed email going around about a contract, is this being attended to by FEG or admin staff.	FEG		
12	Recent docs by TA: Introduce Chris???? from TA's office to our ftp site and how to do it. Assign this task to jr.	LRW, Jon, does Michael know how to do this?		