

This memorandum summarizes the approach of the APS Construction Management Team in maintaining structured design review process and communication between all parties during the planning, design, construction and renovation of Atlanta Public Schools' facilities.

1. Establishment of a Project Committee

To ensure communication and participation of the school community throughout the design and construction process, the school Principal will be asked by the Project Manager to assist in the establishment of a Project Committee including representatives for the following parties:

- School Principal
- Associate Superintendent (instruction)
- Director / Executive Director (facilities)
- School Board Representative
- Project Manager
- Architect
- PTA Representative (2 max)
- Go Team Representative (2 max)
- School Faculty Representative
- Community Member (NPU Rep., etc.)

2. The Project Committee will meet during the course of the project as outlined below

1. **Meeting #1.0** Validate school needs and define Architect's scope of work.
2. **Meeting #2.0** Review Schematic Design options proposed by Architect.
3. **Meeting #3.0** Review Construction Documents at 50% completion and discuss the phased construction or relocation and construction process.
4. **Meeting #4.0** Construction briefing to be held prior to the start of construction to inform the Project Committee of what to expect during the construction phase.

3. **Bi-weekly Design Review Meetings Between Architect and Project Manager**

The Project Manager will meet with the Architect's team on a bi-weekly basis to ensure that the project is moving through Schematic Design, Design Development and Construction Document phase in a timely fashion. The Architect should inform the Project Manager of meeting times with design consultants as these meetings can possibly serve as a part of the bi-weekly meetings.

4. **APS Design Reviews**

In addition to the scheduled design review by the Project Committee, there are two other design reviews by the internal departments at APS. These departments include Facilities, Instruction, Technology, Maintenance, Security and Nutrition. All APS design reviews will be coordinated by the Project Manager and scheduled as follows:

1. **Design Review #1** - will occur at the end of Schematic Design Phase
2. **Design Review #2** - will occur at 95% completion of Construction Documents

The Architect will be responsible for coordinating the other design reviews and/or approvals with the GaDOE, City of Atlanta and other applicable agencies, as outlined in the Contract.

5. **Record of Meetings**

The Architect is responsible for the recording and distribution of minutes for all meetings.