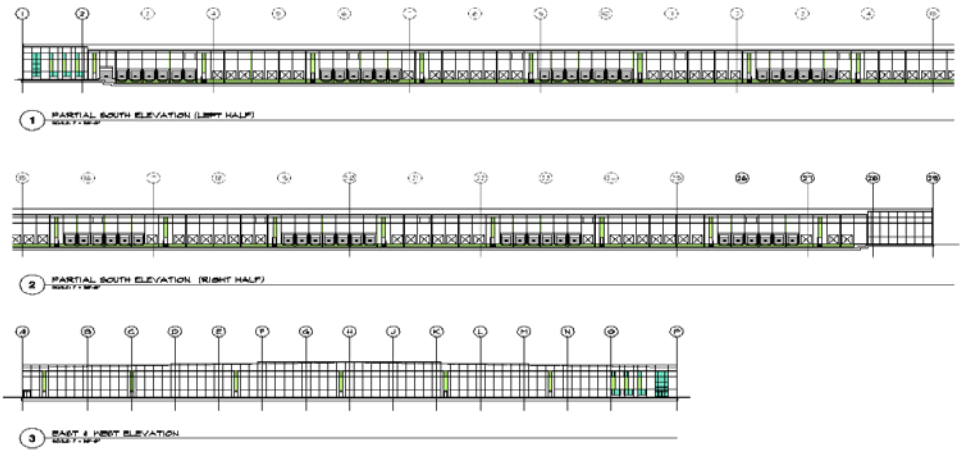
DOCUMENT REVIEW REPORT (DRR)

PRELIMINARY	May 14, 2014
FINAL	**May 30, 2014**

Project Name & Address

Client Name:
Investment Name:
Investment Number:



Document Review Report (DRR) is a sample format intended as a baseline format for discussion. TB Johnson Associates, LLC invites customer suggestions to ensure the **DRR** format completely addresses the requirements of each customer and investor.

Each Customer is issued a unique pass code protected Customer Folder on our Web Page for file transfers and communications. The **Preliminary DRR** is posted to the Customer Folder with instructions to enter Customer review comments into a subfolder. After TB Johnson Associates responds to each customer review comment we post the **Final DRR** on our Web Page.

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CONSTRUCTION CONCERNS:	Submittals requirements for each specification section are not included in the Project Manual but are typically provided for a project of this scope. Architect & Civil Engineer submit a Required Submittals List for negotiation with the Contractor. Increased Project Costs are possible because the Owner/Developer has an agreement with the architect (and his engineers) and a separate agreement with the civil engineer.	pages 2-4
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CHANGE ORDER REQUESTS:	Manage Change Order Requests (CORs) to minimize additional contract costs.	page 4
DOCUMENTATION OUTSTANDING:	Provide for review by the consultant: Building Permit; Storm Water Management & Sediment Control Permit; Electric and Gas metering agreements; Owner/ Architect Agreement; Owner Engineer Agreement; and Geotechnical Report.	page 5
2. DOCUMENT REVIEW		**TAB 2**
OWNER / ARCHITECT:	The Owner/ Contractor agreement refers to a separate agreement between the Owner & Architect (and his MEP & Structural Engineers) and a separate agreement between the Owner and the Civil Engineer. These agreements have not yet been provided to the consultant for review. There may be increased risks for Change Orders to resolve design issues because there is not a single agreement between the Owner/Developer and one prime design professional (typically the Architect), wherein the Architect has sub agreements with each of his consulting design professionals (Engineers).	page 1
OWNER / CONTRACTOR:	AIA Doc A101-2007, Standard Form of Agreement between Owner and Contractor where the basis of payment is a stipulated sum, with edits. A201-2007 – General Conditions for the Contract for Construction, with edits.	page 1
SUBCONTRACTOR AGREEMENT:	Included in the Owner/Contractor Agreement, Document A101- 2007 as (EXHIBIT – F).	page 1
INSURANCE CERTIFICATE:	A Certificate of Liability Insurance is included in the Agreement between the Owner and Contractor for Building A. Confirm there is also a Certificate of Liability Insurance for Building B (current project).	page 2
BONDS:	No bonds are necessary for the Project.	page 3
MUNICIPAL APPROVALS:	A101, EXHIBIT – C: Schedule of Municipal required Permits and Inspections.	page 3
UTILITY SERVICE AVAILABILITY:	Not provided; submit to consultant for review.	page 3
WETLANDS:	General Note 28 on Civil sheet - C2 indicates the site does not contain any wetlands.	page 3
STORM WATER MANAGEMENT:	Generally deemed acceptable; refer to detailed comments.	page 3
SOILS REPORT:	Not provided; submit to consultant for review.	page 3
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1. EXECUTIVE SUMMARY

PROJECT DESCRIPTION

The project is a distribution warehouse that will be located approximately XX miles north of Baltimore in YYY, Maryland near the intersection of NAME and NAME Roads. Primary vehicular access is via I-95 and NAME Road. The project is the second of a proposed three phase industrial development. The project is an approximately XXXX square feet, one-storey, warehouse building with 261 surface parking spaces. The building design includes cast-on-site concrete panels with a steel structural frame and painted steel and unfinished concrete interior finishes. Heating is provided by six roof mounted gas fired air rotation units; there is no air conditioning. At the initial site visit on October 14, 2011 the storm water, domestic water and fire lines were in progress and foundation stone bases and column footings were in progress. At the initial site visit the building was estimated to be 10% complete.

DATES OF CONSTRUCTION: AIA A101-2007 signed 5/15/13 by the (NAME: developer) is the construction commencement date. The Building permit is under review; however a foundation permit is in place and foundation site and foundation work commenced in 5/15/11. The Construction Schedule update of 5/1/11 projects construction completion on 10/31/12.

POTENTIAL ISSUES & RECOMMENDATIONS

ENCROACHMENTS: None.

STRUCTURAL CONCERNS: None.

SECURITY CONCERNS: None.

FLOOD RISKS: General Notes on Civil drawing C2 include: the property is not subject to the 100-year flood plain.

CONSTRUCTION CONCERNS: Column footings tilt-up concrete wall panels will be poured on site and the contractor's work monitored by a Third Party engineer. Structural steel is fabricated off-site and transported to the site for erection. Erection of structural steel will be monitored by a Third Party engineer.

Risks for each structural element (footings, steel frame, tilt up wall panels, etc.) can be mitigated once contractor submittals are reviewed and accepted by the appropriate designer of record (architect, structural engineer, etc.). A comprehensive submittals list and submittals requirements for each specification section are not now included in the Project Manual but are normally included for a project of this scope. Submittals should include, but not be limited to: (1) qualifications of structural steel fabricator; (2) qualifications and certifications of welders, supervisors, erectors; (3) in-house quality control program; (4) tilt up panel rebar shop drawings; (5) formwork shop drawings; and (6) structural steel fabrications (embeds, and miscellaneous steel to connect tilt panels to tilt panels and tilt panels to the steel frame).

POTENTIAL ISSUES & RECOMMENDATIONS- continued

The structural steel frame and the concrete tilt-up panels interconnect on site, the work of these trades is sequenced on the project schedule; therefore, the contract requires consistent coordination between these two trades.

SCHEDULE CONCERNS:

This consultant reviewed the General Contractor's Schedule update of 10/4/2011. The following are risks associated with this construction schedule.

Start and Finish dates for the following Task IDs may slip since this work is dependent on receipt of the Building Permit. As of this report date the Building Permit had not been issued. ID numbers refer to ID numbers on Construction Schedule update of 5/1/11. ID31- Foundations, ID32 - under slab sanitary, ID33 - slab on grade, ID34 - form & rebar tilt panels, ID35 -erection of tilt panels, and ID36 - steel.

In general the construction schedule appears aggressive with quick durations for many Tasks. For example, tilt up panels start in late autumn with completion in late autumn or winter. There are risks of schedule creep from weather delays, delays in steel fabrication and risks of additional costs and/or time associated with cold weather provisions.

The construction schedule includes 25 work days for: Form & rebar tilt panels; starting 10/24/11 and ending 11/25/11. Tilt panels cure on-grade and samples from each concrete pour must pass strength break tests before the panels are raised into place and fastened into the structural steel frame. Cure durations may be affected by colder than normal weather, concrete mix designs, admixtures or other factors. **EXHIBIT I – CLARIFICATIONS to Owner/Contractor Agreement exclude Winter Concrete; the Contractor has not included cold weather concrete costs – THIS REPRESENTS A SIGNIFICANT SCHEDULE RISK AND POSSIBLE CHANGE ORDER RISK.**

There is a close linkage between trades: tilt-up concrete panels and structural steel frame. The steel frame must be fabricated and erected ahead of erection of tilt-up panels. The specifications place responsibility for stabilizing concrete panels during construction solely with the Contractor. ID Task 36 - Steel is sequenced 15 working days ahead of start of ID Task 34 - Form & Rebar Tilt Panels. Delays erecting the steel frame may delay start dates and durations to Form & Rebar Tilt Panels.

POTENTIAL ISSUES & RECOMMENDATIONS- continued

MISCELANEOUS CONCERNS:

The construction documents appear complete. With the exceptions noted below, they are well coordinated. Refer to additional comments in TAB 3– CONSTRUCTION DOCUMENT REVIEW.

- Manage the Building Permit process to minimize additional design and or construction costs.
- The Foundation Permit references Section 1704 of the Building Code and requires Civil engineer-of-record certifications of controlled fill soils, soil bearing capacity or other soils investigation; and a requirement for a certification letter bearing the original seal and signature of the Civil engineer of record. **There may be project savings if the Building Code Authority agrees to accept soils inspections and soils reports by a Third Party Engineer in lieu of certifications by the Civil Engineer of record.**
- Manage Requests for Information (RFIs) between the design team and construction team to minimize additional costs.
- Manage Change Order Requests (CORs) between the contractor and the design AE to minimize additional costs.
- The Developer and Architect/ Engineers are working with local Code Officials to resolve several building code issues. **Resolution of code issues will minimize additional design and/or construction costs; see also Permit Status Summary – TAB 1, page 7.**
- EXHIBIT I – CLARIFICATIONS - Owner/Contractor Agreement EXCLUDES Winter Concrete; **this represents a significant risk for weather delays and a Change Order risk for additional GENERAL CONDITIONS COSTS.**
- A Certificate of Liability Insurance for Building A is included in the Agreement between the Owner and Contractor, AIA- A101. **Confirm there is also a Certificate of Liability Insurance for Building B; the current contract.**
- An agreement between the Owner and the Architect, including the Architect's consulting Mechanical, Electrical and Structural engineers, is referenced in the Owner/Contractor Agreement. A separate agreement between the Owner and the Civil Engineer is also referenced. **These agreements have not been provided to the consultant for review. There may be increased risks for Change Orders to resolve design issues because there is not a single agreement between the Owner/Developer and one prime design professional (typically the Architect), wherein the Architect has sub agreements with each of his consulting design professionals (Engineers).**

DOCUMENTATION PROVIDED

- Architectural, Mechanical, Electrical, Plumbing, Civil and Structural Construction Documents
- Foundation Only Permit and Grading Permit
- Schedule update October 4, 2011
- Submittals Log
- Request for Information (RFI) Log
- Change Order Request (COR) Log
- NAME Third Party Construction Monitoring Agreement
- NAME THIRD PARTY Engineering Field Reports for the month of September, 2011
- Sustainability Consultant agreement

DOCUMENTATION OUTSTANDING

- Building Permit
- Geotechnical Report
- Storm Water Management & Sediment Control Permit
- Electric and Gas metering agreements
- Owner/ Architect Agreement

REPORT PREPARATION TEAM

Name	Title	Organization	Role
Thomas B. Johnson	Architect	TB Johnson Associates, LLP	Site observations/ site meetings, analyses & report writing
Ann W. Johnson	Geologist	TB Johnson Associates, LLP	Proofing & Editing

PROJECT INFORMATION

CODES & ZONING:	The following abbreviations below refer to construction drawings: CS – Cover Sheet; C1- Civil Index; C2 – Civil notes & details.
Seismic Zone:	Zone 1
Flood Zone:	According to FEMA the site is not subject to the 100-Yr flood plain (general note #2 on C2).
Building Code:	2009 IBC
Fire Code:	2009 NFPA 101
Plumbing Code:	2006 National Standard Plumbing Code with supplement and local amendments adopted by XXX County Council effective March 16, 2009.
Mechanical Code:	2009 International Mechanical Code with local amendments adopted by XXX County Council effective January 5, 2011.
Electrical Code:	2008 National Electric Code with local amendments adopted by XXX County Council effective July 14, 2008.
Accessibility Code:	COMAR .05.02.02 Maryland Accessibility Code
Occupancy	Use Group S-1 Moderate Hazard Storage (CS)
Classification:	Accessory Use (IBC 302.2) B (CS)
Construction Type:	2009 IBC, Type IIB (CS)
Zoning:	GI, General Industrial District (C2)
Allowable Floor Area / Site Ratio:	Allowable area = 44.98 AC+-/ 60% building coverage, based on site area of 74.96 AC. +-. Proposed area = 15.86 AC. +- (C1)
Maximum Building Height:	42'-4" to top of tilt up panel (CS)
Required Parking:	1.0 space per employee (largest working shift) (C1)
Provided Parking:	261 spaces, including 8 handicapped spaces (C1)

PERMIT STATUS SUMMARY			
Line No.	**Permit**	**Permit Issue Date**	**Permit Description**
1	10-51912-001	4/13/2013	Grading
2	11202B0050	8/4/2013	Foundation Only
3		requested	Storm water Management
4		requested	Sediment Control
5		requested	Metering Agreement
6		requested	Building Permit

Permit Comments:

- A101-2007, Standard form of Agreement between Owner and Contractor - EXHIBIT-C - Schedule of Required Permits and Inspections - requires the following permits, agreements and inspections:

  Permits:
  Storm water Management Permit
  Sediment Control Permit
  Metering Agreement
  Building Permit

  Inspections:
  Monthly requisition draw inspections
  Construction onsite inspections – Third Party (soil, steel, concrete)
  Inspection of storm water management facilities
  PE certification of soils for trenches and all onsite soils work

- The Foundation Only permit includes the following notes:

  This permit limits construction to the foundation system, including the slab-on-grade. **No additional work is permitted beyond the slab elevation until the permit has been revised to include the balance of the work defined in the construction documents. Additional county plan review comments will be provided at that time.**

  This project requires special inspections in accordance with Section 1704 of the Building Code. The Civil engineer of-record must certify controlled fill soils, soil bearing capacity or other soils investigations. These certification letters shall bear the original seal and signature of the Civil engineer-of-record. **Refer to Potential Issues & Recommendations – TAB 1, page 4**.

PROJECT DIRECTORY

OWNER:
Address:
City / State / Zip:
Phone / Fax:
Contact:
Email:

DEVELOPER:
Address:
City / State / Zip:
Phone / Fax:
Contact:
Email:

GENERAL CONTRACTOR:
Address:
City / State / Zip:
Phone / Fax:
Contact:
Email:

CONTACT JOBSITE:
Jobsite Phone/Fax:
Jobsite Email:

(MAJOR) SUB CONTRACTORS:
Document A101-2007, Standard form of Agreement between Owner and Contractor - EXHIBIT M List of Subcontractors

- Includes only pre-released items.
- Indicates that a full list of the subcontractors for this project will be provided 30- days after the execution of the Prime Contract.
  Site work:
  Structural Steel:
  Joist/ Metal Decking:
  Rebar/ Wire Mesh:
  Concrete:

ARCHITECT:
Address:
City / State / Zip:
Phone / Fax:
Contact:
Email:

CIVIL ENGINEER: **- Separate contract with Owner**
Address:
City / State / Zip:
Phone / Fax:
Contact:
Email:

PROJECT DIRECTORY, continued

STRUCTURAL ENGINEER:
Address:
City / State / Zip:
Phone / Fax:
Contact:
Email:

MEP ENGINEER:
Address:
City / State / Zip:
Phone / Fax:
Contact:
Email:

SPECIALTY DESIGNER/CONSULTANT: NA
Address:
City / State / Zip:
Phone / Fax:
Contact:
Email:

SUSTAINABLE CONSULTANT: **- Separate contract with Owner**
Address:
City / State / Zip:
Phone / Fax:
Contact:
Email:

COMMISSIONING CONSULTANT: **- Not yet selected**
Address:
City / State / Zip:
Phone / Fax:
Contact:
Email:

GEOTECHNICAL ENGINEER: **- Separate contract with Owner**
Address:
City / State / Zip:
Phone / Fax:
Contact:
Email:

FIRE PROTECTION ENGINEER: NA
Address:
City / State / Zip:
Phone / Fax:
Contact:
Email:

XXXXX Group drawings include symbols for fire alarm equipment on Sheet E6, although no fire alarm equipment symbols are included on the Electrical floor plans and no Fire Alarm Specifications are included on the drawings.

2. DOCUMENT REVIEW

CONTRACTS

OWNER / ARCHITECT: Requested. **[SUBMIT]**

OWNER / ENGINEER: Requested **[SUBMIT]**

OWNER / CONTRACTOR:

AIA Document A101- 2007, Standard Form of Agreement between Owner and Contractor where the basis of payment is a stipulated sum, with edits.

Document A101 appears within the norm of construction industry standards for a project of this size and scope. Document A101 was executed by both parties on May 15, 2011.

A101-2007 includes A201-2007 – General Conditions for the Contract for Construction, with edits.

Document A201-2007 appears within the norm of construction industry standards for a project of this size and scope of PROJECT NAME.

Both A101 and A201 include D401-2003 – Certification of Documents Authenticity, signed by NAME, Project Manager NAME Real Estate Services.

Document D401-2003 appears within the norm of construction industry standards for a project of the size and scope of PROJECT NAME.

SUB CONTRACTOR AGREEMENT*:*

The General Contractor, NAME Company, uses a Subcontractor Agreement which is included in the Owner/Contractor Agreement, Document A101- 2007 as (EXHIBIT – F).

The Subcontractor Agreement appears comprehensive in scope and typical of industry standards for a project of the size and scope of PROJECT NAME.

BUDGET – HARD COSTS See **APPENDIX C** of this report

SCHEDULES

A Construction Schedule Update October 4, 2011 was provided at the October 14, 2011 site visit. The schedule duration for Building Construction is 230 calendar days with completion on 5/25/12. The construction contract, dated July 15, 2011, has a construction commencement date of July 15, 2011, with construction completion date of July 15, 2011 plus 270 calendar days, equivalent to **completion on April 10, 2012**.

The NAME, Project Manager, indicates a **May 25, 2012** construction completion date is feasible. **Note the difference between the construction contract completion date (April 10, 2012) and the construction completion date indicated as feasible by the Project Manager (May 25, 2012).**

The schedule includes all work required for completion and occupancy of the improvements shown on the Construction Documents. The critical path includes the issuance of Building Permit, completion of foundation work, acceptance of drawings for and the completion of the structural steel frame and tilt-up panel work, acceptance of roof framing and joist shop drawings and completion of roof framing and joists, completion of roofing and MEP work.

The construction schedule is aggressive with some tasks durations that appear shorter than normal. Execution will require close work between all trades, especially the steel and concrete trades and coordination of work between contractor, subcontractors and architect/engineers of record.

EXHIBIT I – CLARIFICATIONS to Owner/Contractor Agreement exclude Winter Concrete and indicates the Contractor has not included cold weather concrete costs for this schedule. This represents both a schedule risk and a Change Order risk.

INSURANCE CERTIFICATES A Certificate of Liability Insurance is included in the Agreement between the Owner and Contractor, AIA- A101. The certificate is for the Project: NAME: **Building A,** ADDRESS, and dated 6/27/2011.

Confirm there is an insurance certificate, acceptable to the Investor, for the current project: NAME: Building B, ADDRESS.

The certificate names the Insured: NAME Company, ADDRESS and names: The Description includes the Project: NAME, ADDRESS, and names as Additional Insured on a Primary and Non-contributory basis as respects General Liability, Auto Liability and Umbrella follows form: NAME INVESTOR, NAME JV. Waiver of Subrogation applies to the General Liability, Auto Liability and Workers' Compensation. Applicable endorsements attached: CG 7048 03/04; CG 7049 09/05; CA 7115 11/09 and WC 00 03 13 4/84. The NAME INVESTOR, ADDRESS INVESTOR is named as a Certificate Holder.

BONDS

Article 10 Insurance and Bonds of the document A101 indicates: No bonds are necessary for the Project.

SUBCONTRACTORS / VENDORS

A101, EXHIBIT - M: Includes a list of subcontractors for NAME PROJECT.

MUNICIPAL APPROVALS

A101, EXHIBIT – C: Schedule of Required Permits and Inspections for NAME PROJECT.

UTILITY SERVICE AVAILABILITY

NAME ENGINEER prepared civil engineering drawings which include typical utility plans with general notes including the contractor's role to verify existing water, gas, electric, sanitary and telephone/ data connections. **Utility Service Availability letters should be submitted to this consultant.**

WETLANDS

General Note 28 on NAME ENGINEER sheet C2 indicates the site does not contain any wetlands.

STORM WATER MANAGEMENT

Civil drawings completed by NAME ENGINEER include drawings and notes that define storm water management systems and connections to existing storm water systems customary for a project of this size and scope. Refer also to TAB 4-DESIGN REVIEW.

SOILS REPORT

A Soils Report identifying existing soil conditions and testing was requested during the initial site observations on October 14, 2011, **however, no Soils Report was provided to the consultant at the time of this report.** APPENDIX C of this report includes NAME ENGINEER proposal for Geotechnical Engineering services.

Soil Types:	XXX
Soil Bearing Capacity:	XXX
Groundwater Levels:	XXX

SURVEY

NAME INVESTOR requires a Foundation Survey and a Final ALTA As-built Survey. At the time of this document review the foundation work was underway.

Construction documents completed by NAME ENGINEER include a complete set of storm water management, sediment control, forest conservation and utility plans. These plans include boundary lines and dimensions, locations of existing and proposed utilities and site features such as storm water retention ponds, storm water swales, landscaping, paving and parking data.

Section 01050 – Field Engineering on A5.0, Specifications, requires submittal of A Final Property Survey.

Owner/Contractor Agreement, Exhibit I: Clarifications
1) Exclude ALTA surveys/ licensed surveyor. This is contrary to the requirements of NAME INVESTOR – see first paragraph above.

3. CONSTRUCTION DOCUMENT REVIEW

SPECIFICATIONS

No Supplemental General Conditions modify the AIA A201, General Conditions of the Contract. AIA A201, General Conditions of the Contract, with edits, appears sufficient for the work and appears consistent with document AIA A101, Standard form of Agreement between Owner and Contractor.

The submittal process is clearly spelled out in Document A201, General Conditions of the Contract for Construction. Submittal requirements are included in some, but not all, specification sections on the construction drawings (NAMES ARCHITECT & ENGINEERS). There are no General Requirements within the specifications on the Architectural or Mechanical, Electrical and Plumbing (MEP) drawings. There are General Requirements in the following Structural Specifications: 03300 – cast in place concrete; 003470-titl up concrete; 05120 – structural steel; 05210 – steel joists; and 05310 - steel deck.

Where a Submittals subsection is included in the MEP or Structural specifications they run directly to the engineer of record and not through the Architect (Prime Contractor to the Developer). **The inconsistency of Submittals requirements and of General Requirements within the specifications may increase risks of Change Orders during construction.**

In general, the specifications are laid out within each discipline (architectural, MEP, etc.) in a manner that is consistent with the work scope defined on the drawings with exceptions noted on the following page- SEE pages 1 & 2 of **Specifications**.

However, taken together as a complete project the specifications do not appear to present a cohesive set of requirements to minimize schedule and Change Order risks during construction. **Of concern is that the Construction Drawings are prepared under two prime contractors with the Owner/Developer:**

- **NAME ARCHITECT: architectural, structural and mechanical, electrical & plumbing disciplines**
- **NAME CIVIL ENGINEER: civil plans and details, utility, landscaping, storm water management, sediment control and, forest conservation disciplines**.

The NAME ARCHITECT drawings include specifications on the drawings: architectural (A5.01, A5.02), structural (S6.01, S6.02), mechanical (M10), and electrical (E8).

The NAME CIVIL ENGINEER drawings include specifications on the drawings: sediment control notes, general planting notes and sod specifications (C2), grinder pump station specifications (C8), general planting notes (SWM6), pond construction specifications (C3), and landscape notes and details (L2).

SPECIFICATIONS, continued:

There are no allowances in the specification sections nor are there allowances included in this A101 Agreement between Owner and Contractor.

- There are limited Painting Notes on the architectural elevations. A more complete Painting Spec (Section 09910) is on A5.02; however, there appear inconsistencies between the Painting Notes and Painting Specs. For, example Exterior Paint Schedule on A5.02 Ferrous metal includes 2-coats of flat alkyd enamel, while the notes on the elevations call for an oil base semi gloss finish on exterior stairs, bollards, lintels, stairs, etc. Generally a complete specification will include terms of the required warrantee – **warranty terms are not included on the painting notes or specifications**.

- Eight inch thick concrete masonry unit (CMU) walls are noted on details on sht. A4.02 for the walls enclosing the fire pump room and the electrical room shown on A1.05. A1.05 calls out a 2-hour rated wall. No clear reference is included on the details on Sht. A4.02 to indicate which details refer to the walls around the electrical and fire pump room on A1.05. **Additional notes and/or details would be helpful. Additionally there are no CMU specifications in the contract documents.**

- In general warrantee sections are not included for the different specification sections and where included they appear insufficient or not coordinated with the drawings. For example 07531 – EDPM membrane roofing on A5.01 reads: 'Provide standard manufacturer written warranty without monetary limitation signed by roofing system manufacturer agreeing to promptly repair leaks resulting from defects in materials or workmanship for a period of 10-years.' However, Drawings specify a thermoplastic polyolefin membrane (TPO) roofing system. **The Contractors buy-out for roofing contract should specify an installer certified by the roof system manufacturer (EDPM or TPO) and require a separate installer warranty. Often roofing warranty durations are 15-year and 20-year.**

- Store-front shop drawings of the size and scope found on these drawings (A4.01) are typically sealed by a Professional Engineer (P.E.). **However specifications do not requirement for a P.E. seal on store-front shop drawings**.

- A4.01 Hardware General Note #2 – **'Service as required'**?

- Section 07210 – Building Insulation on A5.01 – requires product data be submitted for each insulation specified. Only a spec for polyisosyrunate insulation (rigid insulation) is included in #2 – Insulation Products. However, R-11 white vinyl insulation (FSK) is noted at the tilt up panels on details of A301. **Include specifications for the each type of insulation detailed on drawings: under slab, roofing and at tilt up panels.** The XXX Co. Foundation Only permit includes note #4 that requires 1-1/2-inch rigid polystyrene under-slab insulation installed in accordance with the architects design. 2-inch

under slab perimeter rigid insulation is noted on A3.01; which appears to exceed XXX County requirements.

OWNER/ CONTRACTOR AGREEMENT EXHIBIT I - CLARIFICATIONS

The comments below refer to Owner/Contractor Agreement, Exhibit I Clarifications found in **Appendix D** to this report.

Division 1:

1. Of particular note are the following exclusions:
   - Bulk main feeding the sprinkler system inside;
   - Two layers of mesh in SOG;
   - Winter Concrete;
   - Caulking the SOG other than areas where wall panels meet the slab.

2. Submit confirmation that project designers have accepted the exclusions in Owner/ Contractor Agreement, Exhibit 1 Clarifications (**Appendix D**) or these exclusions have been amended to agree with the specifications which the project designers prepared.

3. There are numerous exclusions in Division 1. Submit XXX County Building permit.

4. **Of particular concern is the following Clarification: 'We have not included cold weather concrete costs for this schedule. If the schedule moves further into winter with regards to starting, we reserve the right to adjust our concrete cost accordingly.'**

5. A LEED AP will be provided for this project, however, there is no cost for the administration during the LEED submittal process (NAME CONTRACTOR is LEED AP). Commissioning and consultant's fees are not included.

6. Appendix D of this report includes NAME Proposal - between the Owner and the Sustainable consultant (LEED consultant). The proposal for $30,000.00 includes a standard scope of work for LEED Silver Certification and the following milestones: Construction Documents and Specifications: to integrate the required elements and specifications into the construction documents to achieve compliance. I did not find any references in the specifications to LEED Silver Certification. New construction that will be certified LEED Silver typically includes the following specifications: construction indoor air quality, recycle content, and material tracking, among other requirements. What is the status of the LEED checklists and of this project's registration with United States Green Building Council, USGBC? **The specifications included within the project drawings do not include LEED Silver requirements, however LEED Silver registration is a requirement of NAME INVESTOR.**

OWNER/
CONTRACTOR AGREEMENT
EXHIBIT I - CLARIFICATIONS, continued

Division 2: No comments.

Division 3:

1. **Submit confirmation that project structural engineer of record accepted the concrete strength mixes which the contractor clarifies as 'due to conflict in the structural specs'.**

2. **Submit documentation that the structural engineer of record has accepted the contractor's interpretation of placement of first & second layers of wielded wire mesh within the slab-on-grade**.

Division 4:

1. **Submit the R-value of proposed 'Thermax' insulation.** The Sustainability Consultant will need the exterior wall assemblies and heat loss/gain calculations to achieve LEED Silver energy credits and LEED Silver Certification.

Division 5: No comments.

Division 6: No comments.

Division 7: No comments.

Division 8: No comments.

Division 9:

1. **Submit documentation that the architect accepted the painting scope included within in the Contractors proposal.**

2. **Submit documentation that the architect accepted *not* painting the exterior galvanized metals.**

Division 10: No comments.

Division 11: No comments.

Division 12: No comments.

Division 13: No comments.

Division 14: No comments.

OWNER/
CONTRACTOR AGREEMENT
EXHIBIT I - CLARIFICATIONS, continued

Division 15:

1. Division 15 explicitly limits the Fire Protection systems included in the Owner/Contractor agreement to a specific list of equipment. **Submit documentation that XXX County Building Officials reviewed & accepted the MEP Construction Documents or has reviewed and accepted the fire protection system presented by the General Contractor in Division 15.**

2. The building permit has not been issued; based on the limited documentation on construction documents there appears a potential COR for fire protection.

3. The Fire Protection systems listed in Division 15 are not coordinated with the limited specifications included in the Legend on sheet E9. **Confirm the Project Fire Protection Engineer has accepted the fire protection system defined in Division 15**.

Division 16:

1. Division 16 explicitly limits the electrical-scope-of-work included in the Owner/Contractor agreement to a specific list of equipment.

2. Confirm the Electrical Engineer of record and XXX County Building Officials reviewed & accepted the Mechanical, Electrical & Plumbing Construction Documents, including Division 16 electrical scope-of-work. **The building permit has not been issued; there is a potential Change Order Request for work of Division 16**.

3. **The electrical scope-of-work listed in Division 16 is not coordinated with the Electrical Specifications on E7**.

4. The Owner General Contractor agreement includes $345,000.00 to add T5 lights to achieve 20 foot candles at 36" above finished floor (AFF). The Owner Contractor agreement, Exhibit L –Cost Summary #35. Electrical = $266,960. **The Owner and Contractor should clarify this discrepancy.**

CONSTRUCTION DRAWINGS:

CIVIL

The following comments refer to the **Project Construction Documents.** Civil Drawings are generally well detailed and adequate for competent contractors to successfully bid and construct the project.

The drawings include a site plan, site improvement details, storm and sanitary profiles, utility plans and notes, storm water management plans and notes, sediment control plans and notes and forest conservation plans.

This project is the second phase (B) of a planned three phase development.

1. Note that the Civil Drawings are not stamped.

2. Change Order Request #5 - The Owner elected to delete the truck court caulking in the 9/21/11 Owners Meeting ($35,659.00). **The Owner should obtain from NAME CIVIL ENGINEER and XXX County written acceptance of this change in specifications.**

3. General Notes, including but not limited to #12 on sheet C2, read: 'Unless otherwise noted or detailed on the drawings all construction shall follow the latest XXX County Standard Specifications and Details. Sections – Concrete Paving/ C2 specifies wielded wire fabric with 2" clearance and contraction joints every 20'. **There is a higher than normal risk of water infiltration at contraction joints and a potentially shorter service lifespan of this concrete if the caulking is deleted from the contraction joints.**

LANDSCAPE

The landscape plan (L1) and landscape notes and details (L2) appear to adequately define the landscaping work required at this project.

Limited specifications are included on the Landscape drawings (L1, L2).

1. Note that the Landscape Drawings are not stamped.

ARCHITECTURAL

1. Typically construction documents for a project of this complexity and size include a building code analysis on the cover sheet that defines maximum exit travel distances, maximum floor area and similar limitations. **A building code analysis is not included in this set and the Building Permit has not yet been issued by XXX County.**

2. Building Code Data on the Cover Sheet indicates a height limitation of 42'-4" to the top of tilt-up panel. Elevations and wall sections are dimensioned at greater than 42'-4" to top of tilt-up panel. Revision delta 2 – 40' clear- is included on many architectural and structural drawings. Building Elevations (A2.01 through A2.03) include the note: 'Provide alternate pricing for 40'-0" clear height building – See structural drawings.' **Confirm the Contract pricing and the Permit review is based on the building heights shown on the wall sections and elevations, 42'-4". The Building Permit has not yet been issued.**

CONSTRUCTION DRAWINGS, continued:

3. The floor plans include six typical exit doors. At the site visit, the NAME Project Manager indicated that the XXX Building Code limits the maximum exit distance to less than the distance on the current plans. **Confirm the exits as represented on the current drawings acceptable to XXX County.**

4. **No caulking details are included and specifications for caulking do not appear adequate.** Typically caulking details are provided where curtain wall, door and window frames join tilt-up panels at jambs and heads. Caulking details at joints between tilt-up panels and adjacent floors, ceilings and other panels should also be included.

5. Wall insulation is labeled on wall sections but additional details and specifications would help define the scope of insulation work. **Confirm installation method for 'white vinyl insulation (FSK) to interior concrete walls (sheets: A3.01. A3.02, A3.03).**

6. A4.01 denotes glass to be insulated and *non-tempered*; as well as glass to be insulated and *tempered*. Exhibit - I Clarifications, Division 8 reads: all glass to be annealed and tempered. **Confirm the glass specifications.**

7. **Canopy detail 1/A4.02 (elevation) does not coordinate with exterior single metal stair plan or with any other drawings on sheet A4.02**.

8. Sheet A06 is referenced on canopy detail 1/A4.02; however A06 is not included in the drawing index. **There are no specifications included for the 'fabric canopy'**.

9. Scupper notes on sheet A1.07 contradict scupper detail on sheet A/A4.02. The size of roof drains on sheet A1.07 contradicts the sizes of roof drains on sheet M7. **Coordinate these notes and the details and confirm drainage calculations meet the Building Code requirements.**

10. **It is unclear where detail 5/A4.02 is referenced on the drawings.**

11. **Confirm contract pricing includes either the exterior metal stairs on A4.02 or the concrete stair and landings labeled Alternate on S4.04.**

12. Note that the Architectural Drawings are not stamped.

CONSTRUCTION DRAWINGS, continued:

STRUCTURAL

1. General notes and specs S6.01 includes in the issue date – Revision 2 – 40' clear, however no revision 2 is bubbled on this drawing.

HVAC

1. Mechanical notes and specifications (M10) are outline specifications. Outline specifications are generally insufficient for a project of this size/ scope.

PLUMBING

1. Plumbing notes and specifications (M10) are outline specifications. Outline specifications are generally insufficient for a project of this size/ scope.

ELECTRICAL

1. Electrical notes and specifications (E8) are outline specifications. Outline specifications are generally insufficient for a project of this size/ scope.

FIRE PROTECTION

1. Fire Protection drawings were NOT submitted to this consultant. Fire protection notes are included on the Mechanical Electrical Engineering drawings. The notes do not completely specify fire protection requirements. Division15 of EXHIBIT – I to the Owner/Contractor agreement include a list of fire protection equipment priced in the contract. **Confirm the Fire Protection requirements in this contract are acceptable to the Project Fire Protection Engineer and the XXX County Permit officials.**

VALUES ENGINEERING No value engineering opportunities were submitted to the consultant.

4. DESIGN REVIEW

GENERAL NOTE:

Verify that submittals are reviewed and accepted by the architects and engineers of record. **This is important because the Owner/Developer has an agreement with the project Architect, including the Mechanical Plumbing and Electrical Engineers as subs to the Architect, and a separate agreement with the Civil Engineer.**

SITE WORK

PAVEMENT, PARKING & FLATWORK

Vehicular and Pedestrian Access	Auto and truck access is via XXXX Road by a driveway leading to the property and around the perimeter of Building B.
Pavement Design	A heavy duty pavement driveway leads to a parking area constructed of light duty pavement. A concrete pavement loading dock for trucks runs along both long sides of the warehouse.
Parking Distribution	261 parking spaces, including 8 handicapped spaces will be provided in surface lot on the south end of Building B.
Parking Garage	None
Flatwork	The site and building plans include a 5-foot wide concrete sidewalk along the parking area. The sidewalk leads to a concrete pavement landing at the building entry on the south end of Building B.
Design Issues:	None
Recommendations:	None

SITE CHARACTERISTICS

Size & Location:	XXXX is located in a rural setting. Lot 2 (Building B) comprises approximately 75 acres.
Adjacent Properties:	Adjacent property to the west is an XXXXX line. Adjacent property to north is private property. Adjacent property to the east and south is owned by the United States of America.
Design Issues:	None
Recommendations:	None

TOPOGRAPHY AND DRAINAGE

Flood Zone: The site is not subject to the 100-year flood plain according to FEMA, noted on Civil drawing C2.

Topography: The adjacent properties are slightly rolling topography.

Storm Water Drainage/Storage: The site appears to drain well and away from XXXXX. The storm water management plans, erosion and sediment control plans for XXXXX appear designed to adequately handle storm water and drainage on the site. There does not appear a potential for damage due to off-site conditions based on the location and design of the five storm water management facilities and five stilling basins that surround the site.

Design Issues: None

Recommendations: None

LANDSCAPING AND IMPROVEMENTS

Landscaping & Appurtenances: L1 – Landscape Plan, L2- Landscape notes and details and the civil grading plan, civil utility plan, civil site plan and the storm water management plans define adequate landscaping and site features for the proposed project

Signage: A sign marker is located at the intersection of XXXX Road and the driveway accessing XXXXX.

Waste Storage & Equipment: None

Lighting: Exterior lighting is detailed on the wall panels on all sides of Building B and there are five pole mounted site lights spaced throughout the south parking lot. The exterior lighting design appears adequate.

Recreational Facilities: None

Design Issues: None

Recommendations: None

UTILITIES

Sewer	XXX County MD Department of Public Works
Water	XXX County MD Department of Public Works
Gas	TBD
Electric	TBD
Steam	NA
Chilled Water	NA

Utility Entry and Routing: The civil drawings include site plan, utility plan, grading plan; and water service, force main and gravity sewer profiles and sanitary sewer details/specs. A 10" water main and a 3" sanitary main serve the property. No easements are identified on the civil drawings.

Design Issues: None

Recommendations: None

BUILDING ASSEMBLY

STRUCTURE

Foundation Systems

The XXXX foundation system is a slab-on-grade. Steel columns are supported on three different size reinforced concrete footings.

Superstructure

A steel frame supports roof loads and tilt up concrete wall panels. The roof system consists of a steel beams, long span joists and a 1-1/2 inch metal deck.

Design Issues:

A Geotechnical Report was requested but not provided as of the issue date of this report. The drawings and specifications do not reference a Geotechnical Report.

Recommendations:

[SUBMIT GEOTECHNICAL REPORT]

EXTERIOR

Building Envelope:

The building envelope is tilt up 9+ inch thick reinforced concrete wall panels. The panels are joined along perimeters with steel embeds and caulked at the vertical and horizontal joints. Sealant specifications were lacking details of the concrete wall panel to panel joint design. Details at the wall panel/roofing connection were minimal. **Properly detailed connections where wall panels connect to roof structure and columns and where wall panels connect with wall panels are recommended. Properly designed & detailed sealant systems will minimize risks of moisture penetration where panels join to panels and panels intersect the surrounding exterior slab-on-grades.**

Window/Curtain Walls:

Drawings and specifications of a curtain wall system is included on A4.01.

Sealants:

Sealant specifications are incomplete. [RE-SUBMIT]

Doors:

The building entry is through a store front system on the south side of the building. Knock-out panels within the tilt-concrete-panels are designed for future storefronts along the south elevation. There are six exit door assemblies with steel exit stairs to grades around the building on the east and west elevations.

Loading Docks:

Loading docks with overhead doors, levelers, bumpers, are specified along the east and west elevations (long sides of building).

Balconies & Patios:

None

Exterior Stairs:

See 'Doors' above. Emergency lighting and exit signs are shown at interiors of each exit door.

Design Issues:

The canopy detail elevation drawing and the steel stair plan and stair elevation on A4.02 are not coordinated. [RE-SUBMIT]

Recommendations:

Resolve design issue noted above; **RE-SUBMIT** appropriate sections for Client/ Investor & consultant review.

ROOFING

ROOFING SYSTEM SUMMARY								
Building	**Roofing**	**Insulation**	**Decking**	**Size (SF)**	**Age**	**EUL**	**RUL**	**Condition**
1	TPO	R-15.3	Metal	692,200	NA	NA	NA	new

Roofing System & Flashing: Drawings specify a thermoplastic polyolefin membrane (TPO) roofing system that is fully adhered, reinforced and 45 mil over 2-1/2" polyisosyrunate rigid insulation (R-15.3). Roof decking is 1-1/2" metal deck supported on long span joists. **Limited roof details and specifications are provided.**

Roof Drainage: Primary drainage – Zurn 15" diameter Dura-coated cast iron @ 100 feet along east and west perimeter.

Secondary drainage– 24" wide x 8" high metal overflow scuppers installed 3" above finished roofing system at each Zurn primary drain.

Parapets & Coping: Prefinished aluminum

Roof Appurtenances: One steel roof hatch.

Roof Warranty: Specifications call for a 10-year warranty. **10-years are a short duration for a roof warranty for this type of building.**

Design Issues: **Specifications refer to manufacturer installation recommendations and manufacturer's standard warranty, yet, no roofing manufacturer (or equal) is specified. [SUBMIT]**

Recommendations: **Confirm the roofing specifications and roofing details on which the General Contractors proposal is based.**

Provide calculations to confirm the scuppers and interior roof drains meet building code requirements. If the Building Code had already been issued this recommendation would not be necessary.

MECHANICAL & ELECTRICAL

PLUMBING

Supply & Waste Piping: Standard design and details are documented on the drawings for water, waste and gas piping. A water meter is located centrally on the plans within an enclosed utility room. No lead piping, galvanized piping, or polybutylene piping is specified in the construction documents.

Domestic Hot Water Supply: No water heaters or domestic plumbing fixtures are specified.

Design Issues: No restrooms are included on the construction documents.

Recommendations:

- **Verify domestic hot water provisions and complete restrooms will be included in tenant fit-out drawings.**
- **Confirm base building domestic water and sanitary sewer engineering calculations will accommodate the anticipated tenant plumbing requirements (number and types of fixtures)**

HVAC

Heating Equipment & Distribution: Three 2,024 MBH gas fired air rotation units and three 1,702 MBH gas fired air rotation units mounted on the roof provide space heating and mechanical distribution.

Cooling Equipment & Distribution: No cooling equipment is specified or typically provided for a building of this design and occupancy.

Ventilation:
Control Systems: No ventilating equipment is specified nor is equipment typically provided for a building of this design (multiple garage door openings on both longitudinal sides) and occupancy.

Design Issues: None.

Recommendations: None

MECHANICAL & ELECTRICAL, continued

ELECTRICAL

Service & Metering:	Main switchgear and sub panels are located in an electrical room on the northwest section of the building.
Distribution:	Sub-panels feeding exterior and interior lighting are located around the building.
Emergency Power Systems:	No Emergency generators or battery systems are included on the drawings.
Communications:	A telephone systems is specified in 1.19 Telephone systems on E8. Note E indicates the actual installation of the telephone is not a part of this contract. No data or security systems are specified. Normally communications systems would be provided by the tenant in the Lease.
Design Issues:	The lighting fixture schedule on E9 includes various interior ambient and emergency lighting fixtures and exterior lighting fixtures. Only fixture 'F', a 2x4 high bay fluorescent fixture, is shown on the electrical plans for ambient interior lighting and spaced 100 feet on center in north/south direction and 250 feet on center in the east/west direction. Interior lighting design and layouts are typically provided during tenant fit-out to coordinate with tenant designs. Division 16 of EXHIBIT I - CLARIFICATIONS to the Owner/Contractor agreement includes item 2) $345,000.00 to add T5 lights to achieve 20 foot candles at 36" AFF.
Recommendations:	None

VERTICAL TRANSPORTATION

Elevators & Escalators:	None
Interior Stairs:	None

LIFE SAFETY & FIRE PROTECTION

Fire Protection &
Life Safety Systems: Building Code Data table on the Cover Sheet includes note #3. Indicating the building shall be fully sprinklered (EFSR with fire pump) per Maryland State Fire Prevention Code. M9 – Plumbing Part Plan includes note #5 referencing a 2,000 GPM fire pump.

Design Issues: No sprinkler plans are included. It is customary in this jurisdiction for the sprinkler plans to be submitted separately by the sprinkler sub-contractor and not within the base building Construction Documents. Refer to Division 15 – description of fire protection system in Exhibit I – Clarifications to the Owner/Contractor agreement.

Recommendations: Verify sprinkler sub-contractor complies with all jurisdictional code requirements for the building and confirm design engineers review and approve sprinkler submittals and completed systems are inspected and approved by the local jurisdiction having authority.

There is no Fire Protection Engineer of record. **Confirm that the fire protection system, Division 15 of Exhibit I – CLARIFICATIONS to Owner/Contractor agreements, has been accepted by the Building Code Authority having Jurisdiction.**

INTERIOR ELEMENTS

COMMON AREAS - The remaining Interior Elements will be provided by the General Contractor as part of the Tenant Fit-out package.

Common Area Circulation
& Amenities:
Common Area Toilet Rooms:

For commercial properties:

TENANT SPACES
Commercial Tenant Spaces:
Commercial Tenant Toilet Rooms:

For residential properties: NA

AMENITIES
Leasing Office:
Clubhouse:
Pool:
Other:

APARTMENT UNITS
Living Units:
Kitchens:
Bath Rooms:

ADDITIONAL ITEMS

SUSTAINABILITY An agreement for Sustainable Consulting services for LEED Silver Certification is included in the Appendix C of this report.

ADA ADA is addressed within the Construction Documents.

FHAA FHAA is not applicable to this project.

Exterior Design Issues: None

Recommendations:

Interior Design Issues: None

Recommendations:

SOUND TRANSMISSION COEFICIENTS (STC) - APARTMENTS: Not applicable to this project.

STC Ratings		
Item	**NM Minimum Target Value**	**Design**

APPENDIX A: LIST OF CONSTRUCTION DOCUMENTS

LIST OF DRAWINGS & SPECIFICATIONS

Refer to attached Exhibit – A –List of Drawings and Specifications.

LIST OF CHANGE ORDERS

Refer to the Change Order Request Log in Appendix D.

APPENDIX B: CONTRACT DOCUMENTS

OWNER / ARCHITECT – Requested by the consultant but unavailable at the time of this report submittal.
[SUBMIT]

OWNER / CONTRACTOR - A101-2007 is attached

BUDGET- Exhibit – L - Cost Summary is attached

SCHEDULE – October 4, 2013 update is attached.

APPENDIX C: FORMS & REPORTS

BOUNDARY SURVEY REVIEW CHECKLIST – DEVLELOPER WILL SUBMIT INVESTOR'S CHECKLIST AFTER FOUNDATION WORK IS COMPLETED.

SOILS REPORT – REQUESTED BY THE REVIEWER BUT UNAVAILABLE AT THE TIME OF THIS REPORT SUBMITTAL. Refer to attached Geotechnical Services proposal that has not yet been accepted. **[SUBMIT SOILS REPORT]**

TESTING REPORTS – THIRD PARTY ENGINEERING REPORTS ARE TO BE PROIVIDED DURING CONSTRUCTION. THIRD PARTY ENGINEERING PROPOSAL IS ATTACHED.

SPECIALIZED CONSULTANTS REPORTS – XXXXXX AGREEMENT FOR SUSTAINABLE SERVICES AND LEED SIVLER CERTIFICAITON IS ATTACHED

INSPECTION REPORTS -- XXXXXX – THIRD PARTY ENGINEERING REPORTS ARE TO BE PROIVIDED DURING CONSTRUCTION. THIRD PARTY ENGINEERING PROPOSAL IS ATTACHED.

JURISDICTION PERMIT REVIEW COMMENTS – **[SUBMIT]**

SUSTAINABLE WORKSHEETS & COMMENTS – AN AGREEMENT FOR SERVICES WAS REVIEWED BY THIS CONSULTANT. THE SCOPE OF WORK INCLUDES REVIEW AND SUBMITTAL OF DESIGN DOCUMENTS TO US GREEN BUILDING COUNCIL FOR LEED SILVER RATING. THE LEED DOCUMENTS SHOULD BE SUBMITTED AS THEY ARE COMPLETED.

APPENDIX D: MISCELLANEOUS DOCUMENTS

UTILITY WILL SERVE LETTERS: NOT FURNISHED; **[SUBMIT]**

CERTIFICATES OF OCCUPANCY:
TO BE SUBMITTED BY DEVELOPER AFTER FINAL INSPECTION AND ACCEPTANCE BY THE AUTHORITY HAVING JURISDICTION.

LIST OF WARRANTIES: NOT FURNISHED; **[SUBMIT]**

LIST OF ANY REQUIRED SPECIAL INSPECTIONS: NONE

CONSULTANT'S CREDENTIALS:
CONSULTANT WILL SUBMIT UNDER SEPARATE COVER.

EXHIBIT I – CLARIFICATIONS TO OWNER/CONTRACTOR AGREEMENT: IS ATTACHED

CHANGE ORDER REQUEST LOG, UPDATE OCTOBER 14, 2013
IS ATTACHED

End of SAMPLE DOCUMENT REVIEW REPORT