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| Design&Construction-outline-539+874-Facilities-tag | 151 Sixth Street NW Atlanta, Georgia 30332-0351 |

DATE: April 1, 2010

FROM: Your Name, Project Manager

THRU: Scott Jones, AVP Facilities Design and Construction (\_\_\_\_\_\_\_\_)

Kim Wilson, AD Facilities Construction (\_\_\_\_\_\_\_\_)

TO: Aisha Oliver-Staley, Executive Director for Georgia Tech Facilities, Inc.

RE: North Avenue Apartments Residential Dining Hall (GT Project #0245-2018)

Commissioning Agent – Johnson, Spellman & Associates, Inc. (GTF-09-05)

Attached is a copy of the North Avenue Apartments Residential Dining Hall Commissioning Agent contract between GT Facilities, Inc. and Johnson, Spellman & Associates, Inc.

Add any information that may be required for management to understand what the change order or contract is, and how it will be paid for….

A Certificates of Insurance, reviewed by your outside counsel and confirmed to comply with GTFI minimum insurance requirements, is also attached for your records.

If otherwise found to be in order, please executed the attached contract and return an executed PDF copy by email to my attention.

Enclosure: North Avenue Apartments Dining Hall, Commissiong Agent Contract

Cc: Project File