

4. **PRE-CONSTRUCTION MEETING REQUIREMENTS:** All items listed below must be submitted to Landlord's Construction Manager for review and approval prior to commencement of any work on site.

- a. **Insurance:** An approved and acceptable Certificate of Insurance from both Tenant and Contractor must be on file in the Property Management Office before any work can begin on-site. Insurance requirements are attached hereto as Exhibit A. The limits of insurance must be equal to or in excess of those limits stated in Exhibit A. The "Description of Operations/locations/vehicles/special items" and the "Certificate Holder" must be issued exactly as stated. The insurance must be maintained through the duration of the project. Certificates of Insurance should be sent to the Property Management Office for approval.
- b. **Pre-Construction Meeting:** Contractor will arrange, at least three days before the commencement of construction, a pre-construction meeting with the Construction Manager. A representative of the Tenant and the Tenant Contractor's Project Manager or Superintendent should attend the meeting. At a minimum, GC's Superintendent must be present at the meeting.

Requirements for parking, trash dumpers, porta potty, utilities etc... will be reviewed and discussed at this meeting. There shall be no on-site storage except within the Tenant space.

- c. **Project Directory:** Contractor will provide to Property Management a list of all subcontractors and vendors with current names, phone numbers, email addresses and mailing addresses.
- d. **Project Schedule:** Contractor to provide a project schedule showing the start and completion date for each of the major stages of work for each trade. Schedule to include the projected substantial completion date. Weekly updates are to be provided as the job progresses.
- e. **Contractor Rules & Regulations:** Prior to commencement of construction, Contractor will deliver a copy of the Crockett Row at West 7th Rules and Regulations to all its subcontractors, vendors and suppliers.
- f. **REQUIRED VENDORS:** The following subcontractors are required at Crockett Row. Violation of this rule and the use of an unauthorized subcontractor may result in work stoppage. Contractors are responsible for any costs associated with the dismissal of an unauthorized subcontractor and the hiring of an approved subcontractor.
 - i. Fire Sprinkler: GFS Texas - Paul Bouck (214) 6347-4141 Ext 45
 - ii. Fire Alarm: GFS of Texas – Robert Hebert 817-349-1658 M
 - iii. Roofing: Empire Roofing - Cheryl McGlothlin 817-572-2250
 - iv. Water/Electric Submeters - ATI Energy Group: Mike Clancy 800-456-3837 ext. 162
 - v. HVAC Controls (EMS for OFFICE Tenants only): Johnson Controls, Benjamin Levesque, 817.223.0246
- g. **Plan Approval:** All plans, specifications and change orders must be approved in writing by Construction Manager before construction is commenced. All changes to the approved plans shall be via written authorization only.
- h. **Structural Alteration and/or Changes to Base Building:** Prior to any alteration to the building structure, roof, exterior, Tenant's design professional must supply stamped engineered drawings of the alterations to the Construction Manager for approval. All construction must be compatible with all base-building systems. Note that most ceiling