



CONSTRUCTION TEAM PRESENTATION

Science Annex Addition (Shell Structure)

March 19, 2015

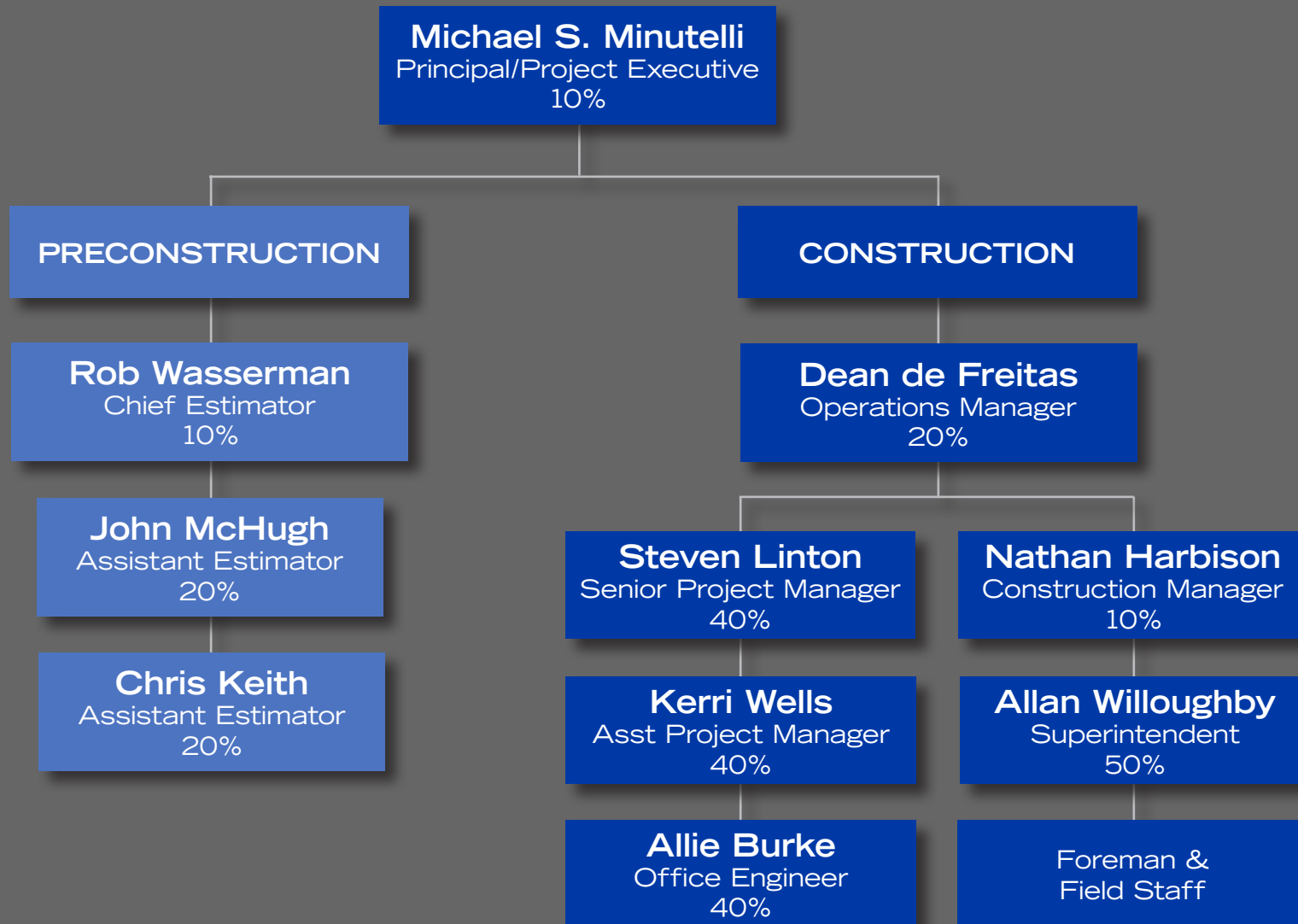
EXECUTIVE SUMMARY

Macallan Construction is a versatile general contractor that is known for seamlessly executing complex commercial construction projects.

Based in Atlanta, Macallan takes pride in its ability to tailor custom solutions to meet the challenging and diverse needs of our clients. We were founded by principals that were able to bring together their complementary skills to form a diversified company with the ability and experience not typically found in a commercial general contractor our size. By integrating all aspects of the construction industry, Macallan can execute the most challenging construction projects and deliver the highest quality end-product for the best possible price.

We are licensed as an unlimited tier General Contractor in Georgia and have bonding capabilities that significantly exceed the requirements of this project.

QUALIFICATIONS & EXPERIENCE OF PROJECT TEAM





MICHAEL S. MINUTELLI
Principal/Project Executive

- BS in Building Construction, Georgia Institute of Technology
- MBA, Georgia State University
- Licensed Unlimited Tier General Contractor, State of Georgia
- LEED Accredited Professional
- Years in Industry: 18

Background:

Minutelli is a founding Principal of Macallan and has significant construction and operational experience. Prior to founding Macallan, Minutelli worked as a lead project manager for general contractor Brasfield & Gorrie completing a variety of projects including a \$30 million high-rise Medical Office Building in Atlanta and a \$55 million continuous care retirement community in Columbus, as well as numerous other office, hospitality and healthcare projects. Mike's strengths include value engineering, streamlining complicated projects, and the ability to find creative solutions to project related issues.

Select Representative Projects:

- Georgia State University Sculpture Studio
- Georgia State University Student Center
- Georgia State University Sparks Hall Graphics
- Georgia State University Football Practice Facility
- Georgia Tech Paper Science Museum
- Emory University Kaminsky Fieldhouse
- Canterbury Court CCRC
- Walton High School Concession & Bathrooms
- Georgia Tech College of Computing
- Bellsouth
- Gwinnett County Neighborhood Stabilization Program
- Piedmont Park Expansion
- Indian Hills Country Club
- Piedmont Driving Club
- Phoebe Sumter Medical Center



DEAN DE FREITAS
Operations Manager

- BSE in Civil Engineering, Tulane University
- Licensed Utility Manager, State of Georgia
- LEED Accredited Professional
- Years in Industry: 25

Background:

De Freitas joined The Macallan Group in 2007 and his project management abilities and experience have proven invaluable on every project he has managed. De Freitas has been employed in the Construction Industry for over twenty-five years. Dean began his career with George Hyman Construction Company in Bethesda, Maryland and while at Hyman, he worked in the Foundation Group, primarily on underground heavy civil and specialty foundation projects. He later joined Beers Construction Company of Atlanta, Georgia in 1992, and worked in their Healthcare and Heavy Construction Groups. From 1998 through 2007 he was the Operations Manager for Tayco Contractors.

Select Representative Projects:

- Georgia International Plaza
- Turner Broadcasting System
- Proscenium Office Building
- Midtown Plaza
- Georgia State University Sculpture Studio
- Georgia State University Student Center
- Georgia State University Sparks Hall Graphics
- Georgia State University Football Practice Facility
- Georgia Tech Paper Science Museum
- Emory University Kaminsky Fieldhouse
- Emory University PE Building Renovations
- Canterbury Court CCRC
- Walton High School Concession & Bathrooms
- Sterling Estates Assisted Living Facility



STEVEN F. LINTON
Senior Project Manager

- BS in Architectural Engineering, University of Southern Mississippi
- LEED Accredited Professional
- ASCE: Construction Law, Construction Management for Engineers & Shallow Foundation Design
- Years in Industry: 20

Background:

Linton has developed valuable skills while managing multiple disciplines in Development, Design, Construction, and Life Cycles of Buildings.

He began his career guiding the Design and Construction of Projects for Owners from inception to conclusion including Schools, Hospitals, and municipal projects. Steven embraced the opportunity to manage large scale Construction Projects in 1998 utilizing multiple contract delivery methods in the Gaming, Hospitality, Healthcare, and Municipal Industries. Steven focuses on being the team leader and facilitate the needs of the group so that each participant can be a cohesive component for the success of the Project.

Select Representative Projects:

- Rush Foundation Hospital (5th & 6th Floor Additions)
- Hilton Garden Inn, New Orleans
- Marriott Renaissance, Baton Rouge (Shell Infill)
- Georgia State University Sculpture Studio
- Georgia State University Student Center
- Georgia State University Sparks Hall Graphics
- Georgia State University Football Practice Facility
- Albany Technical College Pedestrian Bridge
- Lost Mountain Park
- Louisiana Cancer Research Center, New Orleans
- MNAS Fire & Rescue, Meridian
- Army Reserve Warehouse, Gulfport
- Imperial Palace Casino, Biloxi
- Central Community Schools, Baton Rouge



ALLAN WILLOUGHBY
Superintendent

- Associates in Construction Science, Columbus Tech
- LEED B+C, Lead Renovation, Repair and Painting, Asbestos Removal, GSWCC NPDES Level IA
- Years in Industry: 22

Background:

Willoughby has been in the construction industry for twenty-two years, and a Superintendent for over fifteen years. His project experience has focused mainly on specialty commercial projects in the higher education, municipal, restaurant and hospitality industries. His extensive experience working on campus projects makes him a perfect fit for this project.

Prior to being promoted to Superintendent, Willoughby was employed as a skilled tradesman, and has experience in self-performing framing and drywall. Allan uses his field knowledge to serve as a resource to the project team, providing guidance and support throughout construction.

Select Representative Projects:

- Georgia State University Sculpture Studio
- Georgia State University Student Center
- Georgia State University Sparks Hall Graphics
- Georgia State University Football Practice Facility
- Georgia State University Panther's Den
- Georgia State University COED Restrooms
- Georgia State University Sports Arena
- Georgia State University Kell Hall
- Georgia Tech Paper Science Museum
- Georgia Tech Health Center Renovation
- Georgia Tech President's Suite-Bobby Dodd Stadium
- Emory University Covered Walkway
- Canterbury Court 300-Unit Renovation
- City of Sandy Springs Nature Preserve Center

PRECONSTRUCTION TEAM LEADER



DEAN DE FREITAS
Operations Manager

- BSE in Civil Engineering, Tulane University
- Licensed Utility Manager, State of Georgia
- LEED Accredited Professional
- Years in Industry: 25

Macallan's Operations Manager, Dean de Freitas, will be the principal point of contact with the Owner, Owner's Representative, Architect, and other consultants. He has over 25 years experience in the industry, including a number of commercial, educational, civil and public works projects.

Dean dedicates the same organizational skills and attention to detail to both small and large projects, and is known for his ability to manage a team to solve problems while maintaining a project schedule and budget.

He believes that an effective project team includes clear lines of communication, defined roles, and a formal system of accountability. He will oversee all scheduling, procurement, and buyout during the course of the project in order to stay within budget and on or ahead of schedule.

- Over 25 years of Industry Experience
- Proven Team Leader
- Extensive Educational and Campus Experience
- Experience Working in Urban Settings
- High Level of Communication

SERVICES

DESIGN PHASE

- Definition of Scope
- Budgeting
- Feasibility
- Iterative Design Process

PRECONSTRUCTION

- Preliminary Budget
- Value Engineering
- Constructibility Analysis
- Preliminary Schedule
- Client Coordination
- Subcontractor Evaluation & Bidding

CONSTRUCTION

- Procurement
- Subcontractor Management
- Final Budget
- Scheduling & Project Logistics
- Quality Assurance
- Cost Control
- Safety/Risk Management

POST CONSTRUCTION

- Closeout Documents
- Warranty Service
- Commissioning



SERVICES



APPROACH TO VALUE ENGINEERING

Macallan defines value engineering as the process of creatively reducing costs without sacrificing quality or the end result the owner is looking for. If at all possible, we look for alternate construction means, methods, sequencing, or other approaches that save money and get the job done.

Canterbury Court | Task Order Renovations

- Standard task order renovation design estimate \$50,000 per unit
- Macallan value engineering \$35,000 per unit
- Value engineering savings to date \$1.2 million

Stanton Road | HUD Apartment Rehabilitation

- Designed based estimate for this project was \$2.33 million
- Final GMP after Macallan value engineering \$1.75 million

Garden Hills Clubhouse | New Construction

- Designed based estimate for this project was \$1 million
- Final GMP after Macallan value engineering \$800,000

SERVICES

SUBCONTRACTOR POOL

- The solicitation of subcontractor and supplier proposals is a critical step in the success of the project. The process will begin with the identification of potential subcontractors and suppliers whose qualifications are consistent with the requirements of the project.
- The subcontractor pre-qualification information that will be required from every potential subcontractor will include but not be limited to basic corporate and contact information, small business classification, minority status, work experience, information on judgments, claims, arbitrations, suits, litigations, mediations, financial status, disbarments, bonding and insurance information, bonding capacity, safety records, corporate safety policy, corporate safety procedures, OSHA logs, OSHA citations, OSHA violations, D&B data, audited financial statements, and references.
- Passing the pre-qualification process, the potential subcontractors and suppliers will be given the opportunity to provide preliminary pricing for their proposed work packages. They will also be encouraged to identify potential alternatives with regard to systems design, detailing, and the use of materials. Information regarding work schedules and man-power requirements will be obtained from every potential subcontractor so

that a fully informed decision can be made with regard to what subcontractors will provide the best overall value to the project.

MANAGING CHANGE ORDERS

- Macallan's change management process establishes an orderly and effective procedure for tracking the submission, coordination, review, evaluation, categorization, and approval for release of all changes to the project's baselines that have potential cost or schedule impact.
- To facilitate this effort, all team members (including subcontractors and material vendors) are required by contract to notify the project team of any change noticed on any drawing, document, or directive.
- When determining a solution to the potential change issue, cost and schedule impacts are identified in the analysis phase and considered as a significant factor in the decision phase.
- The Owner is always involved in the decision making process where costs and schedule are impacted, ensuring that the final decision on budget is in their hands.

SERVICES



CONSTRUCTIBILITY REVIEWS

- Throughout the pre-construction period, we will continuously evaluate construction documents for comprehensiveness, completeness, the ability to achieve product quality, and construction logistics.
- We will thoroughly examine all drawings, details, and specifications and make recommendations as may be required to increase the efficiency and function of the facilities from the standpoint of accomplishing the construction. The result will be an uninterrupted construction process and reduced number of changes.
- Analyzing means and methods of the project will determine the feasibility of the design and the overall constructibility of the project. Macallan excels at building projects on paper prior to field construction and identifying any issues that may impact the constructibility of the project.

TEAM EXPERIENCE



These projects for Georgia State University are examples of projects that our proposed team worked on together, in tight urban settings, had effective budget control and schedule management.

Sculpture Studio Relocation/Renovation

- Same project team proposed executed this project
- Similarities to Science Annex building:
 - SCL is almost identical to Science Annex
 - Coordination with end user
 - Design-build project - Macallan will provide design assist services on Science Annex
 - Macallan analyzed several constructibility options for this project
 - Building shell with minimal finishes



TEAM EXPERIENCE



Sparks Hall Graphics

- Same project team proposed executed this project
- Similarities to Science Annex building:
 - Occupied environment
 - High traffic
 - Tight schedule/coordination with campus calendar



Student Center Desk

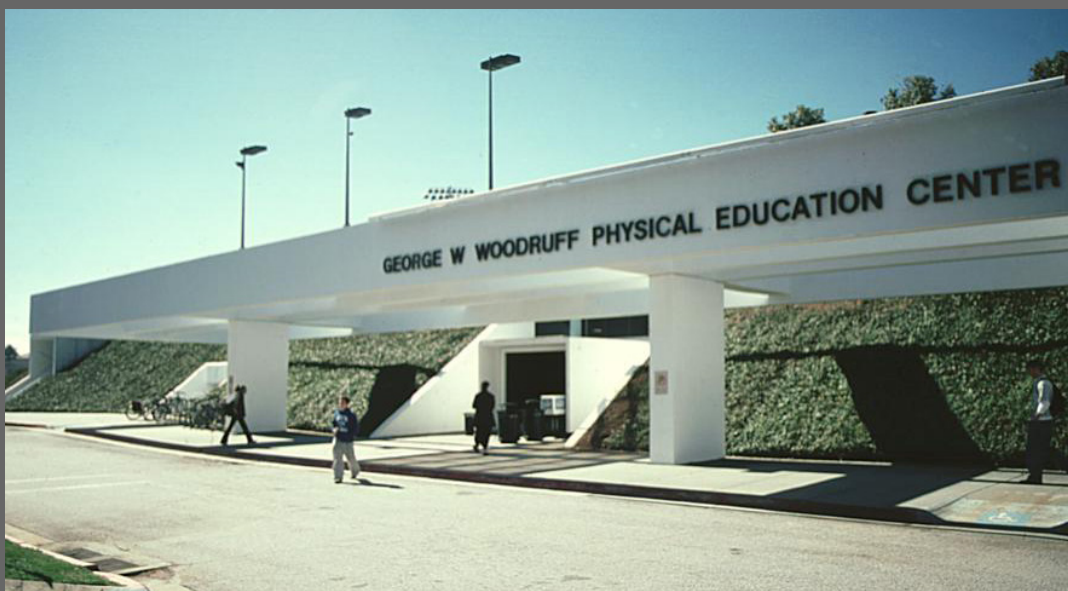
- Same project team proposed executed this project
- Similarities to Science Annex building:
 - Occupied environment
 - High traffic
 - Tight schedule/coordination with campus calendar

TEAM EXPERIENCE



Georgia Institute of Technology - International Paper Science Museum

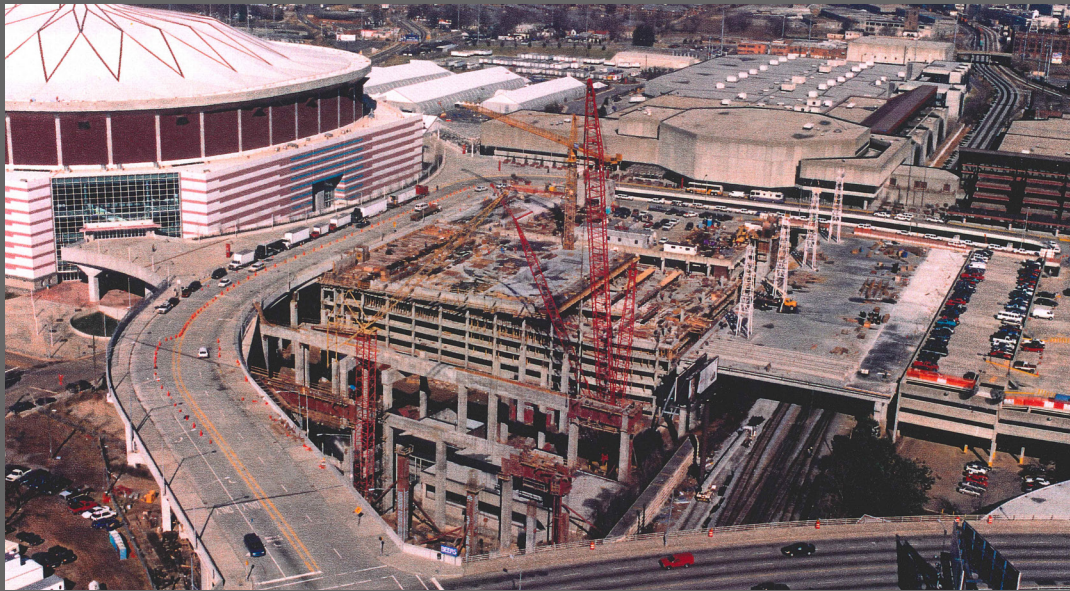
- Minutelli, de Freitas and Willoughby worked on this project
- Similarities to Science Annex building:
 - Annex renovation to an existing campus building
 - Installed deep foundations in a confined area
 - Building remained occupied during construction



Emory University - Woodruff P.E. Center ADA Improvements

- Minutelli, de Freitas and Willoughby worked on this project
- Similarities to Science Annex building:
 - Occupied environment
 - Tight schedule/coordination with campus calendar

TEAM EXPERIENCE



LESSONS LEARNED

- Early involvement of the Construction Manager during the design phase is critical to maximizing constructibility and value engineering efforts.
- Logistics for projects of this nature are difficult. Deliveries and hoisting must be scheduled in advance and well coordinated. Pedestrian and traffic control, including lane closures and sidewalk closures, must be coordinated with the City months before mobilization.
- Occupants in the adjacent building will hear every noise and feel every vibration, so clear and frequent communication is imperative in order to minimize disruption for both the construction team and the building tenants.
- Communicate. Communicate. Communicate.

GMP PROCESS AND BONDING

PROCESS FOR GMP

- The various detailed work package estimates that will make up the complete project scope will be organized into a comprehensive project estimate or budget. Our goal in preparing the budget is to provide a complete and thorough analysis as to the eventual cost of the proposed work. In preparing the budget estimate we will meticulously analyze all available design data as well as thoroughly investigate existing conditions such that the budget estimate will be a fair and accurate Representation of the eventual project cost.
- At the stage where the design information is under development, it is prudent to include and identify a contingency to cover unforeseen or unknown project elements. As the design evolves, the budget for contingency will be reduced until it is a level reflective of the completeness of the design. In any case, a modest contingency will be maintained until the completion of all demolition work and all potential “unknowns” are identified.
- At the point when the Owner is ready for construction to begin at the project site, the budget estimate will become the schedule of values for the proposed work. The contingency will be separate and easily identified. No contingency money will be allocated to project cost

items without the consent and approval of the Owner and/or Owner’s representative. Finally, at a point in project chosen by the Owner, the budget estimate (including contingency) will become the Guaranteed Maximum Price for the project.

REQUIRED BONDING

- Macallan has a bonding limit of \$20,000,000 and the SCL for this project fits well within our bonding capacity. We have already confirmed with our surety that there will be no issues obtaining a bond for this project.

BONDING SUBCONTRACTORS

- Macallan will recommend to GSU a list of subcontractors that should be bonded for this project. Given the nature of construction, and risks associated with the given scopes of work, we anticipate bonding the following subcontractors:
 - Foundations
 - Steel erectors
 - MEP
 - Skin contractor
 - Concrete

MANAGEMENT PLAN



ROLE IN THIS PROJECT

Macallan's role in this project will be that of Facilitator. As the Construction Manager, we must partner with all stakeholders to help reach a balance of aesthetics, functionality, cost, schedule, quality, safety and constructibility and achieve success for all participants.

All levels of our project team are committed to this approach and are held accountable for their contribution to that goal.

MANAGEMENT PLAN



RESOLVING ISSUES

It is inevitable that issues will arise in construction projects. Prompt and clear communication, coupled with a team oriented approach, is essential in order to efficiently resolve these issues while minimizing cost and schedule impact to the project.

The typical steps in this process include:

- Identifying and rapidly communicating the issue
- Selecting/researching available options and developing an action plan
- Communicating the proposed action plan to the Owner/Designer and finalizing a mutually agreeable solution
- Executing the solution and monitoring results

Examples:

- Canterbury Court Kitchen Renovation
- LakePoint Schedule Acceleration
- Georgia Tech IPST Museum Underpinning

MANAGEMENT PLAN

COMMUNICATION PLAN

We are a team dedicated to providing a quality project in accordance with the contract. We are committed to honest and open communication, building trust in each other, building of a strong partnership, resolving problem issues quickly and at the lowest level, a safe work site, producing a quality project, timely completion, protection of the environment, and minimizing inconvenience to the public.

Communication Objectives

We intend to deal with each other in a fair, reasonable, trusting and professional manner including:

- Communicate and resolve problems within the terms of the contract
- Decision making at the lowest possible level
- Open, honest communication
- Treat each other with mutual respect, resolve personal conflicts immediately, and avoid personal attacks.
- Timely notification of future meetings
- Support all meetings
- Not allowing grudges to interfere with professionalism

Performance Objectives

- Finish project on time within budget in accordance with contract documents
- No delays on project
- Accident & hazard free workplace
- Promote positive public relations
- Make project enjoyable to work on
- Administer the contract so that all parties are treated fairly
- Project is complete with the highest quality possible within the scope of the contract
- Minimize warranty issues

MANAGEMENT PLAN



MANAGING CONSTRUCTION WORK

Our approach to provide effective construction management for the project has been developed over years of construction expertise. Our primary goal is to work as part of the team that is dedicated to achieving GSU's major cost and schedule objectives while producing a facility of the highest standards of quality.

Our processes include:

- **Periodic OAC meetings**
(bi-weekly to monthly as required)
 - Overall Project Schedule (OPS) update
 - Cost review
 - Coordination with Design Professionals
 - Issue identification and resolution
- **Weekly subcontractor coordination meetings**
 - Safety and quality review
 - Near term schedule updates
 - Issue identification and resolution
- **Daily project planning meeting**
 - Task review and discussion
 - Delivery and hoisting scheduling/coordination

MANAGEMENT PLAN

COST MANAGEMENT PLAN

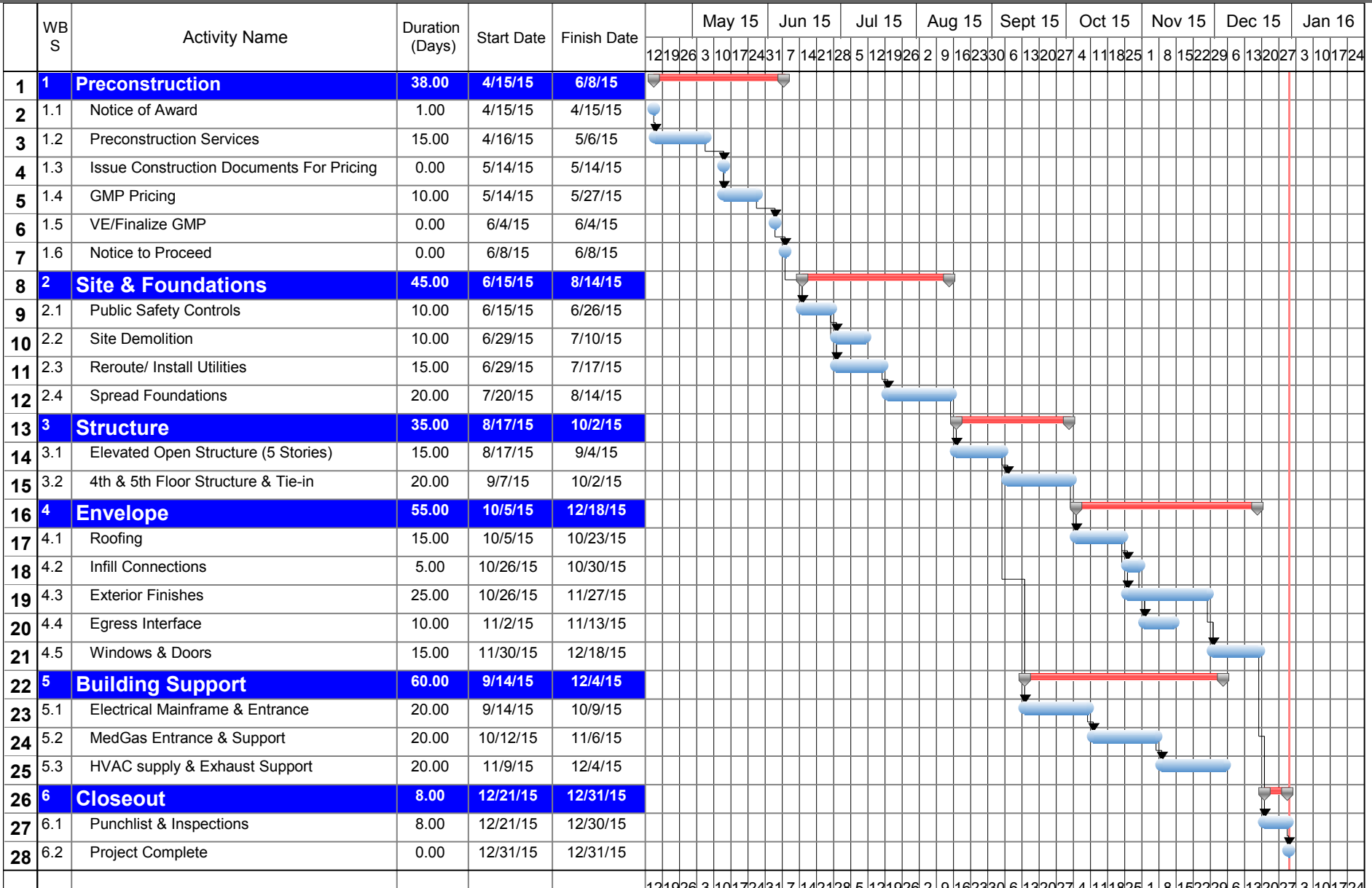
Effective cost management is critical to the success of any project. This process starts in the design phase and continues through construction to project closeout. Our process includes:

- **Preconstruction and Design Phase** - Prepare conceptual estimates based on Design Development plans in order to help guide the design team in their efforts.
- **Final Project Estimate** - Prepare detailed estimates based on final design documents. If necessary, value engineering alternates will be provided to maintain the project budget.
- **Construction Budget** - Once the estimate is finalized and the project moves into the construction phase, the estimate is converted into a job budget broken down into divisions of work and cost codes. This budget is the baseline against which variances, either positive or negative, are measured.
- **Committed Cost** - Formal subcontracts and purchase orders are used for all major items purchased on the project. These values are then committed to the project budget so that variances can be realized prior to accruing actual costs. We use our system to track

percent completion for these agreements, as well as pending and approved change orders.

- **Actual Cost** - Invoices and payroll for actual cost incurred on the job are entered weekly, which ensure that all costs are up to date.
- **Cost Engineering** - Project and field management staff receive weekly reports tracking budget variances, labor usage and subcontract status which allows them to react quickly to potential budget issues. In addition, the Project Manager is required to submit to the Project Executive an updated cost projection for the project on a monthly basis.
- **Change Item Management** - Potential change items are communicated to the team and logged as soon as they are identified. When possible, the cost impact is calculated and finalized prior to any additional work being performed.
- **Open Book Projects** - Macallan has extensive experience managing open book projects. We can provide detailed accounting reports including copies of all invoices, subcontractor payment applications and payroll records.

SCHEDULE MANAGEMENT PLAN



MANAGEMENT PLAN



SCHEDULE MANAGEMENT PLAN

Macallan will develop an Overall Project Schedule (OPS) that includes all preconstruction, procurement, construction, and closeout activities. This OPS will be published and updated regularly and will clearly define project parameters and serve as the basis for monitoring progress, identifying and correcting deficiencies, and providing accountability for all team members.

It is imperative that this schedule is overlaid with all pertinent GSU schedule info. Our goal is to ensure that the most disruptive activities will take place when the occupancy and use for the buildings is at its lowest. Optimizing school breaks and off peak times of the day will make the schedule management much more effective for all parties involved in the project.

MANAGEMENT PLAN

SUBCONTRACTOR MANAGEMENT PLAN

As part of our standard subcontractor management process, Macallan incorporates quality assurance measures using a series of checks and balances starting with procurement and continuing through the construction and project closeout phases. Our basic approach is to include all the stakeholders of a project in a comprehensive effort to create an atmosphere of cooperation and partnership. This results in a “win-win” situation for all parties. Below is a breakdown of these measures into several steps:

- **Pre-Qualification of Subcontractors** - All subcontractors that work for Macallan are asked to submit detailed information regarding their experience and financial stability for our review prior to being awarded a subcontract.
- **Pre-Award Subcontractor Meeting** - Prior to awarding a subcontract for any scope of work, our management staff conducts a meeting with the subcontractor to review the contract documents, set expectations of quality and safety, and confirm a detailed scope checklist.
- **Submittal Process** - The submittal process is the best time to flush out any potential coordination issues between the design documents and construction. Our experienced team thoroughly reviews all product data and shop drawings prior to submission to the Architect in order to identify issues ranging from dimensional conflicts to lead-time problems. We also encourage our subcontractors and our field

supervision to actively participate in submittal reviews in order to leverage their expertise. When issues are discovered, we present them to the design professionals in a constructive manner along with recommendations of how the problem might best be solved.

- **Preconstruction Meeting** - Prior to any subcontractor beginning work on a project, the Project Superintendent conducts a preconstruction meeting on site with the person or persons responsible for the actual execution of the work in the field. In this meeting, the Superintendent reviews shop drawings, technical specifications, quality expectations and safety procedures with the group. This ensures that the people responsible for performing the work have been properly informed of any issues that arose during previous steps in the process.
- **Construction Management** - The Project Superintendent will conduct regular subcontractor meetings to discuss current tasks, coordination issues and upcoming logistics. In addition, the superintendent will constantly monitor the work as it is put in place, and verify conformance with the contract documents. Any deficiencies found are corrected immediately so as to minimize the effect on other trades and to minimize punchlist work.
- **Punchlist** - The punchlist is the final step in our process. Our Project Manager and our Project Superintendent are responsible for “pre-punching” the project during the final stages of construction with an eye to minimizing the final punchlist.

MANAGEMENT PLAN



CLOSEOUT MANAGEMENT PLAN

Given the nature of this project, we foresee the closeout plan being very straightforward.

Our quality assurance process is designed to minimize the punch list. Our goal is to be able to correct any and all punch list items within one week of the punch walk.

In addition, our project management staff begins collecting closeout items 30-45 days prior to completion of the project.

As an added incentive, subcontractors must turn in all closeout items prior to receiving their final payment. This ensures a comprehensive and streamlined closeout process.

QUALITY ASSURANCE AND CONTROL PLAN

COMPLIANCE WITH CONTRACT DOCUMENTS

- Macallan will receive, publish, and disseminate all documents, drawings, meeting minutes, schedules, logs, permits, clarifications, notices, and change orders. All documents will be identified, dated, tagged, and routed to all necessary parties; that is Owner's Representatives, Consultants, city and state regulatory officials, subcontractors, and vendors.
- All logs (pending items, submittals, shop drawings, samples, performance data, test data reports, etc., updated schedules) and their status will be available to appropriate participating parties electronically.

OBTAINING QUALITY WORKMANSHIP

- Quality workmanship starts with the construction manager. The Macallan superintendents are diligent in constantly maintaining quality throughout the construction process.
- Any defective work, or product that does not meet the Macallan standards, will be identified to the subcontractors immediately and addressed in accordance with the construction documents.



SAFETY AND SITE SECURITY



SAFETY PLAN

Macallan's Safety and Loss Control Program has been highly effective in maintaining safe and productive job sites - we have a low EMR and incident rate.

Macallan has regular jobsite safety meetings, toolbox talks, internal safety team meetings and employs a third party safety consultant that visits jobsites weekly. Additionally, all of Macallan's field supervisory personnel are OSHA certified.

Macallan's corporate safety philosophy is to maintain a zero accident tolerance level and ensure the safest work environment

The following are steps that promote safety during project construction:

- The company's prompt action to eliminate unsafe conditions.
- Acceptance of the employee's right to expect a safe, clean, and healthy work environment.
- The provisions of effective and practicable mechanical safeguards.
- The provisions of personal protective equipment.
- The observance of all applicable laws, standards, codes, and ordinances as minimum requirements to safety.
- Delineation of responsibilities for management, employees, and safety personnel.
- Recognition of the need for trained safety personnel.
- Written safety practices and instructions for each job.
- Indoctrination of new employees in the company's policy for accident prevention.
- Special effort to train all employees in the company's safety program.

SAFETY AND SITE SECURITY



SAFETY AND SITE SECURITY



LOGISTICS PLAN

A detailed logistics plan will be prepared that identifies:

- Construction hours
- Employee & subcontractor conduct
- Delivery coordination and restrictions
- Construction parking
- Pedestrian Protection
- Protection of existing conditions
- Scheduling and notification of excessive noise and traffic
- Waste disposal and recycling procedures
- Campus activity schedule



LOCAL, SMALL & MINORITY FIRM PARTICIPATION



Macallan believes strongly in supporting and encouraging small business and women/minority owned business participation and partnerships.

Macallan intends to utilize the Fulton County M/WBE database for bidding purposes in order to reach as many woman and minority owned firms as possible.

The majority of our subcontractors already are Small Businesses and we will continue during the course of project procurement to provide opportunities for such firms.



SUMMARY OF WHY MACALLAN FOR THIS PROJECT

- Entire Project Team has Campus Experience including Georgia State University
- Facilitate Team Approach
- Self-Perform Capabilities
- Experience Working in Occupied Spaces
- Past Successes Working In Campus Environments
- Integration with Campus Facilities Personnel
- Working in Tight Urban Environments
- Cost Quality and Schedule
- Ideal Project Size
- Safety/Risk Management Program
- University/Site Logistics
- Sensitivity to University Calendar
- Adherence to Campus Rules/ Policies