

From: Jake Backover <jbackover@clunegc.com>

Sent: Wednesday, February 06, 2019 2:04 PM EST

To: Brian Robinson <brobins@jbgsmith.com>

CC: Marks Brewbaker <marks@senecagroup.com>; Marian Danowski <m.danowski@interiorarchitects.com>; Ronnie Clinton <rclinton@clunegc.com>; Jon.Horn@hargis.biz <Jon.Horn@hargis.biz>; Emad Elmagraby <emmagraby@arlingtonva.us>; Tod Connors <tconnors@arlingtonva.us>; Elizabeth Wells <ewells@arlingtonva.us>; Shahriar Amiri <samiri@arlingtonva.us>; Suzanne Sabatier <ssabatier@jbgsmith.com>; Ginag@senecagroup.com <Ginag@senecagroup.com>; Andrew Vanhorn <avanhorn@jbgsmith.com>

Subject: Re: Arlington County Courtesy Design Kickoff Meeting - 1800 S. Bell & 241 18th Street

Good deal. Thanks Brian.

Jake Backover

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On Feb 6, 2019, at 12:03 PM, Brian Robinson <brobins@jbgsmith.com> wrote:

Hello All,

Looking forward to our Kickoff Meeting on Monday. Below is a reminder of our agenda. Interior Architects will bring copy of Progress Drawings for review and discussion.

AGENDA (Proposed)

1. Introductions/Roles & Responsibilities
2. Discussion of Schedule & Occupancy Goals
 - a. Phased Occupancy Potential and Requirements
 - i. TCO & CO Conditions
3. Permit Package Preparation & Submission Preferred Approach
4. Arlington County Escrow Accounts for Permits
5. Courtesy Review of Drawings & Comment
6. Discuss drawing completeness and inclusion of MEPFP design at time of intake
7. Amazon teams desire to meet with Arlington County again with a smaller group to discuss security and door / hardware implications, etc.

Meeting Attendees will include (In addition to Arlington County Team):

- JBGS – Suzie Sabatier, Brian Robinson
- Seneca (AMZN Rep) – Marks Brewbaker & Gina
- Interior Architects – Marian Danowski
- Hargis (MEP Engineer) – Jon Horn
- Ramco – Betsy Stagg
- Clune (GC) – Jake Backover, Mike Mackey and Ronnie Clinton

Brian Robinson | Vice President, Construction Management

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