

Parsons

Parsons Constructors Inc.

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March 25, 2016

M.A. Stevens Construction, Inc.
Attn: Danielle Stevens
125 E. 17th Street
National City, CA 91950

Hello Danielle,

Congratulations on the recent contract award of the Furnish and Install New Roofing and HVAC at De Portola MS CZ-16-0963-57.

To give you some background on these meetings, the general contractor is required by PSA Articles 8 and 16 to conduct a PSA Pre-job Conference with the local construction unions. We will assist you with the process and prepare for the Pre-job Conference by conducting a PSA Orientation with you. Only the District will be present for the PSA Orientation. Both meetings must occur **at least two weeks prior to the start of construction** and we request that you have all subcontractors regardless of tier, present at the Pre-job Conference. All contractors working on this project are also encouraged to attend one of the District's PSA 101 Training Seminars. The purposes' of the Pre-job Conference meetings are as follows:

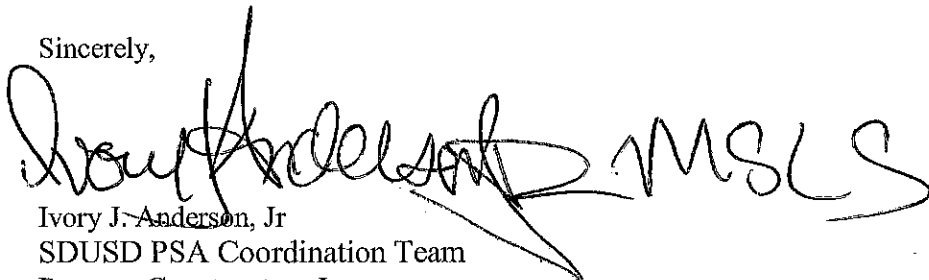
- The general contractor will disclose union work assignments for each scope of work to be performed. This will help all parties confront and resolve any union jurisdictional disputes prior to work commencing.
- The general contractor will distribute detailed project information and a subcontractor listing to all present, establishing open communication between labor and management prior to work commencing.
- The District will review its employment and contracting programs and goals, including the employment of District residents at PSA-covered projects.

Please be prepared to distribute completed copies of the Pre-job Conference form to all present at the Pre-job Conference. I will request a completed copy of the Pre-job Conference form a few days prior to the Pre-job Conference so we may review it.

We will be present for the Pre-job Conference, but a MA Stevens project manager or other assigned employee will be asked to review the Pre-job Conference form in detail. Also, please ensure that you and all of your subcontractors sign and submit a PSA Letter of Assent **prior** to the commencement of any site work.

Please provide two dates of availability, whereby we can schedule the Pre Job Conference Meeting.

Sincerely,



Ivory J. Anderson, Jr
SDUSD PSA Coordination Team
Parsons Constructors Inc.

cc: George Harris III/SDUSD (gharris@sandi.net)