

Parsons

Parsons Constructors Inc.

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October 31, 2013

T. B. Penick & Sons, Inc.
Attn: Steve Meek, Senior Project Manager
15435 Innovation Drive Suite 100
San Diego, CA 92128

Dear Mr. Meek,

Congratulations on the recent contract award of the WHOLE SITE MODERNIZATION, NEW THEATRE BUILDING AND INTERIM HOUSING AT PATRICK HENRY HIGH SCHOOL CZ-14-0417-57.

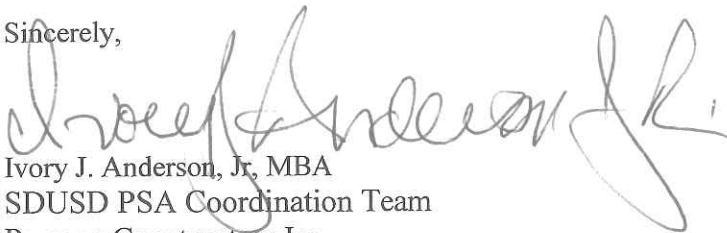
To give you some background on these meetings, the general contractor is required by PSA Articles 8 and 16 to conduct a PSA Pre-job Conference with the local construction unions. We will assist you with the process and prepare for the Pre-job Conference by conducting a PSA Orientation with you. Only 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 strongly encourage you to have all subcontractors present at the Pre-job Conference. It is not necessary for subcontractors to attend the PSA Orientation. 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 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.

I have attached the suggested Pre-job Conference form for your reference. 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 T. B. Penick & Sons, Inc. 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 work (attached).

Please provide some dates *within the next 21 days* and or at least two weeks prior to the start of construction when you are available for both the PSA Orientation and the PSA Pre-job Conference.

Sincerely,



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

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