

# Memorandum

**To:** Dr. Daniel Bingham  
The University of Montana – Helena College of Technology

**From:** Dawn Hogan  
The Salvation Army

**Date:** 10/31/2007

**Re:** Approval of Addendum to the Collaborative Construction Project Agreement

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Attached please find the signed Addendum to the Construction Project Agreement for The Salvation Army Duplex Project.

Attachment

**ADDENDUM TO THE  
COLLABORATIVE CONSTRUCTION PROJECT AGREEMENT  
between**

**The Salvation Army, a California Corporation dba: Helena Corps' (Salvation  
Army/Owner)**

**and**

**The University of Montana- Helena College of Technology (UMH)**

**Construction Oversight:**

It is proposed by The University of Montana – Helena College of Technology (UMH) – acting as the general contractor less accounting, project insurance, and project ownership – that all construction oversight and management be assumed by UMH from beginning to completion of all phases of construction of the duplex project. UMH will commit one-quarter (1/4) of an FTE to act as a Direct Project Supervisor, and one (1) FTE to act as a Construction Educator/Project Supervisor for each duplex constructed.

**Construction Time Line:**

Each duplex constructed shall adhere to Montana higher education's fiscal year time lines (July 1<sup>st</sup> through June 30<sup>th</sup>) for construction completion. The time line is as follows:

July 1 <sup>st</sup> to August 31 <sup>st</sup>	Foundation system by subcontractor; slab to be ready for rough framing.
September 1 <sup>st</sup> to December 15 <sup>th</sup>	Rough framing, windows and exterior doors, exterior skin, roofing.
December 16 <sup>th</sup> to January 15 <sup>th</sup>	All rough subcontractor work and inspections to be completed: <ul style="list-style-type: none"><li>▪ Electrical</li><li>▪ Plumbing</li><li>▪ Insulation</li></ul>
January 16 <sup>th</sup> to May 15 <sup>th</sup>	Finish any exterior systems remaining, sheetrock, tape/texture, trim/cabinets, paint, flooring, sidewalks, grade for landscape.
May 16 <sup>th</sup> to June 30 <sup>th</sup>	Complete project; punch list, subcontracts remaining trim, and flooring.

**Construction Materials:**

All construction materials applicable for construction will be acquired, ordered, and receipted by the Project Supervisor and turned over to the Salvation Army Property Manager for payment. Procurement and payment processing shall adhere to original agreement of the existing contract. Any subcontractor(s) needed for the project shall be hired as per the original agreement, with the Project Supervisor acting as the hiring agent.

**Permits, Inspections, and Progress Reports:**

The Salvation Army shall maintain all construction permitting and insurance as per the original agreement, with the Project Supervisor acting on behalf of the Salvation Army in acquiring permits, inspections, and any other building permits/certifications required for the completion of the structure(s). The Project Supervisor shall submit bimonthly project completion reports to the Owner's Property Manager and UMH, including bimonthly construction meeting notes (attendees as per the original contract).

**Cost of Proposal:**

UMH shall be reimbursed \$10,000 each higher education fiscal year for hard cost incurred to take over the project supervision as proposed; UMH will pay all college employee benefits and compensation costs.

**Construction Guarantee:**

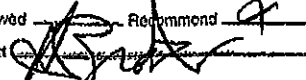
UMH will complete the construction of one duplex, as currently designed, in one higher education fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>), with all warranties per the original contract, provided the owner has not caused any delays that can be attributed to the timely completion of the duplex. Should such delays be attributed to the Owner, UMH shall negotiate additional time as deemed necessary to complete the project due to Owner delay.

  
Ass't Secretary

  
VICE PRESIDENT

THE SALVATION ARMY  
NORTHWEST DIVISION  
FINANCE COUNCIL

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Approved  Not Approved \_\_\_\_\_  
Reviewed \_\_\_\_\_ Recommend 9  
Signed 

OCT 22 2007