MSBA staff has performed a cursory review of the documentation for completeness and conformity to the MSBA guidelines and note that the following have not been provided, or could not be found immediately, within the submission:

- Value Engineering Summary Tracking Sheet in Excel Format

Please review the items noted above with the Designer and the District and indicate when the MSBA can expect to receive the missing information, or where it is located within the submittal. It is important that the MSBA receive the remaining items as soon as possible, as complete submittals are critical to coordinating resources and ensuring that the project design complies with MSBA requirements. MSBA staff will continue to review the submission and provide formal detailed comments, which may result in further District action.

We look forward to receiving the additional information as outlined in this preliminary review.

If you have any questions or comments, please do not hesitate to contact me or Katie Cronin.

Sincerely,

Jenn

Jennifer Flynn

Program Manager

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