



MEMORANDUM

TO: Robert Armstrong, AIA
FROM: Thomas Keane, AIA
RE: Effingham County Central School Renovation – Change Order #10
DATE: April 22, 2026
CC: Chace Holloway, PE

CHANGE ORDER #10 TIMELINE

- August 22, 2025 – Add Services Fee Proposal for additional site design sent to County.
- September 30, 2025 – County approves Add Services Fee Proposal.
- October 7, 2025 – Akins notifies team that we will face delays soon if Submittal #2 is not approved. HGB cautions on October 16 that the precast storm boxes will need to change per the Add Services redesign.
- October 30, 2025 – HGB survey work is completed.
- November 12, 2025 – County, Akins, and design team hold a meeting to discuss additional site design items, including new water service requirements, relocating the generator, and addressing main parking lot drainage. County to provide information on existing 2” copper water line and existing well/pump.
- December 4, 2025 – HGB sends latest civil plans to team, with understanding that water line addition would require a new Add Service and awaiting County’s decision on acquiring land to east of site to accommodate driveway.
- January 9, 2026 – Add Services Fee Proposal for additional site design sent to County.
- January 16, 2026 – Chace reminds County that he needs them to send the well pump and tank size info.
- January 16, 2026 – HGB sends county a revised Add Services Fee Proposal for additional site designs, with survey fee removed.
- February 2, 2026 – Chace receives well pump and tank size information from County.
- February 13, 2026 – County approves Add Services Fee Proposal.
- February 24, 2026 – HGB sends team the latest 99% complete civil plans, noting that off-site drainage needs to be verified to lower certain storm lines.
- March 27, 2026 – Akins sends Change Order Proposal #10.