



Welcome to our team! We are looking forward to a mutually beneficial and successful project. Please utilize the following information to assist you for this project and future AMG & Associates projects:

Project: FY18 Ground Transport Equipment Facility

Description: Construct a Ground Transport Equipment Building Complex of approximately 35,000 square feet. Project includes a vehicle maintenance shop, organizational storage building, organizational vehicle parking, vehicle wash platform, vehicle loading dock, petroleum, oils and lubricants storage, and other hazardous waste/material storage. The vehicle maintenance facility will include mechanical and electrical rooms, telecommunications, HVAC, fire detection and sprinkler suppression systems, building information systems, intrusion detection system installation, integrated energy, monitoring and control system connected to the base monitoring systems, and the installation of fire alarm systems. Supporting facilities will include connection to all utilities, lighting, paving, parking areas, sidewalks, curbs and gutters, rainwater harvesting systems and signage. Heating and air conditioning will be provided by self-contained systems.

Location: Ft. Huachuca, Arizona

Job site Mailing Address: AMG Construction Trailer
Ft. Huachuca, Arizona

Job Site Staff:	Cell Phone	Office Phone
Principal in Charge , Albert M. Giacomazzi albert@amgassociatesinc.com	661-435-5161	661-251-7401
Project Manager , Jonathan Oliveira joliveira@amgassociatesinc.com	661-673-6697	661-251-7401
Project Superintendent , Santiago Nunez snunez@amgassociatesinc.com	661-651-9941	661-251-7401
QC Manager , Sean O'Sullivan sosullivan@amgassociatesinc.com	615-809-5756	661-251-7401
SSHO , Victor Moreno vmoreno@amgassociatesinc.com	520-471-9314	661-251-7401
Submittal Clerk , John Albright jalbright@amgassociatesinc.com	661-425-2102	661-251-7401



Home Office Staff: (Phone: 661-251-7401 / Fax 661-251-7405)

Accounts Payable:	email: ap@amgassociatesinc.com
Certified Payrolls: Diana Fisher	ext. 111, email: cpr@amgassociatesinc.com
Purchasing: Megan Delia	ext. 116, email: purchasing@amgassociatesinc.com
Contracts: Bari Heiden	ext. 117, email: bheiden@amgassociatesinc.com
Insurance:	email: insurance@amgassociatesinc.com
Estimating: David Silva	ext. 109, email: estimating@amgassociatesinc.com

Below is a list of several key requirements that are very important to our mutual success:

1. Please immediately begin compiling your submittals as outlined in the contract documents. Some of our projects process submittals electronically. Please coordinate with our Project Manager for the preferred method on this project.
2. Coordinate the required samples with our Project Manager.
3. Send all submittals electronically to the QC Manager.
4. Certificates of Insurance: The insurance requirements have been identified in the subcontract agreement. An important item is to list **AMG & Associates, Inc., U.S. Army Corps of Engineers, and their respective officers, directors, shareholders, employees, agents and representatives** as additional insured with the proper endorsements.
5. Please sign and return your subcontract agreement or purchase order via **DocuSign** within 5 working days of receipt.
6. Please coordinate your Schedule of Values submittals with the **Project Manager**.
7. Subcontractor billings need to be submitted and reviewed with the **Project Manager and Superintendent** on or prior to the 20th of each month. Once your percentages have been approved by the owner, you will be notified with all required documents and releases that need to be submitted to our A/P Department.
8. The CPM schedule is or will be posted on our web site under the specific project tab. Each subcontractor is responsible for being familiar with their work activities, durations, and the overall project schedule. Please notify the Superintendent and Project Manager of any scheduling concerns that you may have regarding your scope of work.
9. For all public works projects, there are very important facts that your firm must comply with during the duration of this project:



- a. **Prevailing wages:** For federal projects, your firm is required to comply with the State of Arizona prevailing wages as established by the Davis-Bacon Act. The web site link will provide you the wage rates affecting your scope of work. DLSR web site, www.wdol.gov.
- b. **Certified Payrolls:** Each subcontractor is required to provide certified payrolls for each week of work performed on our projects. You will not be paid if the certified payrolls are not current. All certified payrolls are to be sent to the Certified Payroll Department. They will be closely monitoring your wage rates for compliance with Davis Bacon Act. It is your responsibility to pay the appropriate wage rates.
- c. **Labor Compliance Packet:** required forms can be downloaded from our website <https://www.amgassociatesinc.com/projects/fort-huachuca-ground-transportation/>

Our primary goal on all of our projects is to make certain that every subcontractor is successful. Your compliance with all contractual requirements, state and federal regulations is paramount to that success. We are here to support you in that effort, please feel free to contact us for assistance at any time.

Sincerely,

Albert Giacomazzi
President