

**MEMORANDUM**

**TO:** Craig City School District

**FROM:** Sean Arcilla, Project Manager – Program Manager, AEA

**DATE:** April 24, 2025

**SUBJECT:** Forced Work Account Labor

The preliminary installation schedule provided by David Murphy is based on a start date upon receiving materials. I will be providing the project management oversight on the construction to ensure the project stays on schedule and can be finished before winter. It is critical that the board approve his hiring quickly so that he may begin ordering parts to mitigate any potential price increases due to shipping and tariffs so the project can remain on budget. Thank you for your time and consideration.