

**Taylor, Lexi N.**

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**To:** Upper Management  
**Subject:** Scope Coordination Matrix\_Review

Dear Upper Management,

As you are aware, I have been completing the scope coordination matrix for the mechanical, electrical and plumbing contracts for the Luhrs Project. The Owner had preselected the subcontractors and I was tasked with identifying and analyzing scope gaps, if any. I understand that it is our intent to build a relationship with this Owner; however, I identified several areas where we are lacking scope coverage across the MEP trades. To maintain a relationship with the Owner, I am recommending that we absorb the additional cost to fill in the scope gaps and communicate my findings with the financial team so we can recoup the costs via contingency. I came to this decision as it was made clear by the Owner that the contracts should be utilized as-is rather than re-negotiated as this is an important client for us. I recommended to the financial team that we carry an additional 325K allowance in contingency for the scope gaps.

Please let me know if any additional information is needed,

Thank you!

**Project Manager**  
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