



THE SPECK
The Construction Specifications Institute

CSI KNOXVILLE CHAPTER MEETING TUESDAY, FEBRUARY 10TH

UT Capital Projects Plan

PRESENTED BY MEGAN CHAFIN AND BENJAMIN LUTTRELL FROM THE UNIVERSITY OF TENNESSEE SYSTEM, WILL BE SPEAKING ON THE UT CAPITAL PROJECTS PLAN



CSI Knoxville Chapter Meeting

Tuesday, February 10th
Time: 11:30 AM EST - 1:00 PM (EST)
NFPA 72: MAJOR CHANGES FOR LIFE SAFETY
DR. RODGER REISWIG, JOHNSON CONTROLS
1 AIA LU/ HSW
RSVP: Lunch Provided

**AIA
1 LU
HSW**

[Click here to make Reservation](#)



The Associated General Contractors Of Tennessee
[3306 Ragsdale Ave NW, Knoxville, TN 37909](#)

No Chapter Lunch meeting this month. CSI Knoxville Chapter Awards Gala will be MONDAY evening, RSVP required.

ORGANIZED SEPTEMBER 1958 - CHARTERED MAY 1959



**CSI KNOXVILLE IS A
MEMBER OF THE CSI
GULF STATES REGION**

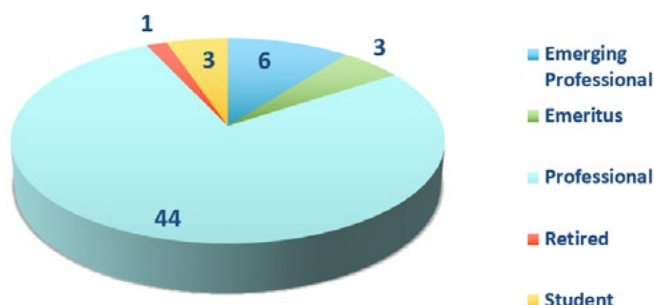
THE SPECK Editor

Stacy Flick Colbaugh - Editor
sfcolbaugh@gmail.com

THE SPECK is published monthly by the Knoxville Chapter of the Construction Specifications Institute. Readers are encouraged to submit articles and images of the construction industry interest for our membership. All submittals should be sent via e-mail in a typical file format, such as .pdf, .docx, or .jpg. Please verify the accuracy of the information such as correct dates, spelling, and grammar. Deadlines are the 21st of each month and the newsletter will go out on the first.



CSI KNOXVILLE MEMBERSHIP



TOTAL MEMBER COUNT = 57

CALENDAR OF EVENTS

FEBRUARY

- 03** **CSI Board Meeting** - Tuesday, February 3rd
Meeting from 12:00 pm - 1:00 pm (EST)
- 10** **CSI Chapter Meeting** - Tuesday, February 10th
Time: 11:30 AM EST - 1:00 PM (EST)
UT Capital Projects Plan, Presented By Megan Chafin and Benjamin Luttrell from the University of Tennessee System, will be speaking on the UT Capital Projects Plan.

RSVP: Lunch Provided [Click to Make Reservation](#)

Location: The Associated General Contractors of Tennessee

MARCH

- 03** **CSI Knoxville East TN Building Product Show:**
Tuesday, March 3rd, 4:00 pm - 7:00 pm, at Jackson Terminal

No CSI Chapter Lunch Meeting for March.
Please join us for the CSI Knoxville East TN Building Product Show

Seminar/Panel Discussion 1AIA LU/HSW Products Show
Free heavy hors d'oeuvres will be served

Location: Jackson Terminal
[213 W. Jackson Ave. Knoxville TN 37902](#)

CSI KNOXVILLE CHAPTER 2026 East Tennessee Building Products Show

March 3rd

Panel Discussion 2:30-4:00
Teambuilding | The Next Generation of Leaders in Design and Construction

Products Show 4:00-7:00
- Over 40 manufacturers and exhibitors!
- Free Heavy Hors D'oeuvres will be served

Jackson Terminal

213 W. Jackson Ave. Knoxville, TN 37902



THE PRESIDENT'S MESSAGE

CSI KNOXVILLE CHAPTER FEBRUARY!

D

Please join CSI Knoxville Chapter for our presentation at the February Chapter Meeting on Tuesday, February 10th. UT Capital Projects Plan, Presented By Megan Chafin and Benjamin Luttrell from the University of Tennessee System, will be speaking on the UT Capital Projects Plan.

The meeting will be held at the AGC office on Ragsdale Ave. Lunch is served at 11:30 AM. Program presented at noon. AIA/CES credit available. \$20 per person. 1 AIA/CES LU HSW

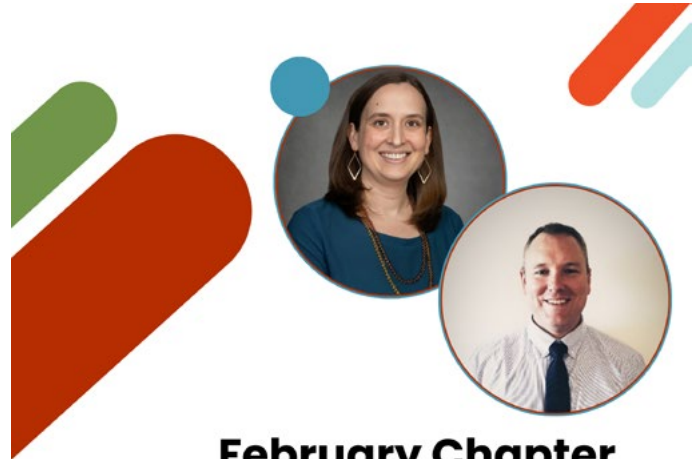


Next month, Megan Chafin, from The University of Tennessee System, will present UT Capital Projects Plan at the AGC.

Save the date for Tuesday, March 3rd for CSI Knoxville's East Tennessee Building Products Show at Jackson Terminal.

R. Aaron Miller AIA, CSI | Principal
amiller@mhminc.com
865 357-5646 direct
865 621-8959 mobile

CSI PRESENTATION



February Chapter Meeting

UT Capital Projects Plan

Megan Chafin and Benjamin Luttrell
from The University of Tennessee System

TUESDAY
February 10th



TIME
12:00pm



LOCATION
3306 Ragsdale Ave NW,
Knoxville, TN 37909



We're hiring!

BarberMcMurry is looking for experienced Project Architects and Project Managers who are seeking new, exciting opportunities in healthcare, higher education, multifamily residential, and commercial architecture.

Apply at bma1915.com/contact

East Tennessee Building Products Show

March 3rd

Panel Discussion

2:30-4:00

Teambuilding | The Next Generation of Leaders
in Design and Construction

Products Show

4:00-7:00

- Over 40 manufacturers and exhibitors!
- Free Heavy Hors D'oeuvres will be served

Jackson Terminal

213 W. Jackson Ave. Knoxville, TN 37902



PRESENTATION SUMMARY

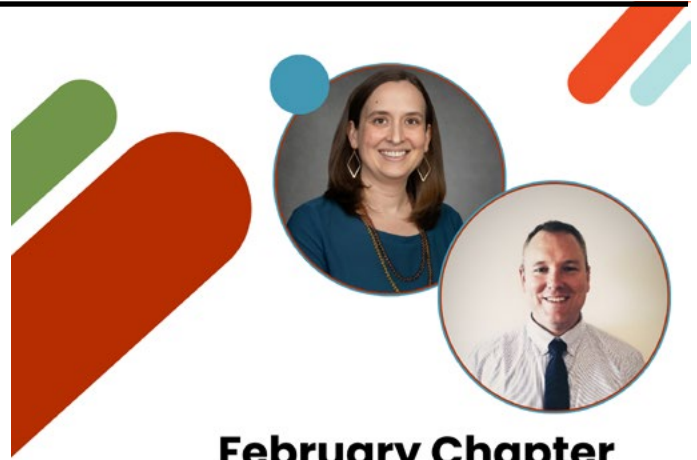
UT CAPITAL PROJECTS PLAN

CSI Knoxville Chapter February Meeting - UT Capital Projects

Save the date for next month's chapter meeting! Megan Chafin and Benjamin Luttrell from the University of Tennessee System, will be speaking on the UT Capital Projects Plan. CSI Knoxville Chapter will meet at the AGC. Lunch is served at 11:45 and the Program begins at noon. \$20 per person. Reservations are encouraged in order to get a head count for meals. First time guests and students can attend this Program Free of Charge. To register as a first-time guest or student, follow the link above and enter the code: XIzWGKcV.
Reserve your spot today by using the link below to register!

RSVP: Lunch Provided [Click to Make Reservation](#)

Location: The Associated General Contractors of Tennessee
[3306 Ragsdale Ave NW, Knoxville, TN 37909](#)



February Chapter Meeting

UT Capital Projects Plan

Megan Chafin and Benjamin Luttrell
from The University of Tennessee System



TUESDAY
February 10th

TIME
12:00pm

LOCATION
3306 Ragsdale Ave NW,
Knoxville, TN 37909



2025 Agenda ▾

Sponsorships ▾

CSI Home

2026 CSI National Conference

Gain new skills and grow your network. Join more than 400 of your peers as we discover the trends shaping our industry and share strategies for helping you navigate the changes ahead.

October 7-9 | Phoenix, AZ





Course Name:

INSIDE THE UNIVERSITY OF TENNESSEE DEPARTMENT OF CAPITAL PROJECTS

Capital Project Delivery in a Public University System: Processes, Procurement, and Professional Practice

Course Date: **Tuesday, February 10, 2026, at Noon**

Course Number: CSIK-009

Provider Name: Benjamin Luttrell, AIA & Megan Chafin, AIA, LEED AP, WELL AP, CDT

Provider Number: S000

Continuing Education: 1.0 LU

INSTRUCTOR BIO

BENJAMIN LUTTRELL, AIA

Senior Director of Design and Construction

The University of Tennessee Department of Capital Projects

Benjamin Luttrell serves as Senior Director of Design and Construction for the University of Tennessee Department of Capital Projects. In this role, he provides leadership and oversight for the planning, design, and construction of capital projects across the UT System. His experience includes managing complex institutional projects and coordinating with multiple stakeholders to deliver high-quality facilities that support the University's academic, research, and public service missions.

MEGAN CHAFIN, AIA, LEED AP, WELL AP, CDT

Architect | Project Manager

The University of Tennessee Department of Capital Projects

Megan Chafin is a licensed architect and has served as a Project Manager with the University of Tennessee Department of Capital Projects for over 2½ years. She brings more than 15 years of prior experience in the private sector, where she has worked on a wide range of project types as both a Project Manager and BIM Manager.

Megan serves on the East Tennessee Community Design Center Board and the AIA Tennessee Board, where she is the Engagement Committee Chair. She is also a Past President of AIA East Tennessee. Originally from Indiana, Megan earned a Bachelor of Science in Architecture with a Minor in Mathematics from Washington University in St. Louis and a Master of Architecture from the University of Tennessee.

ABOUT THIS COURSE

Public universities manage complex capital programs that require coordination among multiple stakeholders, adherence to state procurement regulations, and oversight across all phases of project delivery. Understanding how these systems operate is critical for architects and allied professionals seeking to work effectively with public owners.

Using the University of Tennessee System as a case study, this course provides an overview of how a large public university plans, procures, designs, and delivers capital projects. The presentation examines the role of a centralized capital projects office, its interaction with individual campuses, and its responsibilities throughout the project life cycle - from project initiation and approval through design, procurement, construction, and closeout.

Participants will gain insight into common public-sector procurement methods, consultant selection processes, funding considerations, and project governance structures. While the University of Tennessee serves as the primary example, the concepts discussed are broadly applicable to working with public universities and other state-affiliated owners nationwide.

The University of Tennessee System serves nearly 65,000 students across five campuses and two statewide institutes, with a presence in all 95 counties in Tennessee. The UT System encompasses more than 30 million square feet of facilities and over 1,000 buildings statewide. Currently, the University is managing more than 250 active capital projects, representing over \$2.5 billion in design and construction. This course provides an overview of the University of Tennessee Department of Capital Projects, with a focus on the Office of Design and Construction and its role in delivering capital facilities across the state.

LEARNING OBJECTIVES

Upon completion of this course, participants will be able to:

1. **Describe Common Characteristics** of capital project governance within public university systems, including approval authorities, reporting structures, and regulatory constraints.
2. **Explain the Role of a Centralized Capital Projects Department** and how it coordinates with system offices, individual campuses, and external design professionals.
3. **Identify Typical Categories of Capital Projects**, funding sources, and procurement methods used by public university owners, and how these factors influence project delivery.
4. **Outline the Phases of a Public University Capital Project Life Cycle** - from project initiation through design, construction, and closeout - and recognize key decision points that impact architects and consultants.

LOCATION

CSI Knoxville meet at the AGC Building at 3306 Ragsdale Ave NW, Knoxville, TN, 37909. Lunch is served at 11:45 and the Program begins at noon. Reservations are encouraged in order to get a head count for meals. First time guests to our chapter can attend this Program Free of Charge.

To register as a first-time guest, follow the link below and enter the code: **XIzWgKcV**

https://csiknoxville.org/meal_reservations

We hope to see you soon, at CSI Knoxville!

CSI TECHNICAL

Specs 101-1: Let's Talk About Specs, Baby! Part 1: General Anatomy of a Spec

Kathryn E. Fuller Richardson
RA (TN & WA), AIA, NCARB,
CSI CDT, CCCA
Associate | Architecture



This multi-part series will dissect and explain the project manual, making specifications less intimidating for emerging and seasoned professionals in the building industry.

Divisions:

A project manual is separated into divisions, sections, and parts. [See the MasterFormat Divisions and Titles graphic.] Division 00 – Procurement and Contracting Requirements are used during the bidding process for procurement of the project. Division 01 – General Requirements typically contains administrative sections to be referenced by the Contractor after the contract for construction has been signed between the Owner and General Contractor. Building construction designers, including architecture, structural engineering, mechanical, plumbing, electrical, and civil engineering, typically use Divisions 03 through 33.

These “technical” divisions are organized in roughly the same order as one would construct a building - beginning with demolition of existing structures in Division 02, and ending with landscaping and site improvements in Divisions 31-33.

Sections:

Divisions contain individual specification sections. For example, Section 04 20 00 – Unit Masonry is located within Division 04 – Masonry. [See Divisions, Sections, Parts graphic.] The first set of section numbers indicates the division where it belongs. The second and third sets of numbers further separate sections from each other – still roughly following the order of construction.

Parts:

Specification sections are divided into three parts:
Part 1 – General: Contains administrative items, such as testing standards, warranties, submittals, and shop drawings requested for products specified in the present section; as well as references to other specification sections related to the work in this section.



PROCUREMENT & CONTRACTING REQUIREMENTS GROUP

Division 00 – Procurement and Contracting Requirements

SPECIFICATIONS GROUP

GENERAL REQUIREMENTS SUBGROUP

Division 01 – General Requirements

FACILITY CONSTRUCTION SUBGROUP

Division 02 – Existing Conditions

Division 03 – Concrete

Division 04 – Masonry

Division 05 – Metals

Division 06 – Wood, Plastics, and Composites

Division 07 – Thermal and Moisture Protection

Division 08 – Openings

Division 09 – Finishes

Division 10 – Specialties

Division 11 – Equipment

Division 12 – Furnishings

Division 13 – Special Construction

Division 14 – Conveying Equipment

Divisions 15-19*

FACILITY SERVICES SUBGROUP

Division 20*

Division 21 – Fire Suppression

Division 22 – Plumbing

Division 23 – Heating, Ventilating, and Air-Conditioning (HVAC)

Division 24*

Division 25 – Integrated Automation

Division 26 – Electrical

Division 27 – Communications

Division 28 – Electronic Safety and Security

Division 29*

SITE AND INFRASTRUCTURE SUBGROUP

Division 30*

Division 31 – Earthwork

Division 32 – Exterior Improvements

Division 33 – Utilities

Division 34 – Transportation

Division 35 – Waterway and Marine Construction

Division 36-39*

PROCESS EQUIPMENT SUBGROUP

Division 40 – Process Interconnections

Division 41 – Material Processing and Handling Equipment

Division 42 – Process Heating, Cooling, and Drying Equipment

Division 43 – Process Gas and Liquid Handling, Purification, and Storage Equipment

Division 44 – Pollution and Waste Control Equipment

Division 45 – Industry-Specific Manufacturing Equipment

Division 46 – Water and Wastewater Equipment

Division 47*

Division 48 – Electrical Power Generation

Division 49*

* Divisions reserved for future expansion

csiresources.org/standards/masterformat

© 2020 The Construction Specifications Institute, Inc. (CSI).

Divisions, Sections, Parts

Division 04 – Masonry

Section 04 20 00 – Unit Masonry

PART 1 – GENERAL PART 2 – PRODUCTS PART 3 – EXECUTION



1.03 (Article) QUALITY ASSURANCE

A. (Paragraph) Qualifications of workers:

1. (Subparagraph) For the actual cutting and placing of concrete masonry units, use only skilled journeyman masons who are thoroughly experienced with the materials and methods specified and thoroughly familiar with the design requirements.

Part 2 – Products: Products and/or performance, and testing data the products must meet, are located in this part of a spec section. Items in Part 2 include manufacturers and model numbers of products; and finish/color selections. If products are not called out by name, the components of the assembly may be listed and described, instead.

Part 3 – Execution: Preparation for installment of the products specified in this section, as well as inspection of the substrate, are included in this part. Generally, if the contractor or sub-contractor begins to install the product, this constitutes acceptance of the substrate and ambient conditions necessary for successful installation. This part also covers some general installation instructions, cleanup after installation, and protection of the installed work.

Next time, I will cover What Goes Where: Drawings and Specifications Coordination.



HINDSIGHT

PHOTOS FROM
CSI CHAPTER MEETING ON JANUARY 6TH



General Contractors Wanted



Before



After



The City of Knoxville Housing and Neighborhood Development Department seeks licensed general contractors to perform work for participants of City housing programs for low-to moderate-income residents.

Program needs include:

- New home construction
- Single-family renovations
- Exterior and interior renovations

To qualify, contractors must have:

- Home Improvement License or Contractor's License
- Credit Review
- Proof of insurance, including worker's compensation
- References
- Meet Housing & Neighborhood Development contractor criteria

Interested?

Contact Charles Sherrod

Csherrod@knoxvilletn.gov or call 865-215-2610

Housing and Neighborhood Development Department,
City of Knoxville



CSI GULF STATES REGION LEADERS – 2024-2025

Region Officers:

President Michael Zielinski, CSI
2100 Dalkeith Drive
Germantown, TN 38139
maz.ecc@comcast.net
901-652-5612

Vice President Mr. Gary Bergeron,
BS, FCSI, ASHRAE, ASPE
201 Sherlake Ln Ste 101
Knoxville, TN 37922-2376
gary@kelso-regen.com
865-588-5348

Treasurer Mr. John Potter Jr., CSI,
Member Emeritus, AIA
807 Huntington Circle
Nashville, TN 37215
csjrpotter@att.net

Secretary Mr. Jeffrey Parnell, CSI,
CDT, AIA
Goodwyn Mills Cawood
117 Jefferson St N
Huntsville, AL 35801
jeffrey.parnell@gmcnetwork.com
256-539-3431

Immediate Past President Randall
Lewis, CSI, AIA
J H & H Architects, PA
1047 N Flowood Dr
Flowood, MS 39232-9533
rlewis@jhharchitects.com
601-948-4601

Awards Chair Mr. Billy Mathis, FCSI,
CDT
Taggart Architects
600 Main Street
Suite 300
North Little Rock, AR 72114
bjmathis@taggarch.com
501-758-7443

Electronic Communications Chair
Randall Lewis, CSI, AIA
J H & H Architects, PA
1047 N Flowood Dr
Flowood, MS 39232-9533
rlewis@jhharchitects.com
601-948-4601




SAVE THE DATE

CSI CONFERENCE SWINGS BIG, COMES TO KNOXVILLE!

**2026 CSI GULF
STATES
REGIONAL
CONFERENCE**

**JULY 9 - 11,
2026**

**CROWNE PLAZA
HOTEL**

**DOWNTOWN
KNOXVILLE, TN**



CSI®
GSR Conference 2026
Knoxville, TN



CSI KNOXVILLE MEMBERS – FEBRUARY 2026

Suzan Jordan CSI, CCPR®, CDT®
 A. Gordon Heins III CSI
 Douglass Lowrie CSI
 Curtis Rolen CSI
 Samer Shatara CSI
 Paul Pierson CSI, Member Emeritus
 Kathy Proctor FCSI, Member Emeritus, CDT®
 Deborah Brooks CSI
 Jerry Smith CSI
 Patricia Corbitt CSI
 Gary Bergeron FCSI
 James Carten CSI, CDT®
 Susan Davis CSI, CDT®
 Benjamin Brewer CSI, CCCA®, CDT®
 Ken Buschle FCSI, Member Emeritus, CDT®
 R. Aaron Miller CSI
 Peter Tarbell CSI
 Stacy Colbaugh CSI, CDT®
 Juan Rodriguez CSI, CDT®
 Darson Buckner CSI
 Paul Crow CSI
 James Rose CSI
 Kathryn Richardson CSI, CCCA®, CDT®
 Geoffrey Cavalier CSI
 Alisha Gotham CSI
 Joseph Fielden CSI
 Andy Salley CSI, CDT®
 Abigail Allshouse CSI, CDT®

Tyler Goza Pettiford CSI
 Michelle Mokry CSI
 Laurretta Pruitt CSI
 Peter Giddings CSI
 Michael Houle CSI, CDT®
 Katie Goethert CSI
 Michaelanne Collins CSI, CDT®
 Chuck Whited CSI
 Dipakkumar Patel CSI
 Jacqueline Randolph CSI, CDT®
 Karina Kane CSI
 Brien Montecinos CSI
 Andy Eisner CSI
 Leah Greenwood CSI
 Joshua Hankins CSI
 Holly Parish CSI
 Duane Grieve, FAIA CSI
 Vivian Betancourt CSI
 Darren Higgins CSI
 Rachel Carlson CSI
 Angela Smith CSI
 Ben Hoffman CSI
 Lorena Martin CSI
 Allen Quinlan CSI
 Jeanne Curtis CSI
 Joshua Williams CSI
 Vincent Vandenbroeck CSI
 Christopher Vlcek CSI
 Aaron Waldrup CSI

MEMBERSHIP ENROLLMENT FORM
 Personal Information

First Name: _____ Middle Initial: _____ Last Name: _____

Nickname: _____

Title: _____

Firm Name: _____

Website: _____

Primary Address: _____

City / State / Zip: _____

Primary Phone: _____

Primary Email: _____

Date of Birth: _____

(Please include the address on the back and enter the corresponding number(s) that best describe the following.)

Occupation Code: _____ Firm Type Code: _____

Membership Dues and Chapter Designation

Membership Dues (See types of membership above) \$ _____

Home Chapter (See member list) _____ Included

Membership Certificate (Optional) \$15.00

Total (All funds until) \$ _____

Signature* _____ (Required to validate your enrollment form) (Optional to CSI please specify "Member Dues" and if renewing membership include member ID or name last)

Visa ☐ Mastercard ☐ AMEX ☐ Check ☐

Card # _____ CVV Code _____ Exp. Date _____

Signature* _____ (Required to validate your credit card authorization. If using a credit card, please do not email form for security purposes.)

CSI Membership
 CSI Membership is good for one year, with your membership starting the day that your payment is received and processed.

CSI

The Enrollment Form is valid until Jan. 1, 2025 through Jan. 31, 2025. Please print and mail to: CSI, 10000 Old Columbia Road, Suite 100, Annapolis Junction, MD 20701. CSI memberships are non-refundable and non-transferable.



Membership has its benefits

Your CSI member benefits include generous discounts on CSI standards and formats such as MasterFormat® Groups Subgroups And Divisions, as well as discounts on numerous resources to assist you in the preparation of specifications, as well as other construction documents.

Not a CSI Member? Join Today!

www.csiknoxville.org



2025-2026 CSI KNOXVILLE CHAPTER LEADERS

OFFICERS

President	Aaron Miller	amiller@mhminc.com	(865) 621-8959
President Elect	Tyler G. Pettiford	tpettiford@dia-arch.com	(865) 410-7431
Secretary	Geoffrey Cavalier	cavaliergeoffrey@gmail.com	(615) 964-1260
Treasurer	Suzan Jordan	suzanwjordan@icloud.com	(865) 389-9476
Past President	Brent Williams	brent@archteva.com	(865) 924-9757
Lord of the Privy Council	Gary Bergeron	gary@kelso-regen.com	(865) 748-6304

DIRECTORS

2025-2027

Peter Giddings	pgiddings@lewisgroup.net	(865) 409-2898
Joshua Hankins	joshua@smartroofsolutions.com	(865) 256-4011
Lauretta Pruitt	ljapruitt@gmail.com	(865) 755-2540

2024-2026

Lexi Anderson	alexandriaa@mbicompanies.com	(865) 803-2411
Michael Houle	mhoule@tac-45.com	(865) 323-4309
Susan Davis	susanscotttdavis@gmail.com	(865) 271-7998

COMMITTEES

Member Services

Membership Committee	Samer Shatara	sshatara@denark.com	(865) 388-3661
House Committee	Joshua Hankins	joshua@smartroofsolutions.com	(865) 256-4011
	Stacy Colbaugh	stacyc@mbicompanies.com	(865) 599-3956
	Peter Giddings	peterzgiddings@gmail.com	(865) 409-2898
	Suzan Jordan	suzanwjordan@icloud.com	(865) 389-9476
Fun Committee	Lauretta Pruitt	ljapruitt@gmail.com	(865) 755-2540

Education

Education / Programs	Tyler G. Pettiford	tpettiford@dia-arch.com	(865) 410-7431
Academic Affairs	Lexi Anderson	alexandriaa@mbicompanies.com	(865) 803-2411

Student Chapter

President	Karina Kane	ekane7@vols.utk.edu
Faculty Advisor	Vacant	

Recognition

Technical	Gary Bergeron	gary@kelso-regen.com	(865) 748-6304
Certification	Lexi Anderson	alexandriaa@mbicompanies.com	(865) 803-2411
Awards	Susan Davis	susanscotttdavis@gmail.com	(865) 271-7998

Communication

Publication	Stacy Colbaugh	stacyc@mbicompanies.com	(865) 599-3956
Website	Kathy Proctor	ksp53@me.com	(865) 599-7783
Social Media	Katie Goethert	katie@oysk3architects.com	(865) 523-8200 ext. 8111

Fundraising

Product Show	Josh Brock	joshua.brock@generalshale.com	(865) 388-1833
Golf Tournament	Wes Crow	wcrow@johnsongalyon.com	(865) 770-0727

Chapter Administration

Planning / Historian	Kathy Proctor	ksp53@me.com	(865) 599-7783
Bylaws & Op Guide	Geoffrey Cavalier	cavaliergeoffrey@gmail.com	(615) 964-1260