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MANDATORY PRE-PROPOSAL MEETING
AGENDA

MEETING DATE: 05/01/2019

GROSS ANATOMY LAB IMPROVEMENTS

PACE PROJECT #: 19053
RFP #: EVMS GROSSLAB19-101

1. Introduction of project: Gross Anatomy Lab Improvements, Lewis Hall, EVMS
2. Attendee sign in sheet: (A Company Representative Must sign-in to respond to RFP)
3. Introduction of EVMS & A/E Representatives
 - Brian Wall, PACE Collaborative, Project A/E
 - Douglas Martin, EVMS Executive Director of Facilities
 - Steven Lee, EVMS Executive Director of Materials Management
 - Vernon Payne, EVMS Assistant Director of Facilities
 - Mike Wass, EVMS Maintenance Manager
 - Michele Jean, EVMS Contract Specialist
4. RFP Requirements and Evaluation: EVMS
5. AIA A-101 and A-201 contract documents will be provided by Owner via addendum
6. **RFP Questions** submitted in writing, (email) to Brian Wall at PACE **no later than 05/06/2019**
7. Amendments - A minimum of one will be issued with this sign-in sheet. Acknowledge Amendments with your RFP submission.
8. **RFP Due Date: May 10, 2019 at 2:00 PM EST**
9. Project construction schedule: **Must be substantially complete by 08/29/2019**
10. Project Technical Requirements – Overview: PACE Collaborative
11. Project Site Visit & Walkthrough