



NON-MANDATORY PRE-PROPOSAL MEETING

AGENDA

“RFQ & PROPOSALS

ARCHITECTURAL DESIGN SERVICES FOR FORTY OAKS NATURE PRESERVE FARMHOUSE”

DATE: July 16th, 2021

TIME: 10:00 AM

LOCATION: Clarkston City Annex; 1055 Rowland Street; Clarkston, GA 30021

CITY ATTENDEES: Robin Gomez; City Manager

Larry Kaiser, P.E.; Collaborative Infrastructure Services, Inc.

Acknowledge Historic Preservation Committee Members

- I. Welcome and Project Introduction – City Manager Gomez
- II. Attendee Self Introductions
- III. Sign-In Sheet
 - Sign attendance form
 - Sign-in sheet to be posted on city web site
- IV. Project Background
- V. Purpose of the Meeting
- VI. Request for Qualifications Document
 - Discussion of RFQ contents
 - (a) Process for selection of short-list firms
 - (b) Only short-list firms will receive invitation to submit work scope and pricing (pricing in separate envelope)
 - (c) Schedule for RFQ and Short-list firm proposals and NTP issuance to highest ranked team
 - (d) Be sure to follow instructions on what to include in the RFQ submittal
 - (e) Environmental Reports on city web site; Asbestos Sampling and Limited Lead Based Paint Survey
 - (f) Topographic Survey Exhibit within immediate area of work scope – city web site
- VII. Discuss Addendum Process/Procedures
 - “Response to questions” and/or addendum, if applicable, to be posted on city web site
 - All questions **MUST** be in writing and can be sent either via email; including any questions from pre-proposal meeting
 - All questions must be sent to Larry Kaiser; kaiser@co-infra-services.com
- VIII. Addendum #1 to be issued – Age Verification of Farmhouse
- IX. Questions from Attendees
- X. Concluding Remarks
- XI. Site Walk