



City of Richmond Procurement Services Informational Meeting Minutes

DATE: March 13, 2015
TO: All Potential Proposers
FROM: Oscar Knott
Department of Procurement Services
SUBJECT: Informational Meeting, RFQ J15-022515 – Byrd Park Reservoir Cover Replacement – Design/Build Project

1. A non-mandatory informational meeting was held on March 9, 2015. Individuals in attendance are attached.
2. Administrative.
 - a. The qualification receipt date is March 25, 2015 at 3:30 p.m.
 - b. Questions must be addressed to Oscar Knott via email at joseph.knott@richmondgov.com. The cut off date for receipt of questions is March 15, 2015 at 5:00 p.m. Technical questions will be answered in writing by formal addendum.
 - c. Qualification Statements and Submittals shall be submitted in accordance with Section 3.0 of the Request for Qualifications.
 - d. Experience will be evaluated in accordance with the Evaluation Criteria published in Section 4.2.2 of the Request for Qualifications.
 - e. The MBE/ESB Participation Goal assigned to this project is 15%.
 - f. A site visit was conducted after the meeting.
3. These minutes are a synopsis of the entire meeting. Any discrepancies must be submitted to the author within five days of receipt. Nothing contained herein is intended to change the meaning of the solicitation documents unless, and until, specifically amended by a formal, written addendum.

END OF MINUTES

**Project Information Meeting
Byrd Park Reservoir Cover Replacement – Design/Build Project
RFQ J15-022515
March 9, 2015**

SIGN IN SHEET

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