**State of Connecticut**

**Department of Administrative Services - Construction Services**

**Office of Legal Affairs, Policy, and Procurement (OLAPP)**

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| **Site Walk-Through Meeting for Shortlisted Firms:** | [ ]  **Agenda** | [ ]  **Minutes** |
| **Attendance Log:** | See **Form 1145 – Project Meeting Attendance Log** |

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| **DAS/CS Contract No.:** | **Insert** |
| **Project Title:** | **Insert** |
| **Project Location:** | **Insert** |
| **DAS/CS Project Manager:** | **Insert** | **Email:** | **Insert** |
| **Client Agency:** | **Insert** |
| **Client Agency Representative:** | **Insert** |
| **Project Delivery Method:** | [ ]  Design-Bid-Build | [ ]  CMR | [ ]  Design-Build |

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| **Meeting Objective**: | **Site Walk-Through for Shortlisted Firms** |
| **Meeting Date:** | **Insert** | **Meeting Time:** | **Insert** |
| **Meeting Location:** | **Insert** |
| **Parking Location:** | **Insert** |
| **Map of Meeting / Parking Areas:** | See below: |
| [insert map illustrating the meeting area / parking area / etc.; DELETE THIS NOTE] |

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| **AGENDA TOPICS** |
| **1.0** | **General Statement and Sign-In:** Welcome to this Site Walk-Through Meeting: * Please remember to register by signing in on the **1145 – Project Meeting Attendance Log**.
* The Site Walk-Through Meeting is the **ONLY** opportunity for Shortlisted Firms to visit the site and meet with the Department of Administrative Services / Construction Services (DAS/CS, or the “Department”, or the “Owner”) and Client Agency.
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| **2.0** | **Introduction Of Participants** |
| **3.0** | **Meeting Purpose*:**** **Purpose:** The purpose of the meeting is to review existing conditions (in advance of the interview presentations). Refer to the DAS/CS “RFQ Web Advertisement” for additional information.
* **Informal Questions:** In addition, the meeting shall provide an “Informal” forum for the Shortlisted Firms to ask questions on the Project. Therefore, at this meeting, all answers by the DAS/CS and the Agency’s representatives to Shortlisted Firms’ questions are to be considered ***Informal*** and non-binding on the State.
* **Formal Questions:** Should Firms feel the need to ask questions that require a ***Formal*** answer, then they must submit these questions, in writing (email is acceptable), to Randy Daigle at randy.daigle@ct.gov.
* **Addendum:** It shall be at the sole discretion of the Deputy Commissioner to determine whether or not to answer these questions and/or issue an Addendum.
 |
|  | **Questions Due Date:** | **Insert** |
| **4.0** | **Qualified Based Selections (QBS) Information:** |
|  | **QBS Submittal Booklets Due Date:** | **Insert** |
|  | **Shortlisting Notification Date:** | **Insert** |
|  | **Interview Date:**(additional details will be emailed) | **Insert** |
|  | **Post-Interviews:** | Each firm’s interview presentation will be evaluated by the QBS Selection Panel. Following the interviews, DAS/CS will notify the top three most qualified firms to submit a “Consultant Services Fee Proposal.” |
| **5.0** | **Project Scope:****Note to PM:** Insert a **concise** description, as would be described in Exhibit A of the Consultant’s Contract or Task Letter, as applicable, and as set forth in the **Manual**. Examples include:Objective or proposed use of the facility;Physical parameters (number of stories, GSF, NSF, etc.);Site/campus issues;State the manner in which the program **was** or **will be** developed;Special characteristics or needs of the project such as energy, environmental or historic preservation requirements, etc.;Additional or unique project considerations and/or limitations i.e., Client agency groups, schedule milestones, and funding/budgeting, etc. |

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| **AGENDA TOPICS** *(continued)* |
| **6.0** | **Review of Project Budget** |
|  | **Estimated Construction Budget:** | **$ Insert** |
| **7.0** | **Other Items:** * Consultant services provided for this project shall be completed in accordance with the applicable provisions of the subject contract, and the applicable provisions of the **DAS/CS 0400 - Consultants Procedure Manual** (the “Manual”). As stated in the Department contract, the **Manual** is an extension of the standard contract requirements.
* The Manual is available for download from the DAS/CS Library (<https://portal.ct.gov/DASCSLibrary>).
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| **8.0** | [ ]  **See Additional Notes (page 4)**[ ]  **No Additional Notes**  |
| **9.0** | **Meeting Conclusion** |

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| **Very truly yours,** |
|  |  |  |  |  |
| *(DAS/CS Project Manager Name)* |  | *(DAS/CS Project Manager Signature)*  |  | *(Date)* |
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| Copies: | [x]  | Attendees |
|  | [x]  | Team File  |

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| **ADDITIONAL NOTES** |
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