GPTQ Preconstruction Awards Subcommittee - Meeting Minutes

**PURPOSE:** Subcommittee Meeting / Kick-off for 2021 Transportation Summit

**DATE/TIME:** May 7, 2021 / 9:00 AM

**LOCATION:** Conference Call

**ATTENDEES:** Tim Matthews, GDOT Co-Chair; Jennifer Head, ACEC; Emilee Woods, ACEC Co-Chair; James Willmer; Sasha Ugi; Justin Wood; Carlos Azcorra-Valdez; Chris Lowery

**DISCUSSION:**

1. **2021 Transportation Summit – November 16, 2021**
   1. The committee discussed the Schedule of Events and agreed on the below dates. The call for entries email will be sent at the end of this month. Tim will share it internally with GDOT.
   2. Emilee will send calendar invites for the below dates to the committee members.
      1. Call for Entries – 5/28/2021
      2. Nominations Due - 7/30/2021
         1. W*ill assign at least 2 members per category to review and prepare shortlist. Review assignments will be made such that committee members are not reviewing entries from their own firms.*
      3. Select Shortlist – 8/27/2021
      4. Additional Information Due – 9/24/2021
         1. *All members will review, and finalists will be selected during meeting*
      5. Select Finalists – 10/4/2021
   3. Jennifer and Sasha noted that the current online entry form could be improved for functionality and file size capacity. Jennifer will review other options and arrange to update the online form. No other changes to the entry form/application were proposed.
   4. The group reviewed the current award categories. There was no concern with existing categories, and it was decided that no changes would be made for this year.
      1. Each member will independently review the categories and may bring suggestions for changes to be considered for next year. One potential idea was minor and major bridges.
2. **Subcommittee Meeting Schedule**
   1. The group anticipates the below future meetings. A Doodle poll will be submitted to assess availability so that the meetings can be scheduled.
      1. Subcommittee Meeting/Check-in – late May
      2. Distribute Nominations – early August
      3. Review Shortlist – late August
      4. Distribute Additional Information – late September
      5. Select Finalists – early October
3. **Action Items**
   1. Post Call for Entries on 5/28 (Jennifer)
   2. Send internal GDOT email on Call for Entries (Tim)
   3. ~~Send calendar invites for Summit milestone dates (Emilee)~~
   4. Research new online entry form format for this year and send form link to committee members for review (Jennifer)
   5. ~~Send Doodle poll to schedule future meetings (Emilee)~~
   6. Respond to Doodle poll for future meetings (all members)