GPTQ Preconstruction Awards Subcommittee - Meeting Minutes

**PURPOSE:** Subcommittee Meeting

**DATE/TIME:** May 27, 2021 / 11:30 AM

**LOCATION:** Conference Call

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

**DISCUSSION:**

1. **Call for Entries Tomorrow**
   1. ACEC will announce the Call for Entries tomorrow. Tim will send the internal email to GDOT.
   2. Jennifer selected JotForm for the new online form, which can accept zip file drag and drop uploads without file size restrictions.
      1. The link to the new form will be shared with Tim and Emilee. Emilee will send to the subcommittee members for a quick review before the link is published tomorrow.
2. **Preconstruction Awards Schedule Recap**
   1. 7/30 – Nominations Due
   2. 8/27 – Announce Shortlist
   3. 9/24 – Additional Info Due
   4. 10/5 – Select Finalists
   5. 11/16 - Summit
3. **Subcommittee Meeting Schedule**
   1. Distribute Nominations – 8/11 – 10:00 AM
   2. Select Shortlist – 8/27 – 10:00 AM
   3. Distribute Additional Information – 9/28 – 10:00 AM
   4. Select Finalists – 10/5 – 10:00 AM
   5. Calendar invites were sent for all meetings based on Doodle poll availability. If any members have conflicts with these dates later, they can contact Emilee.
4. **Action Items**
   1. Jennifer to send JotForm online entry link to Tim and Emilee.
   2. Emilee to share link with subcommittee members for review.
   3. Tim to send internal Call for Entry email to GDOT tomorrow. ACEC will also publish the official Call for Entries.
   4. After nominations are due, Emilee will collect information and assign reviewers, which will be announced in the meeting on 8/11.