GPTQ Preconstruction Awards Subcommittee - Meeting Minutes

**PURPOSE:** Subcommittee Meeting

**DATE/TIME:** August 11, 2021 / 8:30 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; Sasha Ugi; James Willmer

**CRC UPDATE:**

* 58 entries were received for the GPTQ Preconstruction Awards across 10 categories.
* Subcommittee members are reviewing the entries and will select the shortlisted finalists on 8/27.
* A call will be made to the finalists for additional information at that time. Additional information will be due on 9/24.

**DISCUSSION:**

1. **Distribute Nominations**
   1. Received 58 total entries among the 10 categories.
   2. Reviewers will reference the submitted Nomination Forms, Location Maps, and Other Graphics. These nomination packages were shared via ShareFile among the committee members.
   3. Entries are being reviewed against the Category Descriptions/Criteria and General Criteria posted on the ACEC website.
      1. It was noted that reviewers should notify the co-chairs if some entries could be considered for multiple categories or may be a better fit in a different category. This would ultimately be coordinated with the applicants but should be a consideration during review.
   4. The entries were distributed between the subcommittee members, excluding Mr. Matthews. Each category has a minimum of two reviewers, and those with many entries have three reviewers.
   5. Each reviewer will be prepared to recap entries in their assigned categories and present their shortlist recommendations on 8/27. The committee will aim to shortlist three entries per category.
   6. Mr. Matthews will contact the owners in the entry forms to confirm their support of the nomination.
2. **Awards Schedule Recap**
   1. 8/27 –meet at 10 AM - Select Shortlist and Make Announcement
   2. 9/24 – Additional Info Due
   3. 9/28 – meet at 10 AM – Distribute Additional Info
   4. 10/5 – meet at 10 AM - Select Finalists
   5. 11/16 - Summit
3. **Action Items**
   1. Subcommittee members are to review awards entries and prepare their shortlist recommendations.
   2. Mr. Matthews will contact owners to confirm their support of the nominations.
   3. Subcommittee members will reconvene on 8/27.