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# Pre-Submittal Meeting Agenda

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| Subject: A/E RFP Pre-Submittal Meeting Agenda | Date: |
| Project Name: | Planner/Project Manager: |

Introductions - Pass around sign-in sheet

Review RFP – Document any questions and/or required clarifications

Project Program

Basis Of Design

Design Principles

Other Project Discussion Points

Discuss Building Placement/Site Logistics

Discuss Site Utilities if Known

Discuss Campus Infrastructure

Walk the project site.

Note to firms that follow-up questions are to be submitted by e-mail to the PM. Any answers or clarifications will be in responded to in writing to all parties that have signed in.