

INFORMATIONAL MEETING AGENDA

State Project No. **2021-831**
Project Title: **Lake Washington Institute of Technology On-Call Architect(s)**
Date: **Monday, July 19th, 2021, 1:00 PM - 2:00 PM**
Location: **Remote Meeting**

I. General:

A. Welcome

B. Sign-in reminder, Introductions

- **Please use the Chat to record your Name, Company and Contact Information**
- State of Washington:
Project Manager: Jason Francois
- LWTech
Director, Facilities and Operation: Casey Huebner
ASG, Sheila Walton

C. Selection Schedule

RFQ Release	Monday, July 12th, 2021
Informational Meeting	Monday, July 19th, 2021, at 1:00 PM
Statement of Qualifications (SOQ) Due	Thursday, July 29th, 2021, prior to 2:00 PM
Short-listed firms selected and notified	Thursday August 5th, 2021
Interview Period	Thursday August 12th, 2021 between 1:00 and 4:00 PM
Firm(s) Selected and Announced	Monday August 16th, 2021
Agreement(s) Executed	August 17th to August 20th, 2021

Please read the Request for Qualifications thoroughly for all requirements and expectations

II. Campuses/Potential Scope of Work

- Campus description
- Project types and estimated total construction value

III. Expectations

- Responsiveness without overloading your capacity
- Reasonable, achievable schedules, keeping on budget.

III. Questions and Answers:

Can sub consultants be listed as team members for the purpose of DEI/DBP? Yes, as long as the total page count of the submission is within the RFQ limits and the sub consultants remain available for the on-call duration.

- ***Note that Informational Meeting notes and sign-in sheet will be included in an addendum. Questions asked in the Informational Meeting do not change the RFQ. All changes resulting from questions asked during Informational Meeting will be issued in addendums.***