

AGENDA

GPTQ PRECONSTRUCTION AWARDS COMMITTEE

March 15, 2019

8:00 AM

Conference Call/Arcadis

Invitees: Tim Matthews, Kristen Kasmire, Jay Simone, Ed Culican, Jennifer Head, Lisa Exley

Introductions

Administrative

- Meeting frequency and location: [next meeting April 12 at 8:00 AM, location will be determined about 1 week ahead](#)

How the Committee functions

- First round of selections divided by category with 2 committee members per category
- Finalists are reviewed by all members and selected unanimously
- Tim's role: checking references after finalists are selected and issuing the letter to finalists
- [Made changes for greater efficiency, notes are accurate, communicate to committee what we do and timeline](#)

What needs to be done

- [Schedule of events](#) (working back from Summit date)
 - [Send schedule to committee for review](#)
- Review and confirm [categories](#)
 - [All members to review current categories \(KAK to send link\) and provide feedback at next meeting](#)
 - Request to add ROW category
 - [Jody Braswell: ROW not usually mentioned in projects awards, NW Corridor had difficult ROW but not acknowledged, include in project win](#)
 - [Tim: similar request from planning last year, good idea to explore, ask ROW committee to provide criteria and evaluation criteria](#)
 - [Jody: the ROW committee is working on criteria, but it's challenging](#)

AGENDA

- [Need to have criteria by mid-May to include in call for entries](#)
- Review and update the [email invitation](#) to nominate projects
- Review and update the “Call for Entries” description and judging criteria
- Review and update the letter to finalists

Discussion of submittal process

- Level of owner participation/buy-in
 - [Owner sign-off required](#)
 - [Last year’s process worked well](#)
 - [Maybe an award for owner for grand award](#)
 - [Maybe a certificate for each category for owner](#)
- [Need to make application process as easy as possible](#)

Summary of Action Items

- [Determine location of next meeting \(all\) DUE 04/05/19](#)
- [Send schedule to committee \(KAK\) DUE 03/15/19](#)
- [Send link to categories with descriptions and criteria \(KAK\) DUE 03/15/19](#)
- [Review categories and provide feedback \(all\) DUE 04/12/19](#)
- [Thoughts on owner award \(all\) DUE 05/19](#)