**Project name**

**Date**

**Location of meeting**

1. Attendees
* Owner (State agency or other contracting entity)
* Owner's Representative
* Consultant (Architect or Engineer)
* Subconsultants
* Clerk-of-the-works
* General Contractor
* Superintendent
* Subcontractors
* Other State agencies
* Construction testing company
* Commissioning agent
* Special Inspections agent
* Bureau of Real Estate Management (BREM)
1. General Information on Bid Process
* All attendees to sign attendance sheet
* Requirements for mandatory attendance, if any
* Bid submission time, date and location
* Questions in writing to Consultant; deadline for questions
* Bond requirements
* Access to bidding documents, including Addenda
* Bidders to review all project requirements
1. Specific Information on Project
* Bidders to note all insurance requirements, including Builder’s Risk insurance
* Overall scope of work
* Parking
* Access to facility
* Lay-down areas, location for trailers
* Work hours
* Project schedule
* Roles of the parties
* Tour of the site and facility; other pre-bid possibilities for access
* Closing of the tour; questions and answers in the next Addendum