

**PRE-PROPOSAL MEETING AGENDA (MANDATORY)**  
**RFP #22-007 Construction Manager at Risk (CMAR) Services Park Restroom Building**  
**Meeting Location: Gary Pirkle Park Parking Lot (Austin Garner Side)**  
**PPI Project No. A22-067**  
**April 8, 2022 at 10:00 AM**

**1. INTRODUCTIONS / SIGN-IN**

**2. PROPOSAL INFORMATION/REQUIREMENTS**

- a. Advertisement for proposal (page 1 of 24) for general project information and Proposal due date of April 28, 2022 no later than 10:00 AM.
- b. Section I: General Information (Pages 2-6 of 24) for all information and process identification.
- c. Proposal Submission (Page 7 of 24)
- d. **To be considered as a responsive proposer, all spaces shall be filled out completely. All proposals shall be in sealed envelopes clearly marked with contractor's name and project name and addressed to:**  
SUGAR HILL CITY  
ATTN: Troy Bessech, PE  
City of Sugar Hill  
5039 West Broad Street  
Sugar Hill, GA 30518

**3. PROPOSAL SCHEDULE**

Deadline for Questions: Wednesday, April 20, 2022 at 2:00 p.m.  
Deadlines for Substitutions: Wednesday, April 20, 2022 at 2:00 p.m.  
Proposals Due: Thursday, April 28, 2022 at 10:00 a.m.

**4. REQUESTS FOR INFORMATION**

- a. All questions should be directed to Natalie Pifer ([861np@ppi.us](mailto:861np@ppi.us)) in writing via email prior to the date and time indicated in the proposal schedule above. Contacting any City representatives during proposal period is prohibited. Plans will be sent to all emails listed on the sign in sheet for today's Mandatory Pre-Proposal Meeting. Do not communicate with [752ks@ppi.us](mailto:752ks@ppi.us).
- b. Phone messages or verbal communications are not valid forms of communication. Only written email requests will receive a response.

**5. ISSUANCE OF ADDENDUM**

- a. The last addendum will be issued no later than three business days prior to the proposal due date.
- b. Addendum will be issued to clarify questions that are submitted in writing only. All Contractors will be notified via email and will require a response to confirm receipt.
- c. The Pre-Proposal Conference sign-in sheet will be issued by addendum.

**6. SITE USAGE AND LIMITATIONS**

**7. PARKING AND TRAFFIC**

**8. GENERAL QUESTIONS / SITE WALK**

**END OF PRE-PROPOSAL MEETING AGENDA**

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