

Instructions for Page Turn Meetings

The Department shall schedule a Page Turn Meeting mid-way between submittal of the technical proposals, but prior to the Question & Answer Session. The structure of the Page Turn meeting shall be as follows:

- Strict 30 minute page-turn of the DB firm's Technical Proposal without interruption by TRC.
- Emphasis on the meeting is strictly for the DB firm to guide the TRC through the Technical Proposal, highlighting those points in the Technical Proposal the DB firm wishes to emphasize.
- The DB firm may not provide or share any documentation with the Department, in any form.
- At the end of the 30 minute page-turn, the Department would be allowed 5 minutes to ask questions pertaining to information highlighted by DB firm.
- The Page Turn Meeting is an exempt meeting, and will tape recorded.
- An unmodified aerial or map of the project limits is acceptable for reference during the Page Turn Meeting. The aerial or map may not be left with the Department after the Page Turn Meeting.
- Although the Page Turn Meeting must be planned for in the schedule, the DB firms have the option to forego the Page Turn Meeting.
- Participation in the Page Turn Meeting by the Design-Build Firm shall be limited to five (5) representatives from the DB firm.