

Consultant Marketing Visits- District Information

	Access Available to Project Managers (PMs) and/or Technical Review Committee (TRC) Members**	Time Limits on Marketing Visits	Project Informational Meetings held?	How are Project Informational Meetings publicized?
D1	<p>Development: Our policy is open door. Typically, the Project Manager will schedule the meeting and invite all TRC members. After the final selection, we hold project debriefing meetings</p> <p>Construction Engineering & Inspection (CEI): We allow marketing visits for any firms who request them thru Procurement. We encourage the firms to visit with our 3 major Operations Centers staff to introduce themselves.</p>	<p>Development: 30 minutes for a project information meeting; One hour for staff introduction.</p> <p>CEI: 30 minutes- 1 hour</p>	<p>Development: Consultant Acquisition Plan Meetings held for major reconstruction. Full access provided to all project managers after the meeting.</p> <p>CEI: No</p>	<p>Development: Project Informational Meetings are held. They are noticed on the Public Meeting Notices website, and invitations are sent to all pre-qualified firms in design work groups. Room size provides limitations (no more than 200 attendees). Registration is limited to 3 people per firm. We also conduct a webinar to allow for additional participants.</p> <p>CEI: Consultant Construction Engineer & Inspection (CCEI) meeting held in December. Attendees are not limited. Draft Acquisition Plan for upcoming fiscal year is distributed. The Construction Project Manager from each Operations Center will discuss their projects. Acquisition plan is on district website and is updated monthly.</p>
D2	TRC members meet with a consultant once per project. Goal is to allow consultants equal access to all PMs and TRC members during a project acquisition. District 2 personnel make themselves available to Consultants for information gathering as well as marketing, prior to the advertisement.	30 minutes- 1 hour	N/A	N/A
D3	Full access available. Once selections have been made, project debriefings with TRC members are encouraged.	30 minutes – 1 hour	N/A. We do use Consultant Qualification Presentations	N/A
D4	Our project managers allow and encourage access by prospective consultants any time prior to advertisements. Selection Committee Members also accept all marketing visit requests.	We schedule the meetings for a half-hour.		We typically post notice of projects in November prior to PSU announcement on their web so consultants can start their meetings and make their teaming arrangements early.
D5	<p>Development: Access is available. In District 5, PMs do not serve on the TRC. Also, we have Staff Presentations every other Thursday afternoon that are scheduled by Procurement. Each firm is allowed one per year. The PMs are required to attend.</p>	<p>Development: 30 minutes, 4 times per year. The exception is for de-briefing with the #2 and #3 firms on a specific contract selection. Open access to the TRC members and also to the advisory disciplines for one-on-one meetings (limited to 30 minutes per session). This allows the consultants to meet with the specific disciplines that will advise on these specialty areas.</p>	<p>Development: Two Project Information Meetings held per project. There is no limited number of slots available; we don't turn anyone away. On average we hand out over 60 CDs with project information per project.</p>	<p>Development: Time, Date and place are posted in the Planned Advertisement. Attendees not limited.</p>

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D5	CEI: Full access, however some of our field offices set marketing windows for upcoming contracts.	CEI: 30 min to 1 hr	CEI: N/A	CEI: N/A
D6	Development: District 6 encourages consultants to meet with PMs for one-on-one meetings. Formal consultant presentations are scheduled once a month. CEI: Full access.	Development: Monthly presentations are scheduled for one hour. CEI: No time limit specified	Development: An annual work program meeting is held, as well as various other public meetings to review projects. CEI: N/A	Development: All public meetings are posted on the Public Meeting Notices website and some are advertised in publications (newspapers). Notice also sent through e-mail blasts to firms. CEI: N/A
D7	District 7 PMs, Discipline Heads, or other Department Personnel will be available to meet with Consultants either in groups or individually to discuss projects as schedules allow. CEI: Full access.	Project –specific marketing meetings are set for 30 minutes sessions per individual firm. CEI: 30 minutes on average	Consultant Acquisition Plan Workshops held once a year, as determined by the district CEI: D7 holds a District-wide Consultant Acquisition Workshop to cover this type of information exchange.	Notification of project-specific marketing meetings is provided to consultants through the upcoming planned projects website. CEI: Limit of two per firm are allowed at our annual event at D-7. Event is noticed on the Procurement website.
TP	Development: Full access available CEI: Full access available	Development: Typically 30 minutes. Sometimes meetings scheduled with multiple Technical Review Committee members if schedules do not permit individual meetings. These meetings are often focused on individual projects but can also be used to discuss several upcoming projects. CEI: We schedule a set time on the calendar appointments. We have tried to be flexible if one has been late or runs over their time.	Development: We have implemented a process for the majority of Development projects that allows for coordination between the Consultants and our technical staff, which we have named Technical Panel sessions. These sessions were established to organize our technical staff’s time in meeting with interested Consultants on a select project. These sessions are typically scheduled a week or two before the selected project advertises and allow the Consultant to come in and ask specific questions about the project and the Concept report. CEI: Project Informational Meetings have been held.	Development: The Technical Panel Sessions are noticed when the project is advertised as a planned project. We have included language on our planned advertisements to communicate these sessions with interested Consultants as well as have presented this process at our Turnpike Consultant forum late last year. We have not limited attendees. CEI: Advertise on the Procurement website under Planned Projects & send e-mail notification to all prequalified Consultants.

**** Note: In all cases, access to PMs, TRC, and Selection Committee members is not permitted after the project is posted on Procurement Current Advertisements website.**