

16 APR 1982

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of Evaluation Board Meeting -
10 April 1982

1. On 10 April 1982, an Evaluation Board Meeting was held in Room 2C19 Page Building to develop final plans for the forthcoming Architect & Engineer interviews. The following persons were present:

	, Board Member
	Board Member
	Board Member
	, Board Member
	, General Counsel
	Secretary

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2. The Building Planning Staff, Office of Logistics (BPS/OL) presented updated handbooks to each of the Board Members. The updated books included a revised A&E questionnaire, revised evaluation criteria, scoring and evaluation comments from the initial screening exercise, minutes of previous meetings, and copies of correspondence with A&E firms.

3. Board Members were advised that OL/BPS would pick up the airline tickets but that travel advance was the responsibility of each member.

4. OL/BPS reported that the Office of Security was currently interviewing the selected firms and that their report was due on 16 April 1982.

5. The Board was advised that the interview agenda was as follows:

- a. Remarks by Evaluation Board Chairman
- b. Introduction of firm's key personnel
- c. Firm presentation
- d. Facilities tour
- e. Question and answer session

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6. It was agreed that the Board would meet on 16 April 1982 to initiate the ranking exercise with a final meeting scheduled on 30 April 1982 to formalize the Board's action.



Secretary
A&E Evaluation Board

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