Page Turn Meeting - Additional Guidance

The Contracting Unit representative shall act as facilitator for the Page Turn Meeting. The TRC members and other technical advisors shall be briefed prior to the Page Turn Meeting on the Page Turn Meeting ground rules. TRC members and experts may ask questions during the five minute period following the DB firm’s 30 minute presentation, for purposes of clarifying what the firm stated during the presentation. However, staff attending should hold technical questions for the Q&A meeting. As an example, a DB firm indicates they are proposing a two span bridge where the concept initially was a three span. The Page Turn is not the forum to ask technical questions regarding the bridge such as type of beams, pile size, etc. Those type of technical questions and or concerns if not addressed in the technical proposal are to be handled during the Q&A. Additionally, if the presentation by the firm does raise concerns it is important to include the issue in the questions subsequently submitted to the firms.

In the opening remarks of the Page Turn Meeting, the Contracting Unit representative should advise each DB firm that they need to highlight aspects of the technical proposal they want to be sure the TRC is fully aware of when they score the proposal. It is not necessary for the DB firms to go page by page through the technical proposal.