Reference:			
AECOM Job:	60711358	Date of Mtg	11/06/2026
Project Name:	Northern Virginia, VA	Time of Mtg	10:30AM
Mtg Location:	3935 Prosperity Ave, Fairfax, VA 22031		

Sign in Sheet **Name**	**Company**	**Phone No**	**Email**
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Darnell Curry	Vanhorst	8602893072	
David Young	Weston	2406012483	

Meeting Purpose: Pre-Bid meeting

The following minutes are intended to provide a summary of the Project and receive Bid-related questions. All attendees were informed that minutes would be taken. However, they are to formally submit all questions in writing to the Bid Solicitor.

The Pre-Bid meeting started at 10:40AM
Aecom engineer briefly went over the scope of the project and the walkthrough started after the briefing.

Project walk-around started at 10:42AM. The project scope was briefly discussed as attendees moved through each area of the VMF. This included the VMF workrooms, office rooms, exterior building, and finally the proposed location where EV Charging Stations would be installed.

The Pre-Bid meeting and walk-around ended at 12:30pm.

The following observations are found during the walkthrough:

1. Regular hours are 6:00 AM – 10:00 PM, Monday through Friday, as well as most Sundays.
2. The facility requested replacing the existing vehicle exhaust system with a new system across all bays.
3. Existing ceiling paint is peeling.
4. Per facility requirements, the contractor may take only one side of the workroom (east or west) out of service at a time. All work must be completed in two (2) phases.
5. The facility requested adding two (2) exterior protective bollards in front of the electrical disconnect switch at the northeast corner of the building.
6. Existing Vehicle Lift Information:
    a. Bay 15 – Rotary Lift – Model- SPO10N707 – 10k lift
    b. Bay 18 – Rotary Lift – Model- SPO10N707 – 10k lift
    c. Bay 19 – Rotary Lift – Model- SPOA7 – 7k lift

The following questions were asked by the contractor at the meeting, and the answers are provided below:

1. Can contractor bring storage trailer?
   Response: es. The facility confirmed a storage trailer may be placed on the east side of the building. However, the contractor must coordinate with the facility in advance, as the majority of the east-side parking spaces are owned by the main USPS building and the VMF must obtain prior authorization for trailer parking during the construction period.
2. Should the VMF work be done in phases?
   Response: Yes. All work must be completed in two (2) phases, limited to one side of the workroom per phase.

We believe that these minutes accurately reflect what transpired at this meeting. However, we would appreciate comments involving a different understanding of what occurred. Please send any notification of such, in writing, within 5 days of receipt of this memorandum, or we shall assume that all in attendance concur with the accuracy of this transcription. AECOM will revise and issue a bulletin for construction.
End of Minutes

Minutes prepared by: Teeno Thomas

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