

Selection Committee Meeting Schedule

**Natrona County School District No. 1**

**Selection Committee Meeting Schedule for Selection of A/E Professional & CMAR**

**Natrona County High School**

Task Description - A-E Professional Selection	Date & Times	Meeting Location
Informational Conference	9-29-10 [8 A.M. – 12 A.M.]	930 South Elm Street Casper, Wyoming 82601 Room: Auditorium
Deadline for Receiving and Opening Letters of Interest Architects	11-2-10 [10:00 A.M.]	970 North Glenn Road Casper, Wyoming 82601
Deadline for Receiving and Opening Letters of Interest CMAR	11-2-10 [2:00 P.M.]	970 North Glenn Road Casper, Wyoming 82601
Review of Letters of Interest by Selection Committee - Architects	11-10-10 [8 A.M. – 5 P.M.]	1044 Foster Road Casper, Wyoming 82601
Review of Letters of Interest by Selection Committee – CMAR	11-11-10 [8 A.M. – 5 P.M.]	1044 Foster Road Casper, Wyoming 82601
Check References	11-23-10 [8A.M. – 10 A.M.]	Jefferson Room 970 North Glenn Road Casper, Wyoming 82601
Pre-Proposal Conference	11-30-10 [2P.M. – 4P.M.]	930 South Elm Street Casper, Wyoming 82609
Deadline for Receiving and Opening Proposals from Architects	12-17-10 [10:00 A.M.]	970 North Glenn Road Casper, Wyoming 82601
Deadline for Receiving and Opening Proposals from CMAR	12-17-10 [2:00 P.M.]	970 North Glenn Road Casper, Wyoming 82601
Interviews of Qualified Finalists by Selection Committee Architects	1-3-11 [8 A.M. – 5 P.M.]	Jefferson Room 970 North Glenn Road Casper, Wyoming 82601
Interviews of Qualified Finalists by Selection Committee CMAR <sup>1</sup>	1-4-11 [8 A.M. – 5 P.M.]	East Room 970 North Glenn Road Casper, Wyoming 82601
Action by Selection Committee to rank qualified finalist A/E Professional firms in order of preference.	1-5-11 [8 A.M.–12 P.M.]	East Room 970 North Glenn Road Casper, Wyoming 82601

KEY: The items highlighted in red each committee member must attend.

<sup>1</sup> Schedule date - 9/22/2010