

SECTION 5

PRE-QUALIFICATION MEETING

5.1 MANDATORY PRE-QUALIFICATION MEETING

- A. A **pre-qualification meeting** will be held for potential Offerors at the *Hilton Alexandria Old Town* located at:
- 1767 King Street
Alexandria, Virginia 22314*
- B. The meeting *date and time* is specified on *Page 2* of this RFQ.

5.2 ATTENDANCE

- A. Offerors **must** confirm their attendance by contacting Kristin Vivian at (703) 838-5441 or kvivian@vre.org prior to the *date and time specified on Page 2* of this RFQ.
- B. **NOTE:** If the response is greater than VRE can accommodate, the meeting may potentially be relocated. Therefore, Offerors must monitor the website for this notification.
- C. Attendance at the pre-qualification meeting is **mandatory** and shall be limited to no more than three (3) representatives of each firm.
- D. Attendance at the pre-qualification meeting is a prerequisite to submitting an SOQ. SOQs will only be accepted from those Offerors who are represented at the meeting. The representative's signature on the attendance roster will be evidence of attendance.
- E. No one will be admitted fifteen (15) minutes after the specified time of the pre-qualification meeting.

