






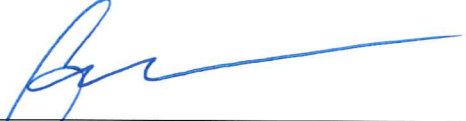

**PRE-PROPOSAL MEETING  
SIGN-IN SHEET**

**DATE :** Tuesday, January 22, 2019  
**TIME:** 10:00 A.M. ET  
**LOCATION:** Town Hall, Lower Level Conference Room #2  
**SOLICITATION:** RFP No. 100511-FY19-28  
**TITLE:** Comprehensive Town Plan Consultant





**NUMBER OF ATTENDEES:** 14

COMPANY NAME, ADDRESS, & TELEPHONE NUMBER (PRINTED)	ATTENDEE NAME, TITLE, & EMAIL ADDRESS (PRINTED)	ATTENDEE'S SIGNATURE
Town of Leesburg 25 W. Market Street Leesburg, VA 20176	Octavia Andrew Chief Procurement Officer <a href="mailto:oandrew@leesburgva.gov">oandrew@leesburgva.gov</a>	
Town of Leesburg 25 W. Market Street Leesburg, VA 20176	Susan Berry Hill Director, Planning & Zoning <a href="mailto:sberryhill@leesburgva.gov">sberryhill@leesburgva.gov</a>	
Town of Leesburg 25 W. Market Street Leesburg, VA 20176	Scott Parker Senior Planning Project Manager <a href="mailto:sparker@leesburgva.gov">sparker@leesburgva.gov</a>	
Town of Leesburg 25 W. Market Street Leesburg, VA 20176	Richard Klusek Senior Planner <a href="mailto:rsklusek@leesburgva.gov">rsklusek@leesburgva.gov</a>	



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Institute for Building Technology and Safety (IBTS) 45207 Research Place, Ashburn, VA 20147 (571) 528-0885	Claire Collins, Development Manager ccollins@ibts.org	
Land Planning + Design Assoc. 703-437-7907 21515 Ridge Top Circle, Sterling VA 20166	Amie Evans, Senior PM amie@lpda.net	
EPR, 962 E. Jefferson St., Charlottesville, VA 22902	Mike Callahan, Project Mgr. m.callahan@epr-pc.com	
Rhodeside & Harwell 501 King Street suite 300 Alexandria VA 22314	Eric Feldman, Senior Associate ericf@rhodeside-harwell.com	
SABRA & Associates 8150 Leesburg Pkwy Suite 630 Vienna, VA 22182 703-942-8990	BRAZAVI@SABRA-ASSOCIATES.COM Behnaz Razavi, Urban Planner	



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AECOM Arlington	KODNAN DAVE	
AECOM 703-682-0893 Arlington, VA	ROBERT HANIFIN	
Michael Baker Alexandria, VA	SACHIN KALBAJIA sachin.kalbaria@mbakerintl.com	
Stantec Arch.	Jess Alexander jess.alexander@stantec.com	



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Pannari	Mark Thomas Assoc mthomas@pannari.com	