## **Boston Planning & Development Agency ("BPDA")**

## Memo

RECEIVED

By City Clerk at 1:28 pm, Oct 04, 2023

**To**: Alex Geourntas, City Clerk

From: Riley Barsamian, Procurement Specialist, BPDA

Date: October 4, 2023

Subject: 12 Channel Street Building Systems Assessment RFQ

The Selection Committee for the above referenced project will meet to discuss an appropriate Designer.

WHERE: 12 Channel Street, suite 901

Boston, MA 02210

WHEN: October 18th, 2023

10:00AM

The meeting is expected to last approximately 1.5 hours.