

## **30%, 60%, 90% Comment Resolution Meeting**

Upon receipt of the redlined plans/comments, the consultant shall review and tabulate the comments in a [comment compliance matrix](#). Once all comments are tabulated, the consultant shall use their engineering judgment to render an initial disposition. Disposition choices are outlined on the sample comment compliance matrix provided. Comments that cannot be easily resolved, require more discussion, or are outside of the scope of work should be earmarked in the matrix for discussion at the upcoming Comment Resolution Meeting.

The Comment Resolution Meeting should be scheduled no more than three (3) weeks from the completion of the City Review Period.

Two (2) days prior to the Comment Resolution Meeting, the consultant shall send the City a copy of the matrix and initial dispositions.

At the Comment Resolution Meeting, the consultant shall meet with the City and go over the earmarked comments, as well as any other comments the Project Manager had concerns with in the initial disposition.