

ARCHITECTURAL SERVICES WANTED

Applications for ARCHITECTURAL Services for the following projects will be accepted until **2:00 p.m., Monday, November 02, 2026.**

(Your attention is called to the 2:00 p.m. deadline -- exceptions **WILL NOT** be made). Applications shall be submitted on the standard LSB - 1 (September 2019 edition) only, with no additional pages attached. Please be sure to use an up-to-date copy of the form. These forms are available at the Office of Facility Planning and Control and on the Selection Board page of the Facility Planning & Control website at <https://www.doa.la.gov/doa/fpc/selection-boards/>. Do not attach any additional pages to this application. **Applications with attachments in addition to the pre-numbered sheets or otherwise not following this format will be discarded.** One fully completed signed copy of each application shall be submitted. The copy may be printed and mailed or printed and delivered or scanned in PDF format and e-mailed. Printed submittals shall not be bound or stapled. E-mailed PDF copies, as well as printed copies, shall be received by Facility Planning & Control within the deadline stated above. The date and time the e-mail is received in the Microsoft Outlook Inbox at Facility Planning & Control shall govern compliance with the deadline for e-mailed applications. Timely delivery by whatever means is strictly the responsibility of the applicant. By e-mailing an application the applicant assumes full responsibility for timely electronic delivery. **DO NOT** submit both printed and e-mail copies. Any application submitted by both means will be discarded.

1. Interior Renovations and HVAC Replacement, United XII Building, Office of State Buildings, Baton Rouge, Louisiana, Project No. 01-107-26E-OFC, F.01004864.

This project consists of interior renovations to the XII United Building, a three-story facility located within the United Plaza Office Park in Baton Rouge, Louisiana. The project will be completed in phases and Phase I will include the complete renovation of the 50,000 s.f. third floor, approximately 2,000 s.f. of the first-floor entrance lobby, and upgrades to the air-handling unit system serving the entire building. A detailed building-wide space study will be required, including individual agency interviews, field verification, and planning. This space study effort will be compensated as an additional service with a fee not-to-exceed \$20,000 (billed hourly). An initial space study with limited data will be provided to the selected Designer, who will be responsible for verifying its accuracy. The Designer will conduct meetings and interviews with multiple agencies on all floors to gather the information necessary to develop interior layouts for each workspace. It is the Designer's responsibility to analyze agency needs and strategically arrange them within the building to improve space utilization, workflow efficiency, productivity, and occupant comfort. In addition to office areas, the project includes renovation of core spaces on each floor, such as elevator lobbies, corridors, break rooms, and restrooms. Typical renovation scope on each floor includes demolition of existing interior partitions, finishes, and associated mechanical and electrical systems, followed by construction of new interior spaces. Work will include all related finishes, mechanical systems, electrical power and lighting, sprinkler modifications, fire alarm upgrades, building controls, and access control adjustments as required. The United XII Building will remain fully operational throughout design and construction. Phasing will be required to minimize disruption to occupants, and the Designer must develop detailed phasing diagrams for inclusion in the program and all bidding documents. Updated Interior Design Standards from the State of Louisiana, Division of Administration, will be provided to the selected Designer for use in developing design options and Construction Documents. Design services for this project will be limited to the Program Completion, Schematic Design, Design Development and Construction Documents Submittal (up to 55%) according to the Louisiana Capital Improvement Projects Procedure Manual for Design and Construction, 2020 Edition. The fee has been adjusted to account for this. At the owner's option the contract may be amended to include additional phases with the corresponding fee adjustment. All design work, including interior finishes, signage, mechanical systems, electrical power and lighting, plumbing, sprinkler systems, fire alarm, building controls management, access control, and associated required infrastructure, must be included in the project scope. Furniture, fixtures,

equipment and data/telephone will be provided under separate contracts, although design coordination and review of these items and systems with the work will be necessary on the part of the Designer. This project will require the services of an owner contracted third-party Commissioning Agent. The Designer will be required to coordinate with this separately contracted party, and the participation and oversight of the third-party Commissioning Agent is to be expected in all phases of the project. The Designer will survey the site for hazardous materials and include in the specifications. If lead-based paint or mold inspections are required these will be provided as a reimbursable expense. If any materials are found to contain lead-based paint or mold, the Designer shall provide, as part of their basic services, an industrial hygienist to design the abatement specifications. The Designer shall prepare and submit all required drawings to Facility Planning & Control in AutoCAD and hard copy. Drawings shall follow the format specified in the "Instructions to Designers for AutoCAD Drawings Submittal". The available funds for construction (AFC) are approximately **\$11,800,000.00** with a fee of approximately **\$501,620.00**. Contract design time is **240** consecutive calendar days; including **80** days review time. Thereafter, liquidated damages in the amount of **\$500.00** per day will be assessed. For questions related to the project please contact **Carrie Knight, Facility Planning & Control, carrie.knight@la.gov, (225) 219-4677**.

2. State Police Region 3 Headquarters, Department of Public Safety and Corrections, Alexandria, Louisiana, Project No. 08-419-26-01, F.08000169.

This project consists of a combination of new construction/addition and/or renovation of existing spaces to facilitate the needs of the State Police Region 3 Headquarters located in Alexandria. Constructed in 1982, the facility consists of four (4) structures: Region 3 Main Office (State ID S06514 / 9,210 s.f.), Region 3 Garage (State ID S06515 / 7,344 s.f.), Region 3 Storage Building (State ID S06516 / 300 s.f.), and a Radio Tower (State ID S06517). As part of their basic services, the Designer shall evaluate the existing electrical, mechanical, and data systems for capacity, remaining lifespan, and future needs of the User Agency. The scope of work for the main office includes, but is not limited to, expansion and/or renovation to incorporate various new office spaces, conference room, holding cells, interview rooms, evidence storage, forensic laboratories, and other secure storage rooms. The scope of work for the garage includes an evaluation of the existing space including the need for replacement of outdated and/or end of life equipment, storage, and/or special use areas, such as vehicle wash bays, tire service and mechanical system as well as determination regarding whether new construction, expansion, and/or renovation will meet the needs of the facility. Where reuse/renovations of existing buildings is involved, the Designer shall inspect all roofs, exterior windows and doors, and overall condition of the buildings and provide recommendations for inclusion to the project. The building will remain occupied during the design and construction of the project, with construction coordinated and scheduled with the Designer and the User Agency to minimize impact to the staff. As-built drawings will be made available. Design services for this project will be limited to the Program Completion, Schematic Design, Design Development and Construction Documents Submittal (55%) according to the Louisiana Capital Improvement Projects Procedure Manual for Design and Construction, 2020 Edition. The fee has been adjusted to account for this. At the owner's option the contract may be amended to include additional phases with the corresponding fee adjustment. The Percent for Universal Design program will apply to this project. The Designer will identify and develop features that utilize universal design principles and incorporate them into the project. The cost of these features will be at least 2% of the estimated construction cost. The Percent for Art program will apply to this project, and the Designer will cooperate with the selected artist to incorporate the artwork into the design of the building. Refer to La R.S. 25:900.1 for requirements. The Designer shall retain an accredited LDEQ Asbestos Inspector to complete an inspection of all suspect building materials that will be removed/impacted by this project as a reimbursable expense. If any materials are found to contain asbestos, the Designer shall provide, as part of their basic services, an accredited LDEQ Asbestos Designer to design the asbestos abatement specifications. If asbestos air monitoring will be required during abatement activities, the Designer will obtain an air-monitoring firm as a reimbursable expense. The Designer will survey the site for other hazardous materials and include in the specifications. If lead-based paint or mold inspections are required these will be provided as a reimbursable expense. If any materials are found to contain lead-based paint or mold, the Designer shall provide, as part of their basic services, an industrial hygienist to design the abatement specifications. The Designer is responsible for identifying and specifying any contractor provided and owner

provided testing required for the project. If any owner provided testing laboratory services are required for the construction of the project, the Designer will obtain a minimum of three quotes for the engagement of a testing laboratory, with which the Designer will contract as a reimbursable expense. All design including building structure, envelope, roof, all associated exterior and interior finishes, interior and exterior signage, mechanical, electrical power and lighting, plumbing, with sprinkler, fire alarm, building controls management, security cameras, access control, and the infrastructure necessary for the installation and construction of these elements are to be included in the project. This project will require the services of an owner contracted third-party Commissioning Agent. The Designer will be required to coordinate with this separately contracted party, and the participation and oversight of the third-party Commissioning Agent is to be expected in all phases of the project. The project will require that the Designer utilize total performance methodology to confirm compliance with the provisions of the Louisiana State Energy Conservation Code. The Designer will be required to provide the analysis as an additional service, through self-performance if qualified, or via consultant as a reimbursable expense. Site development may be a part of the project, including site preparation, service access, parking, site accessories, site lighting, landscaping, and security systems. The Designer shall prepare and submit all required drawings to Facility Planning & Control in AutoCAD and hard copy. Drawings shall follow the format specified in the "Instructions to Designers for AutoCAD Drawings Submittal". The available funds for construction (AFC) are approximately **\$5,650,000.00** with a fee of approximately **\$253,126.00**. Contract design time is **365** consecutive calendar days; including **122** days review time. Thereafter, liquidated damages in the amount of **\$300.00** per day will be assessed. For questions related to the project please contact **Jack Godbery, Facility Planning & Control, jack.godbery@la.gov, (225) 342-7728**.

3. Bossier Readiness Center Sustainment, Bossier City, Louisiana, Project No. LA27-A-031.

This project consists of comprehensive interior and exterior sustainment and renovation of the approximately 21,996 s.f. Bossier Readiness Center, constructed in 1979. The scope of work includes, but is not limited to, renovation of offices, kitchen, classrooms, storage areas, latrines, drill hall, and associated spaces, replacement of interior and exterior openings, exterior façade repairs, building entry improvements, interior finish upgrades, building upgrades as required to meet code compliance and MEP system improvements. The Designer shall evaluate existing conditions and develop design solutions to address deficiencies and improve the functionality, durability, and overall condition of the facility. Design services for this project will be limited to the Program Completion, Schematic Design, Design Development, Construction Documents and Bidding and Contracts (up to 65%) according to the Louisiana Capital Improvement Projects Procedure Manual for Design and Construction, 2020 Edition. The fee has been adjusted to account for this. At the owner's option the contract may be amended to include additional phases with the corresponding fee adjustment. Design and construction will take into account that the building may remain occupied for the duration of the project. Design and construction of the project shall follow the Louisiana National Guard Guiding Principles, BABA and NG Pam 415-12, as well as all applicable local, state and federal codes. The Designer shall retain an accredited LDEQ Asbestos Inspector to complete an inspection of all suspect building materials that will be removed/impacted by this project as a reimbursable expense. If any materials are found to contain asbestos, the Designer shall provide, as part of their basic services, an accredited LDEQ Asbestos Designer to design the asbestos abatement specifications. If asbestos air monitoring will be required during abatement activities, the Designer will obtain an air-monitoring firm as a reimbursable expense. The Designer will survey the site for other hazardous materials and include in the specifications. If lead-based paint or mold inspections are required these will be provided as a reimbursable expense. If any materials are found to contain lead-based paint or mold, the Designer shall provide, as part of their basic services, an industrial hygienist to design the abatement specifications. The Designer is responsible for identifying and specifying any contractor provided and owner provided testing required for the project. If any owner provided testing laboratory services are required for the construction of the project, the Designer will obtain a minimum of three quotes for the engagement of a testing laboratory, with which the Designer will contract as a reimbursable expense. All design including building structure, envelope, roof, all associated exterior and interior finishes, interior and exterior signage, mechanical, electrical power and lighting, plumbing, with sprinkler, fire alarm, building controls management, security cameras, access control, and the infrastructure necessary for the installation and construction of these elements are to be included in the project. The Percent for Universal Design program will apply to this project. The

Designer will identify and develop features that utilize universal design principles and incorporate them into the project. The cost of these features will be at least 2% of the estimated construction cost. The Percent for Art program will apply to this project, and the Designer will cooperate with the selected artist to incorporate the artwork into the design of the building. Refer to La R.S. 25:900.1 for requirements. Furniture, fixtures, equipment and data/telephone will be provided under separate contracts, although coordination of these items and systems with the work will be necessary on the part of the Designer. This project will require the services of an owner contracted third-party Commissioning Agent. The Designer will be required to coordinate with this separately contracted party, and the participation and oversight of the third-party Commissioning Agent is to be expected in all phases of the project. The project will require that the Designer utilize total performance methodology to confirm compliance with the provisions of the Louisiana State Energy Conservation Code. The Designer will be required to provide the analysis as an additional service, through self-performance if qualified, or via consultant as a reimbursable expense. This project will be administered by the Military Department and applicants should be thoroughly familiar with their requirements and procedures before submitting an application. Any questions about these requirements and procedures should be directed to the Military Department. The Designer shall prepare and submit all required drawings to the Military in AutoCAD and hard-copy formats. All drawings shall comply with the requirements and format established in the "Instructions to Designers for AutoCAD Drawings Submittal". The available funds for construction (AFC) are approximately **\$2,000,000.00** with a fee of approximately **\$109,620.00**. Contract design time is **180** consecutive calendar days; including **60** days review time. Thereafter, liquidated damages in the amount of **\$125.00** per day will be assessed. For questions related to the project please contact **Maj Scott Mucci, Louisiana Military Department, scott.m.mucci.mil@army.mil**.

4. Camp Villere Readiness Center Sustainment, Slidell, Louisiana, Project No. LA27-A-026.

This project consists of comprehensive interior and exterior sustainment and renovation of the approximately 16,070 s.f. Camp Villere Readiness Center, constructed in 1980. The scope of work includes, but is not limited to, renovation of offices, kitchen, classrooms, storage areas, latrines, drill hall, and associated spaces, replacement of interior and exterior openings, exterior façade repairs, building entry improvements, interior finish upgrades, building upgrades as required to meet code compliance and MEP system improvements. The Designer shall evaluate existing conditions and develop design solutions to address deficiencies and improve the functionality, durability, and overall condition of the facility. Design services for this project will be limited to the Program Completion, Schematic Design, Design Development, Construction Documents and Bidding and Contracts (up to 65%) according to the Louisiana Capital Improvement Projects Procedure Manual for Design and Construction, 2020 Edition. The fee has been adjusted to account for this. At the owner's option the contract may be amended to include additional phases with the corresponding fee adjustment. Design and construction will take into account that the building may remain occupied for the duration of the project. Design and construction of the project shall follow the Louisiana National Guard Guiding Principles, BABA and NG Pam 415-12, as well as all applicable local, state and federal codes. The Designer shall retain an accredited LDEQ Asbestos Inspector to complete an inspection of all suspect building materials that will be removed/impacted by this project as a reimbursable expense. If any materials are found to contain asbestos, the Designer shall provide, as part of their basic services, an accredited LDEQ Asbestos Designer to design the asbestos abatement specifications. If asbestos air monitoring will be required during abatement activities, the Designer will obtain an air-monitoring firm as a reimbursable expense. The Designer will survey the site for other hazardous materials and include in the specifications. If lead-based paint or mold inspections are required these will be provided as a reimbursable expense. If any materials are found to contain lead-based paint or mold, the Designer shall provide, as part of their basic services, an industrial hygienist to design the abatement specifications. The Designer is responsible for identifying and specifying any contractor provided and owner provided testing required for the project. If any owner provided testing laboratory services are required for the construction of the project, the Designer will obtain a minimum of three quotes for the engagement of a testing laboratory, with which the Designer will contract as a reimbursable expense. All design including building structure, envelope, roof, all associated exterior and interior finishes, interior and exterior signage, mechanical, electrical power and lighting, plumbing, with sprinkler, fire alarm, building controls management, security cameras, access control, and the infrastructure necessary for the installation and construction of these elements

are to be included in the project. The Percent for Universal Design program will apply to this project. The Designer will identify and develop features that utilize universal design principles and incorporate them into the project. The cost of these features will be at least 2% of the estimated construction cost. The Percent for Art program will apply to this project, and the Designer will cooperate with the selected artist to incorporate the artwork into the design of the building. Refer to La R.S. 25:900.1 for requirements. Furniture, fixtures, equipment and data/telephone will be provided under separate contracts, although coordination of these items and systems with the work will be necessary on the part of the Designer. This project will require the services of an owner contracted third-party Commissioning Agent. The Designer will be required to coordinate with this separately contracted party, and the participation and oversight of the third-party Commissioning Agent is to be expected in all phases of the project. The project will require that the Designer utilize total performance methodology to confirm compliance with the provisions of the Louisiana State Energy Conservation Code. The Designer will be required to provide the analysis as an additional service, through self-performance if qualified, or via consultant as a reimbursable expense. This project will be administered by the Military Department and applicants should be thoroughly familiar with their requirements and procedures before submitting an application. Any questions about these requirements and procedures should be directed to the Military Department. The Designer shall prepare and submit all required drawings to the Military in AutoCAD and hard-copy formats. All drawings shall comply with the requirements and format established in the "Instructions to Designers for AutoCAD Drawings Submittal". The available funds for construction (AFC) are approximately **\$2,000,000.00** with a fee of approximately **\$109,620.00**. Contract design time is **180** consecutive calendar days; including **60** days review time. Thereafter, liquidated damages in the amount of **\$125.00** per day will be assessed. For questions related to the project please contact **Maj Scott Mucci, Louisiana Military Department, scott.m.mucci.mil@army.mil**.

5. Renovations and Additions, Louisiana Governor's Mansion, Baton Rouge, Louisiana, Project No. 01-107-26-03, F.01004863.

The project consists of implementing the 2025 Louisiana Governor's Mansion Master Plan, dated January 10, 2025, for the Louisiana Governor's Mansion located in Baton Rouge. The Master Plan identifies seven major components:

Component 1: Dedicated guard house and new east gate.

Component 2: Reconfiguration of the mansion basement and garage to separate occupant groups.

Component 3: Replacement of the Veterans Memorial.

Component 4: Permanent canopy addition over the motor pool area.

Component 5: Additional office and workspace for mansion staff.

Component 6: Permanent canopy addition to the Blanco Patio.

Component 7: Conversion of the existing private entry vestibule to a private bathroom.

The Designer shall evaluate the master plan, existing conditions, phasing requirements, and security requirements, and develop construction documents for each authorized phase. Phase I of the project shall include the scope of work for Component 1. At the owner's option the contract may be amended to include additional Phases with the corresponding fee adjustment. Phase I includes, but is not limited to, a new approximately 1,034 s.f. single-story security building with an approximately 956 s.f. covered vehicle inspection area. The building will consist of a screening room, reception desk, provisions for X-ray and full-body scanning equipment, two private offices, restroom, storage, and service door. Site and security improvements will include vehicle access-control and security measures, including M30-rated crash gates, spike strip, barrier gate, vehicle detection loops, access-controlled pedestrian gates, and associated controls. Supporting site improvements will include demolition, drive paving and gate foundations, sidewalks, storm sewer relocation, truck delivery and turnaround area, dumpster enclosure replacement, site lighting, and approximately 68 linear feet of wrought-iron fencing with brick posts matching the existing mansion perimeter. The project also includes a new approximately 22,300 s.f. guest parking lot providing 71 parking spaces, connected to the adjacent DOTD parking lot. Asphalt paving shall be the design basis, with concrete paving as an alternate. The existing helipad will be demolished and relocated southeast of the mansion. The new approximately 100-foot-radius helipad will include a 15-foot buffer, TLOF and FATO pavement, FAA-compliant lighting and controls, relocated electrical service, markings and signage, windsock, and a controlled

pedestrian walkway to the mansion. The mansion will remain occupied throughout construction. The Designer shall develop an approved phasing plan maintaining visitor and staff access, emergency vehicle access, and shall coordinate the helipad relocation and parking lot connection with DOTD and the helipad design and relocation with the FAA, including applicable airspace requirements. The Designer shall coordinate all proposed improvements with existing facilities, utilities, security operations, pedestrian and vehicular circulation, drainage, electrical service, and mansion operations. Security, access-control, site, building, and aviation components shall be designed as an integrated system. The Owner will provide screening equipment, access-control equipment, card readers, intercom, and CCTV systems. The Designer shall retain an accredited LDEQ Asbestos Inspector to complete an inspection of all suspect building materials that will be removed/impacted by this project as a reimbursable expense. If any materials are found to contain asbestos, the Designer shall provide, as part of their basic services, an accredited LDEQ Asbestos Designer to design the asbestos abatement specifications. If asbestos air monitoring will be required during abatement activities, the Designer will obtain an air-monitoring firm as a reimbursable expense. The Designer will survey the site for other hazardous materials and include in the specifications. If lead-based paint or mold inspections are required these will be provided as a reimbursable expense. If any materials are found to contain lead-based paint or mold, the Designer shall provide, as part of their basic services, an industrial hygienist to design the abatement specifications. Furniture, fixtures, equipment and data/telephone will be provided under separate contracts, although coordination of these items and systems with the work will be necessary on the part of the Designer. The Designer is responsible for identifying and specifying any contractor provided and owner provided testing required for the project. If any owner provided testing laboratory services are required for the construction of the project, the Designer will obtain a minimum of three quotes for the engagement of a testing laboratory, with which the Designer will contract as a reimbursable expense. All design including building structure, envelope, roof, all associated exterior and interior finishes, interior and exterior signage, mechanical, electrical power and lighting, plumbing, with sprinkler, fire alarm, building controls management, security cameras, access control, and the infrastructure necessary for the installation and construction of these elements are to be included in the project. Site development will be a part of the project, including site preparation, service access, parking, site accessories, site lighting, landscaping, and security systems. The Designer shall prepare and submit all required drawings to Facility Planning & Control in AutoCAD and hard copy. Drawings shall follow the format specified in the "Instructions to Designers for AutoCAD Drawings Submittal". The available funds for construction (AFC) are approximately **\$1,650,000.00** with a fee of approximately **\$141,285.00**. Contract design time is **210** consecutive calendar days; including **70** days review time. Thereafter, liquidated damages in the amount of **\$150.00** per day will be assessed. For questions related to the project please contact **Denise Newell, Facility Planning & Control, denise.newell@la.gov, (225) 342-1983**.

GENERAL REQUIREMENTS APPLICABLE TO ALL PROJECTS:

Applicants are advised that design time ends when the Documents are "complete, coordinated and **ready for bid**" as stated in to Article 3.3.1 (4) of the Capital Improvements Projects Procedure Manual for Design and Construction. Documents will be considered to be "complete, coordinated and ready for bid" only if the advertisement for bid can be issued with no further corrections to the Documents. Design time will not necessarily end at the receipt of the initial Construction Documents Phase submittal by Facility Planning and Control. Any re-submittals required to complete the documents will be included in the design time.

In addition to the statutory requirements, professional liability insurance covering the work involved will be required in an amount specified in the following schedule. This will be required at the time the Designer's contract is signed. Proof of coverage will be required at that time.

SCHEDULE

LIMITS OF PROFESSIONAL LIABILITY

<u>Construction Cost</u>	<u>Limit of Liability</u>
\$0 to \$10,000,000	\$1,000,000
\$10,000,001 to \$20,000,000	\$1,500,000
\$20,000,001 to \$50,000,000	\$3,000,000

Over \$50,000,000

To be determined by Owner

Applicant firms should be familiar with the above stated requirements prior to application. The firm(s) selected for the project(s) will be required to sign the State's standard Contract Between Owner and Designer. When these projects are financed either partially or entirely with Bonds, the award of the contract is contingent upon the sale of bonds or the issuance of a line of credit by the State Bond Commission. The State shall incur no obligation to the Designer until the Contract Between Owner and Designer is fully executed.

Firms will be expected to have all the expertise necessary to provide all architectural services required by the Louisiana Capital Improvement Projects Procedure Manual for Design and Construction for the projects for which they are applying. Unless indicated otherwise in the project description, there will be no additional fee for consultants.

Facility Planning and Control is a participant in the Small Entrepreneurship Program (the Hudson Initiative) and applicants are encouraged to consider participation. Information is available from the Office of Facility Planning and Control or on its website at <https://www.doa.la.gov/doa/fpc/>.

Applications shall be delivered or mailed or emailed to:
LOUISIANA ARCHITECTURAL SELECTION BOARD
c/o FACILITY PLANNING AND CONTROL

E-Mail:

selection.board@la.gov

Use this e-mail address for applications only. Do not send any other communications to this address.

Mail:

Post Office Box 94095

Baton Rouge, LA 70804-9095

Deliver:

1201 North Third Street

Claiborne Office Building

Seventh Floor, Suite 7-160

Baton Rouge, LA 70802

The meeting date for the Louisiana Architectural Selection Board is **Wednesday, November 18, 2026 at 10:00 AM** in room **1-100 Louisiana Purchase Room** of the Claiborne Building, 1201 North Third Street, Baton Rouge, LA 70802.

If you have a disability and would like to request an accommodation in order to participate in this meeting, please contact Cheryl Schilling at Cheryl.Schilling@la.gov or (225) 342-6060 as soon as possible but no later than 48 hours before the scheduled meeting.