



architecture  
planning  
interior design

March 18, 2014

Via Email

**PRE-PROPOSAL / PRE-BID CONFERENCE AND SITE VISIT MEETING  
MEMORANDUM**

**VAMC CLARKSBURG  
PARKING GARAGE  
VA PROJECT #244-14-R-0130  
IKM PROJECT #10-163**

**Date of Meeting:**

March 14, 2014

**Meeting Location:**

VAMC, Clarksburg

**Present:**

Ron Mansfield	VA Contracting	<a href="mailto:ronald.mansfield@va.gov">ronald.mansfield@va.gov</a>
Jennifer Robinson	VA Contracting	<a href="mailto:jennifer.robinson2@va.gov">jennifer.robinson2@va.gov</a>
Tom Eiben	Mare Solutions	<a href="mailto:teiben@mare-solutions.com">teiben@mare-solutions.com</a>
Terry Romine	Abrams Group	<a href="mailto:tromine@abramsgroupllc.com">tromine@abramsgroupllc.com</a>
Rick McCall	Teamus Construction	<a href="mailto:estimating@teamusco.com">estimating@teamusco.com</a>
Randy Sucky	RB Vetco LLC	<a href="mailto:randy.sucky@rbvetco.com">randy.sucky@rbvetco.com</a>
Todd Alonso	The Alanso Group LLC	<a href="mailto:toddalonso@wirefire.com">toddalonso@wirefire.com</a>
Tony Alonso	The Alanso Group LLC	<a href="mailto:tonyalonso@wirefire.com">tonyalonso@wirefire.com</a>
Frank Bailey	Bear Contracting	<a href="mailto:fbailey@bear-contracting.com">fbailey@bear-contracting.com</a>
Chris McElhaney	Carl Walker Construction	<a href="mailto:cmcelhaney@carlwalkerconstruction.com">cmcelhaney@carlwalkerconstruction.com</a>
Kaileb Leggr	Preferred Builders	<a href="mailto:kailebleggr@yahoo.com">kailebleggr@yahoo.com</a>
Jeff Brown	IKM Incorporated	<a href="mailto:jbrown@ikminc.com">jbrown@ikminc.com</a>

**Distribution:**

All Present		
Chuck Branch	Alpha Associates	<a href="mailto:chuckbranch@thinkalphafirst.com">chuckbranch@thinkalphafirst.com</a>
Tim Earhart	H.F. Lenz Company	<a href="mailto:tearhart@hflenz.com">tearhart@hflenz.com</a>
Tony Moscollic	Keystone Structural Sol.	<a href="mailto:tmoscollic@kss-eng.com">tmoscollic@kss-eng.com</a>
Dave Charette	Langan Engineering	<a href="mailto:dcharette@langan.com">dcharette@langan.com</a>
Jon Lusin	IKM Incorporated	<a href="mailto:jlusin@ikminc.com">jlusin@ikminc.com</a>

1. Jennifer Robinson, Contract Specialist for the Clarksburg VAMC, welcomed attendees to the Pre-Proposal Meeting and Site Visit for Project No. VA244-14-R-0130, "Parking Garage".
2. Ms. Robinson introduced herself as the Contract Specialist, Ron Mansfield as the COR (Contracting Officer's Representative), Jeff Brown (Principal in Charge for the A&E – IKM Incorporated).
3. The Record of Attendance sheet was circulated and completed by attendees.
4. Ms. Robinson reviewed the rules for communication and discussed the roles of the CO and COR.

IKM Incorporated

One PPG Place  
Pittsburgh, PA 15222  
T: 412-281-1337  
F: 412-281-4639

[www.ikminc.com](http://www.ikminc.com)

The deadline for RFI submission is NLT 2:00 p.m., March 31, 2014. All RFI submissions must be in writing submitted via email to the CO at [jennifer.robinson2@va.gov](mailto:jennifer.robinson2@va.gov). Any submissions after that time will not be considered. Any submissions that were submitted timely, however, in the incorrect format or to the incorrect email will not be considered either. All RFI's will be addressed in an amendment issued through FedBizOpps following the RFI close date.

All offers must be delivered to the CO's office at 513 Rosebud Plaza, Clarksburg WV NLT 2:00 p.m. EST, April 7, 2014. Any submissions after that time will not be considered. All offerors are responsible for tracking and acknowledging any changes that are issued through amendments via FBO as well.

During this meeting and the walk through of the proposed site, it is imperative that all questions be routed through the designated person (Jeff Brown with the A/E) so that the response can be verified as accurate upon further review. These questions will be addressed in the minutes to be posted to FBO following the pre-bid meeting.

In order to be considered eligible as a SDVOSB, it is still required that your company be registered in VetBiz. This is different from the CVE verification process and is required per VAAR part 19.

Please ensure that you pay close attention to all portions of the evaluation criteria as outlined in the solicitation. A lot of work is put in to these proposals as far as coordinating pricing. The technical portion is very important and could deem an offer as "technically unacceptable" if not followed and submitted as outlined in the criteria.

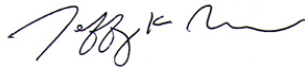
All contractors are reminded that they are responsible for coordination of any and all license fees, permits, taxes, etc.

5. All work will be performed is to be performed during normal working hours from 8 a.m. until 4:30 p.m., unless further coordinated and approved by the COR. Contractor to work around hospital operations.
6. Contractor must work directly with the City of Clarksburg regarding all taxes and must have a current WV contractor's license.
7. Contractors must not photograph VAMC employees, patients, or visitors.
8. Contractor to comply with typical VA background checks, TB testing, and identification badge requirements.
9. Amendments have been previously issued.
10. Ron Mansfield and Jeff Brown reviewed the project scope of work.
11. Traffic flow to the main hospital entrance and parking lots must be maintained at all times.
12. The VA noted that they do not require the contractor to provide an office for the VA.
13. The VA will review if the contractor is to provide un-armed guards at the construction site. (Per Ron Mansfield, this is not required.)

14. Location of construction fence and trailers will be determined with the successful contractor.
15. IKM to issue missing specification section on the walkway canopy.
16. VA to determine if an amendment to the electrical drawings will be issued.

Submitted by,

**IKM INCORPORATED**

A handwritten signature in black ink, appearing to read 'Jeffrey K. Brown', with a stylized flourish at the end.

Jeffrey K. Brown, AIA, NCARB  
Principal in Charge