

**PRE-BID SITE VISIT AGENDA**  
**7/24/2014 12:30 pm**  
**SOLICITATION NO. VA251-14-B-0054**  
**Expand Emergency Center – Project 553-303a**

1. Attendees to fill out the sign-in sheet. Introductions of VA personnel present.
2. Contracting Officer will review the following:
  - The Solicitation, plans, specifications are located at [www.fbo.gov](http://www.fbo.gov). This is the only official site to obtain these documents. Any amendments will also be posted here. Offerors are responsible for periodically checking. All amendments shall be acknowledged with bid submission.
  - The magnitude of project 553-303a is between \$5,000,000 and \$10,000,000. The completion time for the project is 545 calendar days from receipt of the Notice to Proceed.
  - In accordance with Public Law 109-461, this is a Service Disabled Veteran Owned Small Business set-aside procurement. All bidders are required to be listed and verified in the VetBiz registry prior to submitting a bid, reference VAAR 859.219-10 in the Solicitation.
  - NAICS code 236220 applies with a Small Business Size Standard of **\$36.5** Million. At least 15 percent of the cost of the contract performance incurred for personnel will be spent on the SDVOSB concern's employees or the employees of other eligible service-disabled veteran-owned small business concerns.
  - **Small Business Size Standards table was updated on 7-14-2014. This change to the table was not discussed at the pre-bid conference however I have included in the minutes, since it was included as part of this amendment.**
  - Prospective bidders are advised that **all questions must be submitted in writing utilizing the RFI form included as an attachment to the Solicitation** to the Contract Specialist, email: [Sonny.Earls@va.gov](mailto:Sonny.Earls@va.gov). Only those questions that are clearly identified in the solicitation package will be answered at this meeting. Any information provided by the VA during the pre-bid meeting and site visit in response to questions and clarifications is unofficial until it has been approved and provided in writing by the Contracting Officer. RFIs will be answered via an Amendment posted to FBO.gov. **Deadline for submission of RFIs for this solicitation is August 8th, at COB.**
  - All information should be filled in the Representations and Certifications section of the Solicitation. All contractors are encouraged to complete their online Representations and Certifications at <http://orca.bpn.gov>.
  - FAR clause 52.229-3 applies. The contract price shall include all applicable Federal, State, and local taxes and duties.
  - Annual Form VETS-100A Report must be on file before award.
  - A bid guaranty of 20% of bid price is required. Bid Bond must be completed on Standard Form SF24. Originals only, no copies or white out corrections are allowed. Payment and Performance Bonds will be required from the awardee.
  - The solicitation is an Invitation for Bid. As such, a bid must be enclosed in a sealed envelope that is clearly identified with the IFB No., project title, bid opening time, and bid opening date to ensure proper handling, for immediate delivery to the Contracting Office. Bids that are mailed in Federal Express, Priority, UPS, and etc. envelopes should indicate on that exterior envelope the bid opening information to ensure they are treated as bids and the contracting officer receives them in time for the bid opening.

- Bid opening is scheduled for **Monday, August 18, 2014 at 3:00 PM**, local time. All bids must be received by the Contracting Office no later than that time. Bid opening will be held at the Network 11 Contracting Office, 1500 Weiss Street, Bldg. 1, Room 1-B130, Saginaw, MI 48602.
  - Safety measures are always a part of Government contracts. Be sure to be familiar with not only all federal safety requirements but also safety requirements to this particular facility. 10 hour OSHA training certificates for all onsite employees and 30 hour training certificates for superintendents (or evidence of equivalent training) will need to be provided to COR prior to commencement of work. The job superintendent/OSHA certified competent person shall be on site at all times when work is being done.
  - The Davis-Bacon Act is applicable to the resulting contract, a wage determination is included as an attachment to the Solicitation and may be updated by Amendment.
  - The Buy American Act applies to the resulting contract. Reference FAR 52.225-9 and -10 and VAAR 852.236-89 of the Solicitation.
  - The purpose of the site visit is for bidders to ascertain the nature and locations of the work and the conditions affecting the work or its cost.
3. COR will discuss the following as needed:
- Scope of work on the project
  - Reference drawings
  - VA specifications
  - Parking/Storage during construction
4. Site visit to follow, sign-in sheet is attached.
5. Comments from the meeting:
- a. Amendment to provide RFI Form.
  - b. Amendment to be posted with pre-bid conference minutes and attendance log.
  - c. New drawings to be provided dated on 3-28-2014 with the next amendment.
  - d. New specifications to be provided dated on 3-28-2014 with the next amendment. **(This was not discussed during the meeting, however it was uncovered by VA staff shortly after the meeting that the specifications were also an older version and needed to be updated).**
  - e. A typo was noticed from the original posting of the solicitation in the Information for Bidders which noted 565 calendar days. The correct period of performance is **545 calendar days from receipt of the Notice to Proceed**, which is demonstrated in Amendment A00001 and elsewhere in the solicitation material and bid schedule.

Cc: Solicitation file, COR  
Attachments (1)