



architecture
planning
interior design

November 7, 2014

PRE-PROPOSAL CONFERENCE AND SITE VISIT MEETING MEMORANDUM
VAMC CLARKSBURG
INTERIOR FINISHES BUILDING ONE – PHASE II
VA PROJECT #540-14-202
IKM PROJECT #11-186

Date of Meeting:
November 3, 2014

Meeting Location:
VAMC, Clarksburg

Present:

Rebecca Besten	VA Contracting	rebecca.besten@va.gov
Glenn Heuerman	VA Engineering	glenn.heuerman@va.gov
Aaron Garrison	VA Engineering	aaron.garrison@va.gov
Daniel Young	VA	Daniel.young@va.gov
Ryan Dunbar	A.J. Vater	ryan@ajvater.com
Van Jenkins	Semper Tek	van@sempertekinc.com
Cory Rolfes	Armcorp Construction	cory@armcorpinc.com
Tony Alonso	The Alonso Group	tonyalonso@wirefire.com
David Elsrick	Abrams Group Construction	babrams@abramsgroupllc.com
Jim Yanosko	Mare Solutions	jyanosko@mare-solutions.com
Gary Moats	Seven Hills Construction	
Ron Hedrick	Seven Hills Construction	ronhedrick45@yahoo.com
Russ Heyz	RB Vet Co	russ.heyz@rbvetco.com
Randy Sucky	RB Vet Co	randy.sucky@rbvetco.com
Ken Reynolds	KAR Contracting LLC	kreyno@mountain.net
Rubert Gurecki	Global	
Raymond Johnson	Global Env	globalnj@gmail.com
Kelvin Cash	Pioneer Builders, Inc.	kelvincash@aol.com
Jennifer Prevade	Shaw Industries	jennifer.prevade@patcraft.com
Jeff Brown	IKM Incorporated	jbrown@ikminc.com

Distribution:

All Present
Jon Lusin IKM Incorporated jlusin@ikminc.com

1. Rebecca Besten, Contract Specialist for the Clarksburg VAMC, welcomed attendees to the Pre-Proposal Meeting and Site Visit for Project No. 540-14-202, "Interior Finishes Building One, Phase II".
2. Ms. Besten introduced herself as the Contract Specialist, Aaron Garrison, as the COTR (Contracting Officer's Technical Representative), Jeff Brown (Principal in Charge for the A&E – IKM Incorporated).
3. The Record of Attendance sheet was circulated and completed by attendees.

IKM Incorporated

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

www.ikminc.com

4. Ms. Besten reviewed the rules for communication and discussed the roles of the CO and COTR.

The deadline for RFI submission is NLT 2 p.m. on November 10, 2014. All RFI submissions must be in writing submitted via email to the CO at Rebecca.Besten@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 hand delivered to the CO's office at 513 Rosebud Plaza, Clarksburg WV NLT 4:00 p.m. EST November 26, 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.

Please ensure that you pay close attention to all portions of the evaluation criteria as outlined in pages 8 through 10 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.

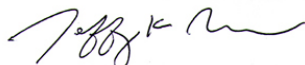
All contractors are reminded that they are responsible for coordination of any and all license fees, permits, taxes, etc.

5. The scope of work for this project is level two, Phase II only; work shown on levels one and three is not part of this project.
6. All work will be performed from 4:30 p.m. to 6:00 a.m.
7. Work in construction areas that cannot be completed in one night must be separated from the staff / patient / visitor areas by hard ICRA barriers. Work that can be completed during off hours (4:30 p.m. to 6:00 a.m.) can be separated from staff / patient / visitor areas with fire resistant temporary ICRA barriers. Corridors must be maintained at a minimum of 4'-0" wide from 6:00 a.m. to 4:30 p.m.
8. Contractors must remove trash and excess construction / demolition materials daily via a truck. There is no space for a dumpster.
9. There is no space on site for a construction trailer or storage trailer.
10. Contractors must comply with all VAMC ICRA requirements.
11. The specifications require a per unit cost for hazardous materials demolition.
12. The VAMC will be responsible for testing hazardous material samples.

13. All new materials and demolition materials must be delivered or removed via the north loading dock.
14. The project cost estimate is +/- \$500,000 - \$1,000,000 and the contract length is 120 calendar days.
15. Contract start date will be January 1, 2015.
16. The specifications require the contractor to move existing furniture. The Owner will be responsible for moving systems furniture, file cabinets and copy machines.
17. Contractor shall provide a construction schedule, per the specifications.
18. Contractor shall provide gypsum board with 7/8" hat channels over existing (SGT) structural glazed tile per the bid documents.
19. Contractor must work directly with the City of Clarksburg regarding all taxes and must have a current WV contractor's license.
20. Contractors must not photograph VAMC employees, patients, or visitors.
21. Contractor may utilize existing handrail blocking for new handrails.
22. Contractor to comply with typical VA background checks, TB testing, and identification badge requirements.
23. Contractor shall remove and re-install all items on existing walls and ceilings.
24. Contractor to paint existing ceiling grid system per the contract documents.
25. *Post Meeting Answers to Questions Raised During the Meeting:*
 - A. *There are two corridors which are both numbered 2124D.*
 - B. *Two rooms numbered 2178 are not part of the project.*
 - C. *The room with no name or room number within the Library #2122 is Library Work Room #2111a and is part of this project. Interior finishes shall be the same as Library #2122.*

Submitted by,

IKM INCORPORATED



Jeffrey K. Brown, AIA, NCARB
Principal in Charge