

February 17, 2015

MEMORANDUM FOR RECORD

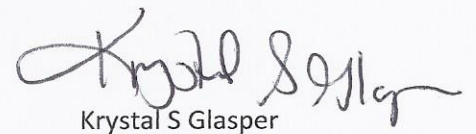
RE: Pre-Proposal Conference February 4, 2015; Replace Flooring at APU

Attendees:

The meeting began at 2:15 pm at the New Orleans VA Ambulatory Procedural Unit Clinic (APU), 2237 Poydras, New Orleans, LA. The following items were discussed during the meeting:

- Introductions were given. The COR, Contracting Officer, and nurse manager were introduced to prospective bidders.
- The project was described to consist of the replacement of homogenous sheet flooring in six trailers (Operatory, Endoscopy, Recovery). The trailer types were noted in the following quantities: three Operatory, two Endoscopy, and one Recovery (PACU).
- It was noted this additional site visit was in response to requests from contractors for another opportunity to view the site if they were unable to attend the first site visit on January 28.
- VA staff mentioned the possibility of Clean Core being "broken" for the transport of materials. This will be clarified in later documents.
- Contractors were instructed that the area they were to visit is a clean area and that they would be required to dress out prior to entry.
- Hours for the project were listed as 4pm to midnight for construction work. Weekends and Federal holidays were permissible.
- Currently plan to shut down two trailers at a time per preliminary phasing, however, this is not set as the VA would like to collaborate with the contractor on the best method of execution.
- Question: Are pictures allowed? Pictures are allowed but are subject to approval by the COR.
- Contractors were instructed that work is to be completed only on the trailers.
- It was emphasized that the trailers are similar in nature and construction, but they do vary slightly in layouts due to functional differences.
- Site visit was conducted to the trailers.
 - Trailers visited included: OR 1, OR 2, Endo 2, Recovery
 - A general question was asked about the subfloor needing to be replaced. VA replied that currently in the scope of work, it was noted to plan for up to 70% of subfloor to be replaced
 - Question: What would the contractor need to do to replace the subfloor? VA replied that it would be up to the contractor to determine how to replace it
 - Question: Who was the contractor of the original installation/construction? VA replied that it was a company in Ohio by Gerling and Associates.
 - Question: Can the contractor contact the original installer? VA will reply with subsequent addendum
 - Question: Can you enter/exit from other doors? Yes. There are exterior exits on four of the trailers and three exits in the clean corridor.

- Question: Will there be a laydown area for the contractor? VA gave an initial affirmative on this item. This will be clarified in later documents.
- A general question was asked about badging, whether it would be required. VA replied that it would be in the contractor's best interest to determine who their superintendent/competent person is and have them fingerprinting as soon possible. This person would receive "unescorted" privileges and would serve as the escort for any remaining contracting staff.
- Question: How much time is needed for fingerprinting? It may take 7-10 business days for fingerprints to come back. The contractor's representative needs to have their information entered into the required database prior to badge being printed. About a one month lead time should be good.
- Question: Will the badged employee still need to check in with police? Yes. All contractor staff are to check in with police regardless of whether they are badged or not.
 - A general comment was made that the Recovery trailer middle section appeared to sit higher. There were also concerns of some areas shifting slightly.
 - There was an emphasis made on preserving the clean corridor. Due to the apparent information concerning fire rating, the contractor should plan for a worst case scenario of building gypsum walls in the clean corridor to corridor exits in order to create a fire barrier around the trailers.
 - The use of negative air machine was noted as needed also. It was also emphasized that the contractor would need to cover all returns and supplies to prevent cross contamination throughout the remaining areas.
 - It was emphasized that the contractor would have complete access to the space and would not need to turn leave the space usable the next day. The space will only be used when all work is completed.
 - Additional emphasis was made concern the presence of gaps and seams. All gaps and seams were to be addressed under this project. General commentary was made by the contractors concerning plausibility with heat welded seams.
 - General comment was made that VA would be responsible for the removal of items that are not bolted to the floor. The VA will require a transition period in order to reestablish the trailers and prep time for trailer turnover to the contractor.
 - It was noted that many fixtures in the space (toilets, cabinets, etc.) were placed on the original flooring after installation.
 - Question: Because these are panels, do the VA want these covered or match installation? VA wants the installation to match the existing except with the elimination of gaps and seams.
- All questions were asked to be submitted in written form NLT February 12, 2015 via email

A handwritten signature in black ink, appearing to read "Krystal S. Glasper". The signature is fluid and cursive, with the first name "Krystal" being more prominent and the last name "Glasper" following in a similar style.

Krystal S Glasper
Contract Specialist

January 28, 2015

MEMORANDUM FOR RECORD

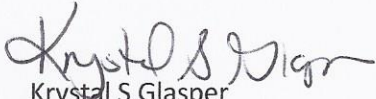
RE: Pre-Proposal Conference January 28, 2015; Replace Flooring at APU

Attendees:

The meeting began at 2:08pm at the New Orleans VA Ambulatory Procedural Unit Clinic (APU), 2237 Poydras, New Orleans, LA. The following items were discussed during the meeting:

- Introductions were given. The COR, nurse manager and assistant nurse manager were introduced to prospective bidders.
- The project was described to consist of the replacement of homogenous sheet flooring in six trailers (Operatory, Endoscopy, Recovery). The trailer types were noted in the following quantities: three Operatory, two Endoscopy, and one Recovery (PACU).
- If additional site visits were desired, a minimum of one week notice was required to allow the VA staff to accommodate.
- VA emphasized that while the property is leased, the trailers are owned by VA. Any work completed on the trailers would be considered as being conducted on VA property.
- Contractors were instructed that the area they were to visit is a clean area and that they would be required to dress out prior to entry.
- Hours for the project were listed as 4pm to midnight for construction work. Weekends and Federal holidays were permissible.
- A preliminary phasing plan was included. VA instructed that the contractor should plan for the worst, which was stated to mean one trailer at a time if there were any issues with shutting down two at a time.
- Question: Are pictures allowed? Pictures are allowed but are subject to approval by the COR.
- Contractors were instructed that work is to be completed only on the trailers.
- Question: Is this heat sealed flooring? Yes, we want heat welded flooring to go back.
- Question: Are the trailers the same throughout? The trailers are similar, but they do vary slightly in layouts due to the difference in function.
- Site visit was conducted to the trailers.
 - First trailer visited was OR 1
 - Question: Are the aluminum plates to be replaced?
 - Two-inch strips of what appears to be expansion joints are present. Are these to be replaced?
 - There is a question concerning filling in concrete. Does this pertain to the trailers?
 - What is the subfloor of the trailers? VA staff replied that the flooring was metal.
 - It was noted that a fire rated barrier would need to be erected due to the anticipated hot work.
 - Question: Who moves the furniture? VA will move the furniture
 - Questions: Stainless steel base is present in the trailers. Is this to remain? Is new to go back?

- Is the base removed prior to installation?
 - Will the contractor need to make a submittal on the flooring only? The contractor will need to make a submittal on the material and color selection.
 - There are existing seams. Are these to be covered?
 - Are all gaps to be sealed?
- It was noted that many fixtures in the space (toilets, cabinets, etc.) were placed on the original flooring after installation. Contractor will be responsible for the removal of all stainless steel plates, bases, trims, frames, etc. during the flooring installation.
 - What about access panels? All access panels are to have the sheeting replaced. The covers are to remain. The contractor shall be responsible for the removal of the existing material and the reinstallation of the material and access door as necessary.
- A number of items were noted as having been bolted down.
- Next trailer visited was Endo Trailer 2.
- Contractor was told that all ORs were the same.
- Question: When the units are shut down, will they need to be available for the next day? No, the units will be shut down until all work is completed in the space.
- Last space visited was recovery room also called PACU.
- Existing exposed seams were noted.
- All questions were asked to be submitted in written form NLT February 12, 2015 via email


Krystal S Glasper
Contract Specialist

February 17, 2015

MEMORANDUM FOR RECORD

RE: Pre-Proposal Conference Friday, February 13, 2015; Replace Flooring at APU

Attendees:

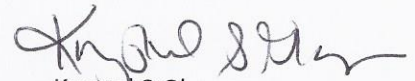
The meeting began at 2:20 pm at the New Orleans VA Ambulatory Procedural Unit Clinic (APU), 2237 Poydras, New Orleans, LA. The following items were discussed during the meeting:

- Introductions were given. The COR, Acting Perioperative Manager for APU, Infection Control Nurse, representative from carpenter shop were introduced to prospective bidders.
- The project was described to consist of the replacement of homogenous sheet flooring in six trailers. The trailer types were noted in the following quantities: three Operatory, two Endoscopy, and one Recovery (PACU).
- It was noted this additional site visit was in response to contractor request.
- Contractors were instructed that the area they were to visit is a clean area and that they would be required to dress out prior to entry.
- The trailers entered included OR 1, PACU, and ENDO 1.
- Hours for the project were noted as 4 pm to midnight for construction work. Weekends and Federal holidays were permissible. VA to verify with contract documents to confirm.
- It was mentioned by VA that VA is currently planning to shut down two trailers at a time. A preliminary phasing document is available to bidders with the solicitation. VA noted that VA would like to collaborate with the contractor concerning the phasing and that the proposed phasing document was guide.
- It was noted that the guide would be provided as a pdf.
- A general comment was made concerning the drawings of the trailers and their current format. VA will provide pdfs of all drawings.
- It was noted for the phasing that due to the nature of PACU trailer (Recovery Trailer), it is imperative that this trailer's downtime be minimal. It was also noted that due to the unknown state of the subfloor, which is assumed to be the same throughout, the phasing that includes PACU should not be done first. VA would rather all "lessons learned" be generated in other phases and implemented with the PACU phase to mitigate potential additional downtime.
- A comment was brought up concerning the estimated downtime. VA mentioned that it will require transition time (most likely around 5 business days) between phases.
- Contractors were instructed that work is to be completed only in the trailers. The connecting corridor is not part of the scope of the project (concerning flooring replacement).
- It was noted that all Operatory (OR) trailers were the same and all Endoscopy (Endo) trailers were the same.
- Contractors were informed that per recent reviews with VA Safety and Infection Control, the trailers themselves can serve as their own fire barrier enclosure. The only item the contractor would need to address is entry into the interior trailers and venting for all trailers. The only

acceptable plastic barrier would be a fire retardant. Information concerning the item needed is included in the safety specifications.

- Infection control mentioned need for negative air or the use of air scrubbers in the space. Even though air scrubber can be used, the contractor was advised that the space should still be vented.
- It was noted that there are restrooms in all of the trailers and that they all have small exhausts.
- One of the trailers had a vent taped off. It was immediately clear if this was the supply or the exhaust.
- VA emphasized the need to remove all gaps and seams. A comment concerning the compatibility of a heat weld between steel plating and the flooring material was made. It was emphasized that the contractor needs to ensure this compatibility or use some other method to ensure that the installation is "seamless".
- Clinical staff emphasized the existence of oxygen and nitrous gases in the belly of the trailer (medical gases). Contractors should exercise caution with heat sources because of this.
- It was noted that the access panels throughout the trailers can be used as a ventilation point.
- A chassis, potentially for electrical or data, was noted on the floor at one of the trailers. It is anticipated that this will not need to be removed in order to install the flooring.
- The metal plates (approximately two inches in width) throughout the trailers were noted. It was emphasized that the contractor would be responsible for the removal of all plates throughout and their reinstallation once the flooring is installed.
- The use of flooring panels throughout was noted as a general comment. The existing layout should be preserved. The new flooring should not be installed across the panel and panel framing. The framing should still be visible throughout, however no gaps should exist between the new flooring material and the frames. The panels in the trailers, as they currently exist, shall remain throughout.
- A general comment was made that all gaps between panel framing shall be sealed by the contractor.
- Question: What is the subfloor? VA responded that, per the manufacturer of the trailers, it was potentially two types of sub floor. Primary item noted was that there was the use of plastic honeycomb with aluminum backing. VA will reply with subsequent addendum concerning this.
- It was emphasized that the trailers are similar in nature and construction, but they do vary slightly in layouts due to functional differences.
- A general question was asked about the subfloor needing to be replaced. VA replied that currently in the scope of work, it was noted to plan for up to 70% of subfloor to be replaced. It was noted that VA may increase this amount to 100%. VA will reply with subsequent addendum.
- Question: Who was the contractor of the original installation/construction? VA replied that it was a company in Ohio by Gerling and Associates.
- Entry and exit points through the clean corridor and in the trailers entered were noted.
- Question: Will there be a laydown area for the contractor? VA gave an initial affirmative on this item. The location would need to be decided on but an answer could not be given immediately.

- It was noted that if venting occurs to the outside, the continuous running of the negative air machine would not be achieved as the space could no longer be secured (the door would be propped open). This is not permissible.
- All existing trims that border the flooring are to be sealed.
- It was noted that the material specified is Mannington Biospec material. Concerning potential substitutions, contractors shall be required to bid the material specified.
- It was noted that all questions were due Thursday, February 12, 2015 via email. The questions answered on this walkthrough matched those asked on previous walkthrough and were therefore capable of being answered and captured in the visit's minutes. Any items not covered as formal questions will be addressed via an addendum.


Krystal S Glasper
Contract Specialist