

architecture  
 planning  
 interior design

May 8, 2015

**PRE-PROPOSAL / PRE-BID SITE VISIT MEETING MEMO**

**VAMC CLARKSBURG  
 FOURTH FLOOR B –  
 ACUTE INPATIENT MENTAL HEALTH LOCKDOWN CONVERSION**

**VA PROJECT #540-15-108  
 IKM PROJECT #11-024.1**

**DATE OF MEETING:**  
 April 29, 2015

**MEETING LOCATION:**  
 VAMC, Clarksburg

**PRESENT:**

Rebecca Besten	VA Contracting	<a href="mailto:rebecca.besten@va.gov">rebecca.besten@va.gov</a>
Dave Biller	VA Engineering	
Aaron Garrison	VA Engineering	
Ron Hedrick	7 Hills Construction	<a href="mailto:ronhendrick45@yahoo.com">ronhendrick45@yahoo.com</a>
David Taylor	Atriax/G & G Builders	<a href="mailto:hmassie@gangbuilders.com">hmassie@gangbuilders.com</a>
Scott Adams	H.F. Lenz Company	<a href="mailto:sadams@hflenz.com">sadams@hflenz.com</a>
Larry Heirendt	Horizon Information Services	<a href="mailto:lheirendt@horizonis.com">lheirendt@horizonis.com</a>
Dan Hallewell	ITR Enterprises	<a href="mailto:dhallewell@itr-enterprise.com">dhallewell@itr-enterprise.com</a>
Jamie White	LLI Construction	<a href="mailto:jwhite@lliconstruction.com">jwhite@lliconstruction.com</a>
Todd Alonso	The Alonso Group	<a href="mailto:toddalonso@wirefire.com">toddalonso@wirefire.com</a>
Hubie Delander	WR Drake	<a href="mailto:wdrakecompany@wdrakecompany.com">wdrakecompany@wdrakecompany.com</a>
Jim Hamrick	WR Drake	<a href="mailto:wdrakecompany@wdrakecompany.com">wdrakecompany@wdrakecompany.com</a>
Jeff Brown	IKM Incorporated	<a href="mailto:jbrown@ikminc.com">jbrown@ikminc.com</a>

**DISTRIBUTION:**  
 All Present

1. Rebecca Besten, Contracting Officer for the Clarksburg VAMC, welcomed attendees to the Pre-Bid Meeting and Site Visit for Project No. 540-15-108.
2. Ms. Besten introduced herself as the Contracting Officer (CO), Dave Biller as the COTR (Contracting Officer's Technical Representative), Aaron Garrison (Chief Engineer), Jeff Brown (Principal in Charge for the A&E – IKM Incorporated) and Scott Adams (Project Manager for the MEP Consultant – H.F. Lenz Co.).
3. Ms. Besten identified the Solicitation Number for the Project as VA-244-15-B-0723.
4. The Record of Attendance sheet was circulated and completed by attendees.
5. Ms. Robinson reviewed the rules for communication and discussed the roles of the CO and COTR.

The deadline for RFI submission is NLT 2:00 p.m. May 6, 2015. All RFI submissions must be in writing submitted via email to the CO at [Rebecca.besten@va.gov](mailto: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

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RFI's will be addressed in an amendment issued through FedBizOpps following the RFI close date.

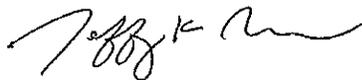
All offers must be delivered to the CO's office at 513 Rosebud Plaza, Clarksburg WV NLT 2:00 p.m. EST May 21, 2015. Any submissions after that time will not be considered. All offerors are responsible for tracking and acknowledging any changes that are issued through amendments via FBO as well.

6. The VA stated that the project must be completed in 90 calendar days. (General contractors to advise if this is an issue.)
  7. The VA stated that coordination drawings for mechanical, electrical, and plumbing systems are not required. The general contractor must coordinate with his subcontractors to assure that all systems will fit within the existing ceilings.
  8. IKM and H.F. Lenz reviewed the general scope of work.
  9. A question was raised regarding new hardware specified for existing doors. (POST MEETING NOTE: This question will be answered via Addendum.)
  10. It was noted that the existing floor expansion joint cover near column line #26; ~~WHAT ABOUT IT?~~ (POST MEETING NOTE: This question will be answered via Addendum.)
- IS LOOSE.

The foregoing represents IKM's understanding of items discussed and conclusions reached. Any additions or exceptions to the statements noted above must be reported to IKM in writing within ten (10) days from date of this report; otherwise this memorandum will stand approved as written.

Submitted by,

**IKM INCORPORATED**



Jeffrey K. Brown, AIA  
Principal