

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

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. 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

IKM Incorporated

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

www.ikminc.com

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

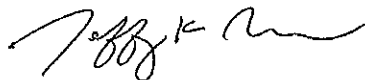
All offers must be delivered to the CO's office at 513 Rosebud Plaza, Clarksburg WV NLT 2:00 p.m. EST May 21, 2015. Any submissions after that time will not be considered. All offerors are responsible for tracking and acknowledging any changes that are issued through amendments via FBO as well.

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.) *IS LOOSE.*
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.)

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