

architecture
planning
interior design

August 6, 2015

PRE-PROPOSAL / PRE-BID SITE VISIT MEETING MEMO

VAMC CLARKSBURG

**VA PROJECT #540-320
IKM PROJECT #10-163**

DATE OF MEETING:

August 4, 2015

MEETING LOCATION:

VAMC, Clarksburg

PRESENT:

Rebecca Besten	VA Contracting
Aaron Garrison	VA Engineering
Ron Mansfield	VA Engineering
Dan Young	VA Engineering
Tom Zandier	Fire Fighter Sales
Pat Tucker	Central Supply Company
Joe Harris	Star Asset Security, LLC
Tom Kockyeko	Seven Hills Construction
Bill Tate	Seven Hills Construction
Larry Gross	District Veterans Contracting
John Finney	CPS Construction Group
Joshua Titus	Mon Valley Electric
Richard Bennett	Fideris Design & Construction
Bob Swearingen	R.B. Vetco
Bob Ridge	Nitterhouse Concrete
Bryan Hanna	Electronic Specialty
Warren Gregory	F.K. Everest
Richard Kraus	Mare Solutions
Johnny Catchley	J.L. Linctii
Dale Dixon	Massaro Construction
Dave Ware	Grange Construction Corp.
Randy Strakal	Advantage Building Co.
Lew Knopp	Titan Development Group
Sam Lewis	Condortech Services, Inc.
Jeff Brown	IKM Incorporated

DISTRIBUTION:

All Present	
Dave Charett	Langan Engineering
Joseph Boward	Garvin Boward Beitko Engineering
Charles Branch	Alpha Associates
Scott Adams	H.F. Lenz
Tony Moscollic	Keystone Structural Solutions
Jon Lusin	IKM Incorporated

IKM Incorporated

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1. Rebecca Besten, Contracting Officer for the Clarksburg VAMC, welcomed attendees to the Pre-Bid Meeting and Site Visit for Project No. 540-320.

2. Ms. Besten introduced herself as the Contracting Officer (CO), Ron Mansfield as the COR (Contracting Officer's Technical Representative), Aaron Garrison (Alternate COR), Jeff Brown (Principal in Charge for the A&E – IKM Incorporated) and Dan Young as Chief Engineer.
3. Ms. Besten identified the Solicitation Number for the Project as VA-244-15-B-0738.
4. The Record of Attendance sheet was circulated and completed by attendees.
5. The deadline for RFI submission is NLT 2:00 p.m. August 10, 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 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 3:00 p.m. EST August 27, 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.

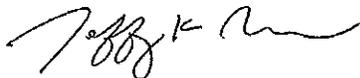
The anticipated award date is October 1, 2015. Construction shall begin this winter.

6. IKM reviewed the general scope of work.
7. All contractors are reminded that they are responsible for coordination of any and all license fees, permits, taxes, etc. (*POST MEETING NOTE: A General WV/NPDES water pollution control permit is also required.*)
8. Contractor must work directly with the City of Clarksburg regarding all taxes and must have a current WV contractor's license.
9. Traffic flow to the main hospital entrance and parking lots must be maintained at all times.
10. A tour of the basement level corridor and electrical room of the Hospital was conducted. The Owner offered a ladder to allow contractors to look above the ceilings. No contractors looked above the ceilings.
11. The existing memorial shown on drawings #C100 and #C102 shall be relocated by the contractor, as directed by the Owner.
12. Record of attendance sheet is attached.

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

Attachment

RECORD OF ATTENDANCE

Solicitation/Contract No. VA244-15-B-0738 DATE: 08/04/2015 TIME: 2:00 p.m.

Project Titles: Parking Garage Project # 540-320

TYPE OF MEETING

- | | |
|---|---|
| <input type="checkbox"/> Training | <input type="checkbox"/> Bid Opening |
| <input type="checkbox"/> Negotiation Conference | <input type="checkbox"/> Pre-performance Conference |
| <input checked="" type="checkbox"/> Pre-proposal/Pre-bid site visit | <input type="checkbox"/> Business Strategy Panel |
| <input type="checkbox"/> Pre-proposal/Pre-bid conference | <input type="checkbox"/> Pre-Final Inspection |
| <input type="checkbox"/> Progress Meeting | <input type="checkbox"/> Final Inspection |
| <input type="checkbox"/> Source Selection Evaluation Meeting | <input type="checkbox"/> Other: |

NAME	ORGANIZATION	EMAIL ADDRESS
REBECCA DESTEN	VA CONTRACTING	REBECCA.DESTEN@VA.GOV
TOM ZANDIEN	FIRE FIGHTER SALES	TZANDIEN@FIREFIGHTER-PAH.COM
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COMMENTS:

Randy Straka Advantage Bldg Cont. srio2@advan etc.

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GAM LEWIS - CONDOR TECH SERVICES INC.