

## Pre-Proposal Conference

### **Construct Patient (OEF/OIF/Women/Mental Health) Education Center, Project Number 589A4-CSI-200**

Welcome to Columbia and the pre-proposal conference for **Construct Patient Education Center, Project Number 589A4-CSI-200**, Solicitation No VA255-15-R-0897 here at the Columbia Veteran Affairs Medical Center (VAMC). The project involves work that is to be performed in strict accordance with the specifications, drawings that were posted to fbo.gov.

- My name is Jeanette Mathena and I am the Contracting Officer assigned to this procurement. I am your point of contact for contractual questions. Mr. Ryan Brown will serve as the Contracting Officer's Technical Representative and is responsible for the day-to-day technical oversight of this project. He is not here to be Quality Control – Quality Control is the prime contractor's responsibility.
- **Construct Patient Education Center** was designed by Health Facilities Group.
- .. If questions technical in nature surface, they need to be put in writing and submitted for answering at the end of this site visit or by e-mailing me Jeanette.Mathena@va.gov. **Do not contact the A&E and ask questions.**

Some administrative issues I'd like to cover are:

- Please ensure that you have signed the attendance roster – this will be published along with any applicable amendment to the solicitation to fbo.gov.
- This is an SDVOSB set-aside project.
- The North Atlantic Industry Classification System (NAICS) code is 236220 General Construction NAICS this NAICS code must be included on your Central Contractor Registration as well as your VETBIZ registration ([www.vetbiz.gov](http://www.vetbiz.gov)). Make sure your company is certified in VET BIZ. Ensure that your company's SAM and Online Representations and Certifications Application are active – they are usually good for one year only. Make sure you are current with your Vets 100 reporting.
- The selection process for this procurement is Lowest Price Technically Acceptable (LPTA) so please ensure that you comply with the Solicitation Instructions to Offerors listed in the solicitation. You may be considered nonresponsive if required items are not submitted with your initial proposal. The government plans to award without discussions but retains the right to open discussions, if deemed necessary.

- The facilities will be in operation during the construction requiring that you keep all areas clean of debris and/or obstructions.
- A bid guarantee in the amount of 20% of the bid price is required and must be submitted with your proposal submission.
- Proposals are due by 2:00 p.m. CST on September 21, 2015 and need to be submitted in person or by mail, fedex, UPS, etc. All proposals are required to have a 120-day acceptance period.
- I would appreciate minimal side-bar conversations as the purpose of this conference is to ensure that everyone has the same information about the procurement.
- If you have questions, request that you provide the question, in writing, to me via email or you can give them to me at the end of this site visit. Make sure on any questions submitted that you provide your name, company name, phone number and your email address where you can be reached in case a clarification is necessary. All questions are to be submitted to me no later than 2PM on September 8, 2015 CST. If you have more than one question, please number them 1, 2, 3 on the card or in your e-mail. Otherwise, you may not get an answer to each of them. An amendment will be issued to provide the answers to questions as well as to provide a copy of the attendance roster. If any questions warrant an amendment, one will be issued and posted to fbo.gov. All interested contractors are responsible to check the website prior to submitting a proposal to ensure that you have seen all amendments and acknowledge them in your bid document.
- I will now turn this conference over to Ryan Brown. Please make sure that you stay together as a group so that information can be presented only once. Again, thank you for your attendance and your interest in this procurement.