

## PRE-BID MINUTES

**Project:** VAMC Autopsy Table Installation  
**Date:** November 8, 2011  
**Location:** Room 488 / Site  
**Weather:** Sunny

**Project Number:** 540-09-102  
**Time:** 10:00 A.M.  
**Temp:** 70°  
**LAI Representative:** Shelley Missimer, Bob Lindsey

### Attendance:

- ✓ See attached sign in sheet.

### Meeting notes

#### VAMC:

- Jennifer introduced the design team and the VAMC employees.
- Jennifer went over the rules of communication according to VA standards.
- Jennifer discussed deadlines.
  - November 22, 2:00pm is the deadline for RFIs. These must be submitted via email to Jennifer.
  - The bids are due November 30, 4:00pm and submitted to Jennifer.
  - Details are included in the bidding package received for all rules and submissions.
- Jennifer discussed all questions will go through Shelley and will be addressed in an amendment.
- This is a SDVOSB set aside project.
- Contractor is responsible for all fees, taxes and permits. These need to be included in the bid.
- The project is based on a construction range of \$500K-\$1M.
- The contractor will need to submit a draft schedule with the solicitation. The final schedule will need to be approved by the VAMC before proceeding. This schedule cannot deviate by 5% throughout the construction phase without proper approval from the VAMC.

#### LAI:

- Shelley/Chris gave an overview of the project and the scope. The project is a renovation to the morgue/autopsy area. A further overview was given regarding project inclusions and exclusions.
- Shelley opened the floor to questions. No questions were presented to the design team or the VAMC.

#### Walk thru:

- The VAMC opened all applicable areas of the suite that would be necessary for renovation. The crawl space and the plenum was made available for investigation. Adjacent areas and vertical areas necessary for chase work were investigated also. A penthouse tour was given.
- There will be no on site material storage or job boxes.
- The crawl space is considered a confined space.

### End of Meeting Notes

Shelley B. Missimer, AIA  
Lakeside Architecture, Inc.

Note: If these meeting notes are correct, they will stand as noted. If any discrepancies are observed, please notify this office within 2 days.

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# RECORD OF ATTENDANCE

Solicitation/Contract No. VA-244-11-RP-0794      DATE: 11/8/11      TIME: 10:00 AM

Project Titles: Autopsy Table Installation

## 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 checked="" 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:                     |

Please annotate next to your name the letters (P) for prime contractor or (S) for subcontractor to differentiate your role for the purpose of this meeting.

	NAME	ORGANIZATION	PHONE NUMBER/EMAIL
	Bob Lindsey	LAI INC.	304.288.3941
	STEELEY MISSIMER	LAI, INC.	301.287.3280
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COMMENTS: