

**Install Chiller and Cooling Tower
Pre-Proposal Conference & Site Meeting Minutes
July 1, 2016**

Introduction:

Contracting Officer: Stephen A. Clabough
Project Manager/COR: Ra-Harmon Nelson

Established rules of communication and the roles of the CO & COR:

- All questions and answers shall be emailed to the CO and COR.
- The COR will address questions concerning scope of the project.
- All Q&As will be posted in an amendment.
- Photos of the project site are allowed as long as no sensitive information is included, and no VA employee faces nor names are captured in the pictures.
- No questions proposed over the phone will be answered. All questions must be proposed over email.

Solicitation was reviewed including highlights:

- NAICS Code: 236220 Commercial and Institutional Building Construction - Size Standard: \$36.5M
- Magnitude of Construction: Between \$2,000,000 and \$5,000,000.
- Type of Set Aside: Service Disabled Veteran Owned Small Business
- SAM registration required (including Reqs & Certs)
- Buy American Act – Construction materials
- Davis Bacon: YES, General Decision Number: TN160084_ 5-13-2016_ TN84. Construction Type: Building.
- Period of Performance: 270 Calendar Days from issuance of the Notice to Proceed for the base offer; 256 Calendar Days from issuance of the Notice to Proceed for Alternate Deduct #1; and 246 Calendar Days from issuance of the Notice to Proceed for the Alternate Deduct #2.

Brief overview of project scope was provided by COR.

Factors and Subfactors were reviewed by the CO.

Proposal submission requirements were discussed by the CO.

Questions are due by July 11th, 2016 at 2:00 PM (CT).

Proposals (hard copy and electric), past performance questionnaires, and bid guarantees are to be received by the CO no later than July 27th, 2016 at 2:00 PM (CT).