

Welcome to Leavenworth and the pre-proposal conference for **Correct Patient Privacy, Ward A2, Project 589A6-15-215, Solicitation No VA255-16-R-0524** here at the Leavenworth Veterans 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 David Sterrett and I am the Contracting Officer assigned to this procurement. I am your point of contact for contractual questions. Mr. Steve Lefebvre will serve as the Contracting Officer's Representative and is responsible for the day-to-day technical oversight of this project.
- **Correct Patient Privacy, Ward A2** was designed by Junk Architects. 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. 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 on FBO.
- You are reminded that this procurement is set-aside for Service Disabled Veteran-Owned Small Businesses only and firms that do not meet the criterion will have their proposals rejected.
- The North Atlantic Industry Classification System (NAICS) code is 236220 and the code must be included on your Central Contractor Registration as well as your VETBIZ registration (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 2412 reporting.
- The selection process for this procurement is **Best Value FAR 15.101-2 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.
- **EVALUATION FACTORS** (other than price) within Submittal Instruction to offerors:
 1. Relevant Past Performance of Prime Contractor;
 2. Technical Construction Experience of the Prime Contractor;
 3. Technical Qualifications of Proposed Staffing;

4. Prime Contractor Safety Plan; make sure to carefully read and address specific safety requirements associated with working in active hospital.

Make sure you submit: Technical, Price, Price Breakout, Contractor Certification Regarding Safety & Environment, acknowledge all amendments & bid bond.

- The prime contractor (or employees of other service-disabled veteran-owned small business concerns) is required to perform **15%** of the labor for contract performance.
- 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. CDT on August 18, 2016** and need to be submitted in person or by mail, FedEx, UPS, etc. All proposals are required to have a **120-day acceptance** period. Submit proposals to address listed in **block 8 to my attention.**
- 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, we request that you provide the question, in writing, to me via email or at the end of this site visit. Make sure on any questions submitted that you provide your name, company name, phone number where you can be reached in case a clarification is necessary and your email address. **All questions are to be submitted to me no later August 02, 2016 10am CDT.** 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. All interested contractors are responsible to check the website prior to submitting a proposal to ensure that they have seen all amendments.
- Do not assume any comments from the staff about the project specifications and drawings change your responsibilities. All questions and answers must be formalized in an amendment and any verbal comments do not change the scope of work or drawings. If you asked an important question during the visit make sure to send it to me in writing so we can get you the complete and correct answer.

Before I turn the meeting over to **Stephen Lefebvre, Project COR and Doug Boyd, Project AE with Junk Architects** address any questions you may have now with the technical aspects of the project.

Does anyone have any Administrative questions? Answer: No Administrative Questions were asked.

- Then we will go tour Ward A2 and reconvene if necessary to address any additional questions.
- We have this room until 12 pm and again at 1pm so I would recommend not leaving anything in the room. (This was not needed)
- On a site visit and Please ensure 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.