

MEMO FOR RECORD

May 1, 2012

SUBJECT: Solicitation No. VA256-12-B-0694, Fort Polk CBOC Landscape Project – Pre Bid Conference & Site Visit Minutes

A pre-bid conference/site visit was held on May 1, 2012 @ 10:00 am for the Fort Polk CBOC Landscape Project. The visit was held on-site at the Fort Polk clinic. Attached is the attendance roster. The meeting began with introduction of all attendance.

The following is an overview of the project scope of work provided by the Architect from Alliance Design Group, Adam Grunzinger:

- The main portion of the work includes landscaping, installation of two shelters, signage, flag pole, security bollards and down sprouts. A concrete dumpster pad with two security bollards is also required.
- Drawing Sheet A106 – the existing grade is 288.47. No major revision required.
- Drawing Sheet A103 – calls for a pressure reduction valve for future addition of planters.
- Drawing Sheet A104/105 – The front of the building calls for storm drainage/piping.
- Drawing Sheet A104 – reference an existing valve for sewage treatment. The "Valve Details" does not reference the valve size.
- The irrigation system will not have a separate water meter. The contractor is required to connect to the existing water meter installed by the city of Leesville. The contractor is responsible for checking/verifying the pressure and size.
- The contractor is responsible for installing bollards. There are two bollards at the front entrance that are removable. All other bollards are solid/permanent.

The contracting officer provided a general overview of the solicitation terms and condition. The bid opening is scheduled for May 14, 2012 @ 2pm (CST). The solicitation is restricted to SDVOSB and the performance period is 90 calendar days.

The following the overview and questions, all attendees proceeded to the exterior for the site visit. The following is an overview of the visit:

- The A&E pointed out the approximate location of the bollards along the front entrance.
- The location of the shelters was pinpointed.
- The drawings call for a head wall (concrete structure) for the drainage.
- Drawings call for a gradual grade on the concrete sidewalk with hand rails.
- All lines and contours on drawings are existing grades.
- The service gate must be relocated closer to the generator.
- All ruts to be regarded/smooth out
- Drawings call for a Curlex Blanket for hydroseeding. This is to ensure seeding is not washed away.
- The corner of the building where there are deep ruts calls for a retaining wall.
- All downspouts to receive a basin
- Sign must be installed inside the fence and self illuminating.


LONEST BONTON JR.

Contracting Officer

SIGN-IN SHEET

PRE-BID CONFERENCE & SITE VISIT

Fort Polk CBOC Landscape Project

Solicitation No. VA256-12-B-0694

May 1, 2012 @ 10:00 am

CONTRACTOR NAME	POINT OF CONTACT	PHONE #	FAX #	E-MAIL ADDRESS
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