

## **PRE-PROPOSAL CONFERENCE/SITE VISIT OUTLINE**

### **Introduction**

- (a) Good morning, this is the pre-solicitation meeting for Project 657-345, Seismic Upgrade and Remodel Building 8. Solicitation Number VA255-17-R-0204.
- (b) First discuss contractual issues, then we will discuss technical issues, entertain questions, and finally conduct a walk through of the areas.
- (c) Before we begin, let me first introduce myself and the Government staff.

CO – David P. Holden – Sean Jackson

COTR – Jeremy Oster

A/E – BnB Design

Other VA staff - Joshua Blackburn

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### **I. Contractual Issues**

#### **1. General:**

- (a) Project Title: Project 657-345, Seismic Upgrade and Remodel Building 8.
- (b) Cost Range: \$1,000,000 to \$2,000,000
- (c) Completion Time: 180 days after receipt of notice to proceed.
- (d) Questions are due in writing to the Contracting Officer by COB on 04—06-2017 Bids are due 04-19-2017 at 10:00 A.M. CDT at my office in Leavenworth.
- (e) Fax or electronically sent bids are NOT acceptable.
- (f) The project is 100% set aside for Service Disabled Veteran Owned Small Business. The successful prime contractor will be required to perform no less than 15 percent of the construction labor.
- (g) Award will be made using the Lowest Priced Technically Acceptable Source selection process outlined in FAR Part 15.

- (h) Please pay close attention to the bid items on page 3.
- (i) Please Pay close proposal submittal instructions on pages 8-16 of the solicitation.  
The Government plans to award without discussions.  
I will now review the evaluation factors with you and pages 17 to 19.

## **2. Disclaimer Statements:**

- (a) Remarks and explanations at the conference shall not qualify the terms of the solicitation
- (b) Terms of the solicitation and specifications remain unchanged unless the solicitation is amended in writing

## **3. Bonds:**

- (a) A bid Bond in the amount of 20% must accompany your BID.
- (b) After award of the contract a Payment Bond and a Performance Bond in the amount of 100% of the contract value are due prior to a Notice to Proceed Letter being issued.

## **4. Other Contracting Topics:**

- (a) The purchase of material for this project is exempt from state sales tax. An Illinois Tax exempt certificate will be issues after contract award.
- (b) The contractor is expected to maintain insurance coverage during the contract period as directed in the specifications.
- (c) Progress payments will be made no later than 30 days after receipt of an acceptable invoice.
- (d) Please pay particular attention to specification section 01 33 23 covering the submittal process. You will not be able to install materials without a submittal approval from the Government.
- (e) There are 2 important submittals that we need at contract start-up. They are the Schedule of Values, and a Construction Schedule.

## **5. Questions: ?**

**II. Technical Issues** – The Project Engineer and A/E will provide an overview of the project, and address questions involving the specifications and drawings. After this, a walk through of the site will be held.

## ATTENDANCE ROSTER

**PURPOSE:** Pre-Proposal Meeting

**SOLICITATION NUMBER:** VA255-17-R-0206

**PROJECT TITLE:** Project 657-345, Seismic Upgrade and Remodel Building 8.

**DATE/TIME:** March 28, 2017 @ 10:30 AM

**PLACE:** Marion VAMC, Marion IL.

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