



architecture  
planning  
interior design

May 15, 2012

**PRE-BID MEETING**  
**VAMC CLARKSBURG**  
**FOURTH FLOOR B – ACUTE INPATIENT MENTAL HEALTH**  
**VA PROJECT #540-11-106**  
**IKM PROJECT #11-024**

**Date of Meeting:** May 14, 2012

**Meeting Location:** VAMC, Clarksburg

|                 |                   |                   |
|-----------------|-------------------|-------------------|
| <b>Present:</b> | John Bargo        | VA Chief Engineer |
|                 | Jennifer Robinson | VA Contracting    |
|                 | Dave Biller       | VA Engineering    |
|                 | Ron Mansfield     | VA Engineering    |
|                 | Dana Lanham       | VA                |
|                 | Jeff Stevens      | MSMA              |
|                 | Tony Alanso       | The Alanso Group  |
|                 | Jeff Shippy       | IMS Contracting   |
|                 | Michael Barbarina | Mare Solutions    |
|                 | Michael Marini    | Mare Solutions    |
|                 | Scott Adams       | H.F. Lenz Co.     |
|                 | Dick Myers        | IKM Inc.          |

|                      |             |          |
|----------------------|-------------|----------|
| <b>Distribution:</b> | All Present |          |
|                      | Jeff Brown  | IKM Inc. |

1. Jennifer Robinson, Contracting Officer for the Clarksburg VAMC, welcomed attendees to the Pre-Bid Meeting and Site Visit for Project No. 540-11-106, "Enhance and Expand Acute Inpatient Mental Health" (4B) .
2. Ms. Robinson introduced herself as the Contracting Officer (CO), Dave Biller as the COTR (Contracting Officer's Technical Representative), John Bargo (Chief Engineer), Dick Myers (Project Manager for the A&E – IKM Incorporated) and Scott Adams (Project Manager for the MEP Consultant – H.F. Lenz Co.).
3. Ms. Robinson identified the Solicitation Number for the Project as VA-244-12-RP-0279.
4. The Record of Attendance sheet was circulated and completed by attendees.
5. Ms. Robinson reviewed the rules for communication and discussed the roles of the CO and COTR.

The deadline for RFI submission is NLT 2:00 p.m. May 30, 2012. All RFI submissions must be in writing submitted via email to the CO at [Jennifer.Robinson2@va.gov](mailto:Jennifer.Robinson2@va.gov). Any submissions after that time will not be considered. Any submissions that were submitted timely, however, in the incorrect format or to the incorrect email will not be considered either. All RFI's will be addressed in an amendment issued through FedBizOpps following the RFI close date.

All offers must be delivered to the CO's office at 513 Rosebud Plaza, Clarksburg WV NLT 4:00 p.m. EST June 6, 2012. Any submissions after that time will not be considered. All offerors are responsible for tracking and acknowledging any changes that are issued through amendments via FBO as well.

During this meeting and the walk through of the proposed site, it is imperative that all questions be routed through the designated person (Mr. Myers with the A/E) so that the response can be verified as accurate upon further review. These questions will be addressed in the minutes to be posted to FBO following the pre-bid meeting.

In order to be considered eligible as a SDVOSB, it is still required that your company be registered in VetBiz. This is different from the CVE verification process and is required per VAAR part 19.

Please ensure that you play close attention to all portions of the evaluation criteria as outlined in pages 8 through 10 in the solicitation. A lot of work is put in to these proposals as far as coordinating pricing. The technical portion is very important and could deem an offer as "technically unacceptable" if not followed and submitted as outlined in the criteria.

All contractors are reminded that they are responsible for coordination of any and all license fees, permits, taxes, etc.

6. Mr. Bargo expressed his hope that attendees had read the solicitation. He then noted that flashlights and ladders were available for the use of attendees during the site visit following this meeting. His expectations are that it is the responsibility of the bidders to take advantage of the site visit to examine all accessible field conditions and that discovery during the construction phase of only truly concealed conditions will warrant considerations for re-design and/or possible change orders.
7. He also noted that a new air handling unit to serve the 4B Project was being provided under a separate project and cautioned that work required above the ceilings of the 3<sup>rd</sup> floor below the Mental Health Project must be carefully coordinated with hospital operations and that working hours in certain areas would be restricted.
8. Coordination drawings will be required and must be approved before work can proceed. The COTR requires detailed schedule notification 3 weeks in advance to coordinate work and even hourly scheduling for coordination of work in certain sensitive areas.
9. Mr. Myers distributed rendered floor plans indicating the organization of the unit along with colored renderings of two representative spaces and then outlined the scope of the Project. It was noted that the scope of demolition within the existing administrative suite is an almost total gut while work in the adjacent elevator lobby / corridor area consisted of removing only the existing interior finishes (and windows).
10. All windows within the Project Area will be removed and replaced with new triple glazed windows with integral horizontal blinds.
11. Mr. Myers noted that bidders should carefully review the ICRA Floor Plan Drawing AP100 and become familiar with all noted VA requirements. This drawing also provides standard ICRA barrier types and anticipated locations. It was noted that the complexities of

coordination with other work and hospital operations may require adjustments to the type and locations of the ICRA barriers.

12. Because of the specialized nature of a mental health unit, there are numerous special details, features and products required to ensure patient and staff safety. The use of tamper-proof fasteners, special door hardware, anti-ligature toilet fixtures and accessories, and damage resistant finishes are required throughout the unit. Special patient monitoring systems and wireless staff security systems integrated into door hardware and the fire alarm system are called for. Laminated safety glass is required throughout the project area.
13. Ms. Robinson noted that Contractors take special care in allowing adequate lead time for obtaining the various unconventional products required due to the special nature of the mental health unit.
14. Mr. Adams of H.F. Lenz Co. outlined the general scope of the MEP work, noting that most systems were being demolished within the Project area except for some existing steam and water lines that will remain. He noted that space above ceilings is extremely tight.
15. Mr. Adams also noted that security system work required a tie in to the first floor police station.
16. MEP work must be carefully coordinated with the 4A/C Project as certain equipment installed under that Project will serve the 4B Project.
17. The meeting was then opened up for questions from the attendees.
18. It was noted that ICRA requirements called for an ante-room and it was questioned whether that was necessary for this floor since there are no immediately adjacent patient areas. This requirement is intended to assure that the contractor's personnel leaving the construction area do not contaminate other areas of the hospital.
19. In response to a question about the requirement for all contractors' personnel to be tested for TB, the VA stated that there is no requirement at this time; however, it is recommended that contractors evaluate risks with their workers to evaluate immunization.
20. "PIV" badges must be obtain and worn by all contractor's personnel. Dave Biller outlined the process of obtaining the badges.
21. The VA noted that an amendment may be issued to clarify work involving the phasing out and replacing of two existing heat exchangers serving the 3B and 4B Projects. The 3<sup>rd</sup> floor space housing the heat exchangers is within the current construction area of the 3B Project and is a hard hat area. Due to the difficulties of touring that area today, arrangements will be made on a specific date to allow general contractors and their subs to visit those areas.
22. Photos are permitted during the site visit as long as no patients, employees or personal information are photographed.
23. Regular construction meetings will be held and the AE will attend as determined or and will be available via conference call as necessary.

24. A dumpster site will be provided to the contractor at the rear of the building and a shoot will be permitted from the fourth floor site to the dumpster.
25. The contractor should schedule deliveries before 8:30 am and after 4:00 pm to avoid problems and conflicts with use of elevators.
26. The contractor is required to provide cipher locks on all construction barrier doors that VA personnel (COTR, etc.) can access with a key when necessary and that contractor's personnel will access with the code. Construction barrier doors must remain locked at all times as a safety precaution.
27. It was noted that metal lockers are shown on the drawings but there is no specification for the lockers. IKM will review and provide a specification.
28. A question was asked about why Specification Section 042000 Unit Masonry was included when there appeared to be no masonry work. The walls surrounding the Med. Room 4B13 are required to be masonry due to security concerns. This is a VA standard. Refer to partition type P-12.
29. It was noted that the drawings refer to Stonhard and Stontec for resinous flooring and integral base material at patient bathrooms. These products are the basis of design. The reference is not intended to indicate a sole source material.
30. Clarification was requested as to whether the note on electrical drawings requiring both new and existing conduit penetrations to be fire stopped. The VA responded that existing penetrations are revealed during construction that are not properly sealed must be sealed with fire stopping.
31. During the site visit, a question was asked about the requirement to install sound batt insulation between the structural ribs of the floor deck above the finished ceilings. IKM responded that an approved, fire resistant sprayed on acoustical insulation would be an acceptable alternative.

This memorandum represents the Architect's understanding of events, which occurred and/or were discussed during the course of the meeting. Should these minutes contain an error or an omission, please submit the proposed corrections, in writing, to the Architect within three (3) working days after the issuance of these minutes. Otherwise, the minutes will be considered accurate as written.

Submitted by,

**IKM INCORPORATED**



G. Richard Myers  
Project Manager