



RECORD OF ATTENDANCE



Solicitation/Contract No. VA-244-12-RP-0279

DATE: 5/14/12

TIME: 11:00 AM

Project Titles: Enhance and Expand Acute Inpatient Mental Health (4B)

TYPE OF MEETING

☐

Training

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Negotiation Conference

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Pre-proposal/Pre-bid site visit

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Pre-proposal/Pre-bid conference

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Progress Meeting

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Source Selection Evaluation Meeting

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Bid Opening

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Pre-performance Conference

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Business Strategy Panel

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Pre-Final Inspection

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Final Inspection

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Other:

Please annotate next to your name the letters (P) for prime contractor or (S) for subcontractor to differentiate your role for the purpose of this meeting.

NAME	ORGANIZATION	PHONE NUMBER/EMAIL
Trimmer Johnson	VA Contracting	304 626-7020
Jeff Stevens	MSMA	304-621-0930
Tony Alonso	The Alonso Group	304-848-2138 tony.alonso@wirefire.com
Jeff Shippy	IMS Contracting	906-789-9021 JShippy@imscontracting.com
DAVE BILLER	VA Engineering	3897
DICK MYERS	IKM Incorporated	412-281-1337 gmyers@ikm-inc.com
Scott Adams	H.F. LENZ Co.	814-269-9404 SADAMS@HFLLENZ.COM
Michael Barbarino	Mare Solutions, Inc	412-781-3218 JMcDonald@mare-solutions.com
Michael Marini	Mare Solutions	412-719-3979 MMarini@Mare-Solutions.com
John Bargo	VA	X3560
DANA LANHAM	VA	X3616

COMMENTS:

Construction Site Visit Checklist

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Introduction of Contracting Officer and Contracting Officer's Technical Representative.

Jennifer Robinson CO and David Biller is the COTR. Dick Meyers is the project manager for the A&E which is IKM Incorporated. I will cover a few rules of communication and then hand over the review of scope of the project to Mr. Myers.

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Identify the Solicitation Number / Project title.

VA-244-12-RP-0279 Enhance and Expand Acute Inpatient Mental Health (4B)

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Establish the rules of communication and the roles of the CO & COTR:

The deadline for RFI submission is NLT 2:00 PM May 30th, 2012. All RFI submissions must be in writing submitted via email to the CO at 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 PM EST June 6th 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 pay 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.

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Provide solicitation highlights such as the following:

- NAICS Code - 236220
- Size Standard - \$33.5 Million
- Magnitude of Construction – Between \$2 million and \$5 million
- Type of Set Aside – SDVOSB Set Aside

*Provide opportunity
for Sub to Come back*

*Verify TB Testing
Requirement*

*Address Coordination
Drawing required*

Address

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Request completion of the Site Visit Record of Attendance.

Please make sure everyone has signed in the attendance sheet as this will be included in the FBO amendment following the meeting. At this time Mr. Myers will review the scope of the project and we will open the forum for any questions from the contractors. Following this we will leave as a group to go to the proposed sight for review as well.

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Examine the site.

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Conclude the Site Visit