

**Pre-Proposal Conference and Site Visit Notes and Agenda**  
**Solicitation Number: VA260-12-R-0015**

**Project 692-12-206**  
**Design-Build Construction Services, Security System Upgrades**  
**SORCC, White City, Oregon**

**Topics:**

- Welcome and Thank You for coming!
- Introductions:
  - Contracting Officer – Charlene Duncan
  - Project Manager – Don Peccia
  - Contracting Officer Representative (COR) – Rodney Grabenhorst
  - Architect and Engineer Firm – N/A
- RFP was officially issued on May 23, 2012, as indicated by the posting at FedBizOpps ([www.fbo.gov](http://www.fbo.gov)). No amendments have been issued.
- Questions and answers discussed at the job walk are not binding. All inquiries will be answered by amendment.
- All questions or inquiries shall be submitted in writing no later than June 8, 2012, to allow time for the government to respond. **Questions shall be submitted via email to the Contracting Officer at [charlene.duncan@va.gov](mailto:charlene.duncan@va.gov).**
- Contracting Officer contact information:
  - Charlene Duncan
  - [charlene.duncan@va.gov](mailto:charlene.duncan@va.gov)
  - 509-524-1421
- Solicitation is 100% set aside for Service-Disabled Veteran-Owned Small Business firms.
- Proposals are due no later than 2:00 pm on June 22, 2012. There will NOT be a public bid opening. Proposals must be submitted IAW RFP Instruction, Conditions and Other Statements to Bidders/Offerors to the Contracting Officer at the address shown in Block 7 of the SF1442. **PLEASE NOTE:** Proposals are submitted to the Contracting Officer in Walla Walla, Washington. Nowhere else.
- In accordance with VAAR 836.204, the Construction Magnitude for this project is between \$100,000 and \$250,000.
- Documents to submit are detailed in 2.2 Proposal Requirements, Evaluations Factors and Ratings (page 10 of 72).
- Security. A bid bond is required with the proposal. Performance and payment bonds are required after award only from the successful offeror.
- Basis of Award: Lowest-Priced Technical Acceptable (FAR Part 15.101-2).
- Selection Procedures: Each proposal will be evaluated in accordance with FAR Part 15 and the solicitation.

- Proposal Development Tips
  - Cover sheet should clearly identify Offeror information and project information.
  - Include contact information – name, phone and email
  - In technical proposal, clearly identify each evaluation factor being addressed.
  - When listing the projects for team and key personnel experience, clearly indicate the project start date, project completion date (estimated or actual) and project value.
  - Ensure that evaluators can see the relevance or connection of key project personnel experience to this project.
  - Review the evaluation ratings and write to the descriptions provided.
  
- **QUESTIONS?**
  
- Project Overview and Job Walk: Rodney Grabenhorst, COR