

## PRE-PROPOSAL CONFERENCE- Expand Ambulatory Care Addition

### a. Introduction:

- Welcome to **Columbia** and the pre-proposal conference.
  - I would appreciate minimal side-bar conversations as the purpose of this conference is to ensure that everyone has the same information about the procurement.
  - **Project Title/Project NO.:** Expand Ambulatory Care Addition, Project 589-333
  - **Solicitation No:** VA255-17-R-0256
  - **Location:** Columbia VAMC.
  - This meeting will discuss contractual issues, project requirements; entertain questions and a walk-thru of the project area. We will reconvene in this room after the walk-thru to entertain any further questions and allow you time to network with subcontractors that may be here.
  - Before we begin, let me introduce myself, other VA staff and A&E staff.
  - My name is **Jeanette Mathena** and I am the Contracting Officer at NCO 15 assigned to this procurement. I am your point of contact for questions.
  - **Ryan Brown** will serve as the Contracting Officer's Technical Representative and is responsible for the day-to-day technical oversight of this project. He is not here to be Quality Control – Quality Control is the prime contractor's responsibility.
  - The Architectural firm that this project is designed by **Cannon Design** representatives that are here for the meeting:
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### b. Contractual /Administrative issues I'd like to cover are:

- Please ensure that you have signed the attendance roster – this will be published along with any applicable amendment to the solicitation on fbo.gov.

- You are reminded that this procurement is 100% set-aside for Service Disabled Veteran-Owned Small Businesses only and firms that do not meet this criteria will have their proposals rejected.
- The North Atlantic Industry Classification System (NAICS) code is **236220** and the code must be included on your Central Contractor Registration as well as your VETBIZ registration ([www.vetbiz.gov](http://www.vetbiz.gov)). Make sure your company is certified in VET BIZ. Ensure that your company's SAM Records / Representations and Certifications Application are active – they are usually good for one year only.
- Make sure you are current with your Vets 4212 reporting.
- **Cost Range: \$5 to \$10 MILLION**
- **PERIOD OF PERFORMANCE: varies per bid item**
- The prime contractor (or employees of other service-disabled veteran-owned small business concerns) is required to perform 15% of the labor for contract performance.
- The facilities will be in operation during the construction requiring that you keep all areas clean of debris and/or obstructions.
- Proposals are due by **2:00 p.m. CDT on June 19, 2017** and need to be submitted in person or by mail, fedex, UPS, etc. All proposals are required to have a 120-day acceptance period.
- Fax or electronically sent bids are NOT acceptable.
- **Please pay close attention to SPECIAL NOTICE ON PAGE 3 – Relating to Guaranteed Period Services.**
- Please pay close attention to the bid items starting on page **4**
- The selection process for this procurement is **Best Value Lowest Price Technically Acceptable (LPTA)** so please ensure that you comply with the Solicitation Instructions to Offerors listed in the solicitation. You will be considered nonresponsive if required items are not submitted with your initial proposal. The government plans to award without discussions but retains the right to open discussions, if deemed necessary.

- Please Pay close proposal submittal instructions starting on page 10 of the solicitation. The Government plans to award without discussions. I will now review the submittal instructions and evaluation factors with you.

#### **c. Bonds**

- A bid guarantee in the amount of 20% of the bid price is required and must be submitted with your proposal submission.
- 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.
- Guaranteed Period Services is required in this project and Payment & Performance Bonds are required for these services also.

#### **d. Other Contracting Topics:**

- The purchase of material for this project is exempt from state sales tax. A Kansas Tax exempt certificate will be issues after contract award.
- The contractor is expected to maintain insurance coverage during the contract period as directed in the specifications.
- Progress payments will be made no later than 14 days after receipt of an acceptable invoice.
- 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. Submittal Exchange or Equal is required and is a cost you will include in your proposal.
- There are 2 important submittals that we need at contract start-up. They are the Schedule of Values, and a Construction Schedule.
- The project involves work that is to be performed in strict accordance with the specifications, drawings that were posted to fbo.gov.

#### **e. Questions**

- If questions technical in nature surface, they need to be put in writing and submitted for answering at the end of this site visit or by e-mailing to **Jeanette Mathena at [Jeanette.mathena@va.gov](mailto:Jeanette.mathena@va.gov). Do not contact the A&E or the COR and ask questions.**

- Make sure on any questions submitted that you provide your name, company name, phone number where you can be reached in case a clarification is necessary and your email address. **All questions are to be submitted to Jeanette Mathena no later than end of the day on June 2 4:00 PM CDT.** If you have more than one question, please number them 1, 2, 3 on the card or in your e-mail. Otherwise, you may not get an answer to each of them. An amendment will be issued to provide the answers to questions as well as to provide a copy of the attendance roster. If any questions warrant an amendment, one will be issued and posted to the fbo.gov. All interested contractors are responsible to check the fbo.gov website prior to submitting a proposal to ensure that they have seen and addressed all amendments.

f. **Disclaimer Statements:**

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

- g. **Technical:** I will now turn this conference over to the COR Ryan Brown and the A&E to discuss any project requirements they wish to point out before starting on the walk -thru. Please ensure that you stay together as a group so that information can be presented only once. Again, thank you for your attendance and your interest in this procurement. After the walk thru we will come back to this room to address any further questions and allow you to network with each other. Please do not leave the group before returning here.