

Site Visit | Mass Communications/Public Address System | VA259-12-R-0365

7/24/12- 2:00-3:30pm Site Visit | Grand Junction VAMC Building 1 on the 6th floor in the lobby

Agenda:

- **Thank you all for making the time to attend this site visit today**
- Introduction of Tracy Lyn Jackson, John Bartman and Lyndon Fogg
- Discussing RFP VA 259-12-R-0365 on FBO.gov
 - Design/Build of a Mass Communication | Public Address Notification System
- **The pre-bid meeting/site walk is not mandatory.**
- **All Questions must be written down**
- Address where to send RFP:

Page 23: - Clarify that proposals shall be received by 2:00pm **NOT** 5:00 p.m. (**Mountain Time**) on August 1, 2012 at 2pm. There will be no public opening of the proposals. Submit offers to:
Tracy.Jackson2@va.gov.

- Two Volumes- Volume 1 & 2 in the same email, discussed on page 23. Bid Guarantee/Payment Bonds, certification on CVE vetbiz.gov needs to be included.
- Re-verification State on Vetbiz.gov

E-mail Submission Procedures: For simplicity in this guidance, all submissions in response to a solicitation will be referred to as offers.

- a. Subject Line:** Include the solicitation number, name of company, and closing date of solicitation.
- b. Size:** Maximum size of the e-mail message shall not exceed five (5) megabytes. Only one email is permitted.
- c. Page Limit:** There is a limit of 50 pages for Volume I (technical/past performance). Volume II (price) has a 20 page limit.
- d.** Each electronic offer must also include a signed and scanned SF-1442, Solicitation, Offer, and Award (Construction, Alteration, or Repair).

➤ **Pertinent Dates:**

- Questions due by 7/25 MT at 5pm to Tracy.Jackson2@va.gov
- The VA will get the questions/answers out as quickly as possible
- List RFP # and Mass Communications/Public Address in Subject Line
- Proposals due on 8/1 at 2 pm MT

SELECTION CRITERIA AND WEIGHTINGS on page 12 of RFP

Volume I

Factor 1: Past Performance: *All sub factors within this factor are considered equal.*

Sub factor (a) Provide a minimum of **three (3) client references** (see questionnaire below) involving design and installation elements of similar type, scope, size, complexity indicated in the Statement of Work which were completed under similar design build conditions by offeror in the last five years.

Sub factor (b) The Contractor design/installation **team** must show a minimum of **three (3) projects** in the last five (5) years involving design and installation elements similar to the work indicated in the scope of work at Federal, local government or commercial facilities. The Contractor design member must indicate depth of knowledge of systems design for communication systems in health care facilities. The Contractor installation member must indicate depth of knowledge of systems design for communication systems in health care facilities. **The client references addressed in Sub Factor (a) can also be the same projects used in sub Factor (b).**

Sub factor (c) Provide specifics of quality control, scheduling, time control, ability to meet deadlines, cost control, and quality assurance. Differentiate between the type of construction projects and what type of occupancy the project involved. Give specific project information related to construction projects as opposed to maintenance projects.

Sub factor (d) Provide a list of references pertaining to those contracts and include current names and telephone numbers of individuals involved in monitoring contract performance. The Government will contact some or all of the offerors' customers. Client overall satisfaction with project and the management thereof will be assessed using response surveys.

The Government will evaluate relevant past performance focusing on criteria relevant to the technical qualifications under a single contract. Relevant past performance of an effort under a joint venture arrangement will be determined based on the work directly performed by the Offeror. If work of an Offeror cannot be discerned from the work of others in the Joint Venture, this effort will be considered not relevant.

Present and Past Performance Rating (Factor 1) will be rated as follows:

Adjectival Rating	Definition/Standard
Excellent	The offeror's past performance clearly exceeded contractual requirements or current industry standards to an unusual or exceptional degree. The offeror displayed a unique approach and presented in a high probability of success and satisfied all of the requirements of the contract. All or a vast majority of sources contacted stated they would not hesitate to do business with the offeror again. <u>No doubt exists</u> based on the offeror's past performance that they can satisfy the requirements of the contract.
Very Good	The offeror's past performance was very good and met majority of the contractual requirements or current industry standards. Majority of the sources contacted stated they would do business with the offeror again. <u>Little doubt</u> exists based on the offeror's past performance that they could satisfy the requirements of the contract.
Satisfactory	The offeror's past performance was satisfactory but only met the minimum requirements of the contract. The offeror experienced problems with various aspects of performance (i.e. material submittal submissions, completing projects on time and/or problems in submitting required paperwork timely); however, once brought to their attention, most, if not all of these issues were resolved. Reviews were mixed, but most of sources contacted stated they would do business with the offeror again. <u>Some doubt</u> exists based on past performance that they could satisfy the terms and conditions of the contract.
Neutral	No criteria information was provided. Inconclusive.
Marginal	Based on the offeror's performance record, substantial doubt exists that the offeror will successfully perform the required effort. The contractual performance of the element or sub-element contains some problems for which corrective actions taken by the contractor were marginal but somewhat effective.
Unsatisfactory	The offeror's past performance was unsatisfactory and did not meet most of the contractual or current industry standards. Majority of the sources contacted stated they would not do business with the offeror again. The offeror had significant weaknesses and deficiencies which were never corrected. <u>Significant doubt</u> exists based on the offeror's past performance that they can satisfy the requirements of the contract.

Past Performance Questionnaire
Public Address System/Mass Communications
VA259-12-R-0365

Provide a maximum of five (5) of the most relevant and recent contracts. Use for Both subfactor (a) and (c).

Contractor Submitting Proposal Name, address, phone number:

Name:
Address:

Phone Number:

Title and Amount of Project on which Past Performance is based:

Title:

Amount:

Performance Period:

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Name, Title, Phone number of Contracting Officer and/or COTR in charge of Project:

Name:

Phone Number:

Brief Description of Project:

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Ratings:

E - Excellent – Consistent record of exceptional past performance, many strengths
VG – Very Good- Consistent record of successful past performance, strengths far outweigh any weaknesses
S - Satisfactory – Successful past performance, strengths outweigh any weakness. Met minimums.
M - Marginal – Weaknesses far outweigh strengths
U - Unsatisfactory-Significant weaknesses with no strengths

Neutral – N/A-not applicable

1. How was the contractor's adherence to technical requirements of the contract?

E VG S M U NA

Comments:

2. How well did the prime Contractor coordinate the work of subcontractors/suppliers/labor force?

E VG S M U NA

Comments:

3. Was performance completed in accordance with planned progress schedule?

E VG S M U NA

Comments:

4. Were Material Submittals, Payrolls, Quality Control Plan, Safety Plans, etc. submitted in a timely manner?

E VG S M U NA

Comments:

5. How many change orders and RFIs which were not prompted by post-award customer-requested changes were submitted by the contractor during this Project?

E VG S M U NA

Comments:

6. Was Project Management effective?

E VG S M U NA

Comments:

7. How would you rate the contractors overall quality of work?

E VG S M U NA

Comments:

8. Were there any serious accidents or numerous minor accidents on this job?

E VG S M U NA

Comments:

9. Given the opportunity, would you award another contract to the contractor?

E VG S M U NA

Comments:

Signature of Rater: _____ Date: _____

Factor 2: Project Team and Key Personnel: *All sub factors within this factor are considered equal.*

Describe the construction management team, their qualifications, and identify key personnel, their position and credentials.

Sub factor (a) Describe the type of construction business. If a joint venture (JV) is established, provide an Organization and Management Plan. If a teaming arrangement (Prime – Subcontractor relationship) is established, list the specific work the SDVOSB will perform by trade.

Sub factor (b) Provide Project Personnel Experience (Specialized experience and technical competence). The Offeror shall demonstrate the relevant experience of key project personnel.

- 1) Biographical data shall include the following:
 - a) Name of individual.
 - b) Company employed by.
 - c) Company position title.
 - d) Years with the company.
 - e) Describe work experience with projects that; are completed, and the company (by name) they worked for when involved in the project.
 - f) An indication of which (if any) projects submitted under Corporate Experience (above) the individual participated in and what the individuals responsibility was for that project.
 - g) Position that the individual will hold in regard to this contract/project team, description of duties and what percentage of the individual's time would be committed to the project during the construction phases.
 - h) Describe job related educational experience including degrees, certificates etc and granting institutions.
 - i) Describe work of systems design for communication systems in health care facilities.
- 2) Supply this biographical data for key personnel for at least the following: (Note if one individual is proposed for more than one position listed):
 - a) Overall Project Manager.
 - c) Construction Project Manager.
 - d) Construction Superintendent.
- 3) Provide a list of proposed subcontractors with qualifications/certifications.

Note: Key members submitted in proposal cannot be substituted without prior written approval of the VA. Key members include:

- 1. Project manager.**
- 2. Project/Construction Superintendent.**
- 3. Key subcontractor(s).**

Sub factor (c) Technical/Management Approach - The Offeror shall demonstrate the following, relevant to the subject procurement.

- 1) Project Delivery Philosophy - Include expectation statements concerning:
 - (a) Elements for Successful Partnering: Communication, Commitment and Conflict Resolution.
- 2) The Contractor shall demonstrate specialized experience in Quality Assurance/Quality Control Plan.
- 3) The Contractor shall demonstrate specialized experience in creating conditions for value engineering opportunities.
- 4) Project Organizational Chart and Narrative - Include team members submitted under Project Personnel Experience above. Clearly describe the prime responsible firm (or firms if a J/V) and individuals as well as the roles and responsibilities of individuals proposed as consultants and sub-contractors. Provide a list all consultants and all proposed major subcontractors, including telephone number, address, and name of contact.
- 5) Capability to perform:
 - (a) Provide the Offeror's total bonding capacity, current available bonding capacity and expected available capacity in 2012 - 2013.
 - (b) Provide the Offeror's current workload and availability of adequate staff listed under Project Personnel Experience to manage the project. Include project schedules for current and pending projects, as well as the anticipated impact of this project on those schedules and staffing plans.
- 6) The Contractor team shall discuss the reputation of the organization and its principal offices with respect to professional performance, general management, cooperativeness and client satisfaction.
- 7) The Contractor team shall provide pertinent information regarding a record of significant claims against the Contractor team organization because of improper design or installation services.
- 8) The Contractor team shall submit the manufacturer and origin of component manufacture for the public address/mass communication system.

Factor 3: Schedule *All sub factors within this factor are considered equal.*

The schedule will be evaluated as to how well it meets the objectives of the project.

Sub factor (a) The Offeror shall provide a progress schedule in a time scaled bar graph format. The horizontal axis will be scaled for time beginning with the Notice to Proceed and concluding with contract completion. The vertical axis will show the milestones and major portions of the contract work. All schedule items will show a start date and a completion date. The detailed schedule will indicate specific tasks with dates for each step of the process including:

- 1) Design Period: The design period, NTP, sub periods, (i.e., first and second reviews, other meetings, internal Quality Assurance/Quality Control plan reviews).
- 2) Construction Period: mobilization, submittals, demolition method and sequencing, phasing, procurement and installation of equipment, structure completion, interior finishing of equipment; provisions for overtime or shift work; tests and final inspection.
- 3) General Project Delivery Schedule and Narrative - Show relationships between construction document development/completion (including required review activities) and construction activities for (at a minimum utility work, interior finishes, building systems, and site development.)

Sub factor (b) The Offeror shall specify how much allowance has been made for bad weather in the schedule, the days of the week and the hours of construction operations during each phase of the work, and the percentage of contract completion that will be achieved at the end of each month of the contract.

Project Team and Key Personnel, and Schedule (Factors 2 & 3, including sub factors) will be evaluated and rated as follows:

Adjectival Rating/Color Rating	Definition/Standard
Excellent (blue)	Proposal demonstrates <u>excellent understanding</u> of requirements and approach that <u>significantly exceeds performance</u> or capability standards. Has <u>exceptional strengths</u> that will <u>significantly benefit</u> the Government.
Good (green)	Proposal demonstrates <u>good understanding</u> of requirements and approach that <u>exceeds performance</u> or capability standards. Has <u>exceptional strengths</u> that will <u>benefit</u> the Government.
Satisfactory (yellow)	Proposal demonstrates <u>acceptable understanding</u> of requirements and approach that <u>meets performance</u> or capability standards. Acceptable solution. <u>Few or no strengths, with no benefit to the Government.</u>

Marginal (white)	Proposal demonstrates <u>shallow understanding</u> of requirements and approach that only <u>marginally meets performance</u> or capability standards necessary for minimal but acceptable performance.
Unsatisfactory (red)	<u>Fails to meet performance</u> or capability standards. Requirements can only be met by major changes to the proposal.

Volume II: Cost Proposal Requirements

Price for Scope of Work:

A detailed price breakdown is required, to include labor, materials, profit, and overhead. If a detailed price breakdown is not included in the initial proposal response the contractor may be excluded from further consideration of contract award.

Contractor must provide a price proposal for both CLIN items 0001 and 0002.

Pricing will be evaluated in accordance with FAR 15.4 to determine reasonableness and evaluate potential performance risks. In this context, reasonableness will be determined by comparing offered prices with the government estimate.

This factor will be evaluated as either reasonable or unreasonable. The Government reserves the right to cancel subject RFP and re-solicit via another mechanism should a fair and reasonable price not be achieved or reasonableness of price cannot be determined.

All non-price factors, when combined, are significantly more important than price. However, in the event that offerors collective adjectival rating becomes equal, price will then be a more significant factor.

➤ **Set Aside:**

- NACIS Code 236220- Commercial and Institutional Building Construction
 - Small Business Size Standard is \$33.5Million
- This acquisition is a 100% Service Disabled Veteran Owned Business (SDVOSB)
- VAAR 804.1102
 - Must be registered in Vetbiz.gov and have a CVE certification.
- VAAR 852.219-10 on page 53 of RFP.
 - Clarified that 51% of which is owned by one or more service disabled veterans or, in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more service-disabled veterans (or eligible surviving spouses).

➤ **Bid Guarantee/Payment Bonds:**

- FAR 52.228-1. A company must have a bid guarantee of 20% or \$3,000,000 whichever is lesser.
- In section 12 A on the 1442, it states the contractor will have performance/payment and bonds 10 days after receipt of award letter.

➤ **Post Award Compliance:**

- Compliance with Davis Bacon Wages and Application wage determination shall be expected of the contractor. The contractor can submit their weekly certified payrolls with their monthly invoice.

➤ **John Bartman Will discuss Scope here:**

- Statement of Work is on Page 7, John Bartman asked if everyone has read the scope of work.
- All Design/Submittal/Installation work should be completed within 180 days NTP.
- **Note, in the PDF Drawings titled: Building PDF_02, the drawings contain solid black dot marks indicating suggested locations for speakers based on closed “smoke barrier” doors.**
- All design and work will conform to the current edition of the VA Master Specifications and VA Design Standards as published at the following site: www.cfm.va.gov, Underwriters Laboratory, IBC 2003, NFPA and NEC building codes and standards.
- The headend is expected to interconnect to Zetler and Jeron Nurse Call Systems, Paging Systems and Telephone Systems.
- All components are expected to meet the “Buy American Act”.
- All personnel of the contractor, including contractor staff, sub contractors and suppliers are expected to be identified by a picture ID badge.

- Written Questions:
 - Will be addressed in a separate amendment.
- Site Walk:
 - On the site walk attendees saw the following areas:
 - B1- penthouse
 - 6th floor
 - 5th Floor
 - 4th Floor
 - 3rd Floor
 - 2nd floor
 - 1st floor
 - Outbuilding and Community Living Center were determined by participants not necessary to visit.