

## **PRE-PROPOSAL CONFERENCE OUTLINE**

### **Introduction**

- (a) Good morning, thank you for taking the time to attend this pre-solicitation conference.
- (b) Today we will first discuss contractual issues, then we will discuss technical issues and finally the Project Engineer (COR) will conduct a walk through of the areas.
- (c) Before we cover the issues, let me first introduce myself and the Government staff.

CO – Jessica Edwards

COR – Chad Markus

Other VA staff - \_\_\_\_\_

### **I. Contractual Issues**

#### **1. General:**

- (a) Project Title: Project 657-17-185JC – Renovate GI Procedure Room
- (b) Cost Range: \$100,000.00 to \$250,000.00
- (c) Completion Time: 112 calendar days after receipt of the notice to proceed.
- (d) **ALL** questions are due in writing to the Contracting Officer by 3:30PM CT on April 11, 2018. Proposal is due April 26, 2018 by 3PM CT at my office in Leavenworth. (Please see the proposal submittal instructions in the Solicitation for further details)
- (e) The project is 100% set aside for Service Disabled Veteran Owned Small Business (SDVOSB). The successful prime contractor will be required to perform no less than 15 percent of the construction labor.
- (f) Award will be made after a Technically Acceptable proposal is received. The Government plans to award without discussions, however we reserve the right to hold discussions if we feel they are necessary.

#### **2. Disclaimer Statements:**

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

### **3. Bonds:**

- (a) A bid Bond in the amount of 20% must accompany your BID.
- (b) 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.

**4. Buy American Act:** The solicitation is subject to the Buy American Act, and it generally requires the use of American made products. Please keep this in mind when you are providing product submittal data.

**5. Davis-Bacon Act:** All labor performed under this contract is subject to the Davis-Bacon Act and related labor laws, to include the payment of at least the amounts shown in the wage determination in the solicitation.

### **6. Other Contracting Topics:**

- (a) The purchase of material for this project is exempt from state sales tax. A Missouri Tax exempt certificate will be issued after contract award.
- (b) The contractor is expected to maintain insurance coverage during the contract period as directed in the specifications.
- (c) Progress payments will be made no later than 14 days after receipt of an acceptable invoice.
- (d) 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.
- (e) There are 2 important submittals that we need at contract start-up. They are the Schedule of Values, and a Construction Schedule.

**7. Questions:** Are there any questions involving the general provisions of the solicitation.

**II. Technical Issues** – The Project Engineer (COR) will provide an overview of the project. After this, a walk through of the site will be held. (Any questions involving the specifications and drawings please send via email to the Contracting Officer (Jessica.Edwards7@va.gov) so they can be noted for all to see).

## ATTENDANCE ROSTER

**PURPOSE:** Pre-Proposal Meeting

**SOLICITATION NUMBER:** 36C25518R0342

**PROJECT TITLE:** Project 657-17-185C, Renovate GI Procedure Room

**DATE/TIME:** April 10, 2018 @ 10:00 AM CT

**PLACE:** John Cochran VAMC, St. Louis, MO

<u>Name</u>	<u>Company</u>	<u>Telephone/Email</u>
<u>Jessica Edwards</u>	<u>VA Contracting</u>	Tele: 913-946-1127 Email: <u>Jessica.Edwards7@va.gov</u>
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<u>ERRY BAUVENS</u>	<u>GI CONSTRUCTION</u>	Tele: <u>JBAUVENS@GIWEB.COM</u> Email: _____
<u>Chad Markus</u>	<u>FES</u>	Tele: _____ Email: _____