

## **PRE-BID CONFERENCE/SITE VISIT AGENDA**

### **Expansion of Building 108**

August 23, 2012

2:00 P.M.

MICHAEL E. DEBAKEY VA MEDICAL CENTER  
HOUSTON, TX 77030

IFB/Solicitation No: VA256-12-B-1493

#### **I. Sign In (Attendance Sheet)**

#### **II. Welcome/Introduction of VA Personnel**

Nam-Phuong Nguyen, CO

Guy Fontenot, COR

Karen Killingsworth, the architect of Page Southern Page, our A/E contractor who designs this project. Karen is very familiar with the construction bid documents issued.

#### **III. Purpose**

The purpose of this conference is to provide a clear understanding of the solicitation requirements as well as a site visit of the project area. Please limit questions to general solicitation requirements only. Save the complex technical questions and put them in writing to the Contracting Officer via e-mail [namphuong.nguyen@va.gov](mailto:namphuong.nguyen@va.gov) and cc the COR at [Guy.Fontenot@va.gov](mailto:Guy.Fontenot@va.gov).

Formal Amendment(s) will be issued, covering pertinent questions, answers, and clarifications regarding the project scope.

All amendments must be acknowledged with your bids in accordance with the instructions prescribed in the amendment form. It is solely bidders' responsibility to monitor FBO website where amendments are posted to download them and acknowledge them properly. If you email the CO your questions, the CO will provide answers in the form of an amendment to be posted on FBO website. It is solely the CO's discretion whether or not the CO can notify the questioners via email about the issuance of amendments for their questions. The absence of the contracting officer's email notification to questioners does not release the questioners from the responsibility to monitor the FBO website for amendments that provide answers to their questions.

#### **Words of Caution**

Base your offers on the Solicitation and Amendments to the solicitation as issued. Nothing said at this conference can be interpreted as an amendment to this solicitation unless it is issued as a formal amendment.

#### **IV. Scope of Work**

The contractor shall provide all labor, materials, tools, equipment, expertise,

administration, supervision, and transportation as necessary to perform all work as described in the Statement of Work and all contract documents pertaining to this solicitation. Work includes construction of a 2-story building of approximate 24000 GSF adjacent to the existing building 108.

**V. Site Visit**

Guy will take you to the project site at the end of this meeting.

**VI. Anticipated Schedule**

- Bid due date and public bid-opening date is scheduled on 09/17/2012 at 2:00 PM (CST) in this conference room unless otherwise amended.
- Cutoff date for all questions will be September 10, 2012 at 4 PM (CST).

**VI. Additional Information**

- This solicitation was issued via the FBO.gov website on 08/17/2012.
- Magnitude of construction is between \$2M and \$5M.
- Total set-aside for SDVOSB's (Joint Ventures and Teaming Arrangements accepted and documents must be submitted with bid). Please see page 1, Block 10 of the solicitation for details regarding Joint Ventures and Teaming Arrangements.
- As clearly stipulated in section 2.18 and 2.19, all submitted bids will be evaluated in accordance with provision 52.214-5 for the conformance to all requirements of this solicitation.
- Award will be made in accordance with provision 52.214-19 to the lowest responsible bidder whose bid conforms to this solicitation and is deemed the most advantageous to the Government, considering only price and the price-related factors specified elsewhere in the solicitation.
- As mentioned above, there will be a public bid opening scheduled on the same date as the due date for bid submission and the bid prices will be announced. The public bid opening does not include the Government's determination of bid conformance and determination of responsibility at the time of bid opening. The government will evaluate the bids for conformance and make the determination of prospective successful bidders' responsibility in accordance with FAR 9.103 as stipulated in this solicitation before making the award decision.
- The awarded contract will be a firm fixed price contract.
- The solicitation has a total of 3 bid items on the Bid Schedule and 2 of which are the deductive alternate bid items.
- All interested bidders must carefully and thoroughly review this solicitation and all of its

attachments in their entirety. All interested bidders are strongly advised to pay special attention to section 2.15 Preparation of Bids for all required documents that must be submitted with bids. Failure to comply with the instructions on bid preparation and bid submission may cause your bid to be deemed non-conformance, and your bids will be rejected.

- Reps and Certs: Offerors are required to complete the annual representations and certifications document and return it with the offer.
- Offers shall submit a copy of the VetBiz Registry showing your firm as a verified SDVOSB or submit a copy of the Verification letter from the CVE.

## **VII. Questions and Answers**

Please limit questions to general solicitation requirements only. Save the complex technical questions and put them in writing to the Contracting Officer via e-mail [namphuong.nguyen@va.gov](mailto:namphuong.nguyen@va.gov).