



architecture
planning
interior design

February 13, 2013

PRE-PROPOSAL CONFERENCE AND SITE VISIT MEETING MEMORANDUM
VAMC CLARKSBURG
INTERIOR FINISHES BUILDING ONE
VA PROJECT #540-11-102
IKM PROJECT #11-186

Date of Meeting:
January 25, 2013

Meeting Location:
VAMC, Clarksburg

Present:

Rebecca Besten	VA Contracting	rebecca.besten@va.gov
Glenn Heuerman	VA Engineering	glenn.heuerman@va.gov
Helen Ray	VA Infection Control	helen.ray@va.gov
Mike Marini	Mare Solutions	mmarini@mare-solutions.com
Cebert White	Summit Construction	cwhite@summitconstruction.com
Robert Yaneco	Veterans Tech Svc	by@shuckconstruction.com
Terry Romine	Abrams Group	tromine@abramsgroupllc.com
Rick McCall	Teamus Construction	estimating@teamusco.com
Michael Stover	DRS Veteran Enterprises	drsvets@gmail.com
Tom Steadman	Easley & Rivers Inc.	tom.steadman@easleyandrivers.com
Ryan Dunbar	A.J. Vater	ryan@ajvater.com
Bob Kinderman	RB Vetco LLC	bob.kinderman@rbvetco.com
Carl Paine	US Builders Group	cpaine@usbuildersgroup.com
Joshua Conway	FPS B&D	fpsbd.wv@gmail.com
George Stewart	The Alanzo Group LLC	georgestewart@wirefire.com
Reid Hearn	Boykin Contracting Group	bids@boykingroup.com
Steve Miller	Douglas P. Fleming LLC	d.fleming@dpflc.com
Joel Mcallise	Douglas P. Fleming LLC	d.fleming@dpflc.com
Scott Craft	Westmoreland Electric	scraft@westmorelandelectric.com
Rod Hearick	World Wide	wwproductsinc@yahoo.com
Brian Owens	Westmoreland Electric	bowens@westmorelandelectric.com
Jeff Brown	IKM Incorporated	jbrown@ikminc.com

Distribution:

All Present		
Jon Lusin	IKM Incorporated	jlusin@ikminc.com
Rebecca Sciallo	IKM Incorporated	rsciallo@ikminc.com

1. Rebecca Besten, Contract Specialist for the Clarksburg VAMC, welcomed attendees to the Pre-Proposal Meeting and Site Visit for Project No. 540-11-102, "Interior Finishes Building One".
2. Ms. Besten introduced herself as the Contract Specialist, Glenn Heuerman as the COTR (Contracting Officer's Technical Representative), Jeff Brown (Principal in Charge for the A&E – IKM Incorporated).
3. The Record of Attendance sheet was circulated and completed by attendees.

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4. Ms. Besten reviewed the rules for communication and discussed the roles of the CO and COTR.

The deadline for RFI submission is NLT 2:00 p.m. February 6, 2013. All RFI submissions must be in writing submitted via email to the CO at Rebecca.Besten@va.gov. Any submissions after that time will not be considered. Any submissions that were submitted timely, however, in the incorrect format or to the incorrect email will not be considered either. All RFI's will be addressed in an amendment issued through FedBizOpps following the RFI close date.

All offers must be delivered to the CO's office at 513 Rosebud Plaza, Clarksburg WV NLT 4:00 p.m. EST February 19, 2013. Any submissions after that time will not be considered. All offerors are responsible for tracking and acknowledging any changes that are issued through amendments via FBO as well.

During this meeting and the walk through of the proposed site, it is imperative that all questions be routed through the designated person (Jeff Brown with the A/E) so that the response can be verified as accurate upon further review. These questions will be addressed in the minutes to be posted to FBO following the pre-bid meeting.

In order to be considered eligible as a SDVOSB, it is still required that your company be registered in VetBiz. This is different from the CVE verification process and is required per VAAR part 19.

Please ensure that you pay close attention to all portions of the evaluation criteria as outlined in pages 8 through 10 in the solicitation. A lot of work is put in to these proposals as far as coordinating pricing. The technical portion is very important and could deem an offer as "technically unacceptable" if not followed and submitted as outlined in the criteria.

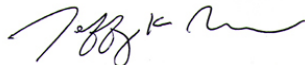
All contractors are reminded that they are responsible for coordination of any and all license fees, permits, taxes, etc.

5. The scope of work for this project is level one only; work shown on levels two and three is not part of this project.
6. All work will be performed from 4:30 p.m. to 6:00 a.m.
7. Work in construction areas that cannot be completed in one night must be separated from the staff / patient / visitor areas by hard ICRA barriers. Work that can be completed during off hours (4:30 p.m. to 6:00 a.m.) can be separated from staff / patient / visitor areas with fire resistant temporary ICRA barriers. Corridors must be maintained at a minimum of 4'-0" wide from 6:00 a.m. to 4:30 p.m.
8. Contractors must remove trash and excess construction / demolition materials daily via a truck. There is no space for a dumpster.
9. There is no space on site for a construction trailer or storage trailer.
10. Contractors must comply with all VAMC ICRA requirements.
11. The specifications require a per unit cost for hazardous materials demolition.
12. The VAMC will be responsible for testing hazardous material samples.

13. All new materials and demolition materials must be delivered or removed via the north loading dock.
14. The project cost estimate is +/- \$500,000 and the contract length is 120 calendar days.
15. The specifications require the contractor to move existing furniture. The Owner will be responsible for moving systems furniture, file cabinets and copy machines.
16. Contractor shall provide a construction schedule, per the specifications.
17. Contractor shall provide gypsum board with 7/8" hat channels over existing (SGT) structural glazed tile per the bid documents.
18. Contractor must work directly with the City of Clarksburg regarding all taxes and must have a current WV contractor's license.
19. Contractors may visit the site after today's site visit.
20. Contractors must not photograph VAMC employees, patients, or visitors.
21. Contractor may utilize existing handrail blocking for new handrails.
22. Contractor to comply with typical VA background checks, TB testing, and identification badge requirements.
23. Contractor shall remove and re-install all items on existing walls and ceilings.
24. Contractor to paint existing ceiling grid system per the contract documents.
25. *POST MEETING NOTE: Contractor to delete new surface-mounted light fixtures.
Contractor to add re-lamping/cleaning of all existing drop-in light fixtures.*

Submitted by,

IKM INCORPORATED



Jeffrey K. Brown, AIA, NCARB
Principal in Charge