

AGENDA
PRE-BID CONFERENCE
RENOVATE/EXPAND SCI PHASE II
SOLICITATION: VA-246-13-B-0734
MAY 16, 2013

I. Introduction: The agenda for this conference is established as follows:

- A. Administrating Contracting Officer's general remarks
- B. Facility Management Service's general remarks
- C. Government A/E Consultant remarks
- D. Questions/discussion from the attendees
- E. Walk-through of Construction Area

II. Names of Key Individuals for This Procurement

A. The Senior Contracting Officer is:

James (Jim) Wood
NCO 6
VA Medical Center
100 Emancipation Drive
BDG 27
Hampton, VA 23667

B. The main POC and Administrative Contract Officer is:

Jarrold January
NCO 6
VA Medical Center
100 Emancipation Drive
BDG 27
Hampton, VA 23667
(757) 315-3999
FAX: (757) 728-3132
Jarrod.January@va.gov

C. The Contracting Officer's Representative (COR):

Kathy O'Loughlin, Engineer
Facility Management Service
VA Medical Center
100 Emancipation Drive

III. Milestone Dates for This Procurement:

- A. Date of Issue: May 7, 2013
- B. Pre-bid Conference: May 16, 2013
- C. Cutoff for Questions – Thursday, May 23, 2013, at 2:00 PM (local time)**
- D. Bid Opening: Thursday, June 6, 2013 at 2:00 PM (local time)

IV. General Comments/Instructions to Bidders:

A. The IFB Package consists of:

1. SF 1442
2. Bid Items
3. Information Regarding Bid Material, Bid Guarantee and Bonds
4. Instructions, Conditions and Other Statements to Bidders/Offerors
5. Representations & Certifications
6. Contract Clauses, Provisions, and Specifications
7. Drawings
8. Specs

B. When Submitting a Bid:

1. Bidder must complete and submit one (1) copy of the Standard Form (SF) 1442 with original signature and one (1) copy of the completed Representations/Certifications prior to the closing date and time.
2. **Ensure DUNS number is entered into Block 14, Name and Address of Offeror, of the SF 1442.**
3. Bidder is to affix a price to each Bid Item in the Bid Item List (Page 6). Failure to do so could render the bid as nonresponsive.
4. Review Page 8 regarding bonding requirements and submission of a Bid Guarantee, as applicable.
5. Bidder shall include documentation of their safety and environmental record (see page 9 of the solicitation).
6. Bidder shall clearly mark in the lower left-hand corner, on the outside of the bid envelope, that it is a sealed bid. Bidder should include the solicitation number, bid opening date and time, and the title.

V. Procedure for Requesting Clarifications/Information:

- A. Any and all questions must be typewritten and either mailed, faxed, or e-mailed to the Administrative Contracting Officer. **As indicated in the solicitation, the cutoff date for questions is Thursday, May 23, 2013 at 2:00 PM (local time).** Do not contact the Administrative Contracting Officer by phone.
- B. The Administrative Contracting Officer, via an amendment, will answer any and all technical questions. Any and all amendments will be posted at the Federal Business Opportunities System (FedBizOps) website at www.fbo.gov. Bidders are responsible for obtaining any amendments from the website.
- C. An amendment may also be used to communicate other information (for example, updated wage decision, revised clauses, new bid opening date). Bidders are encouraged to check the BOS System routinely to determine if amendments have been issued.

- D. Bidders must acknowledge ALL amendments issued by the VA by one of the methods shown in Block 11 of the Standard Form (SF) 30.

VI. Additional Visits to the Construction Area:

There are no future scheduled walk-throughs due to workload requirements of VA staff.

VII. Availability of Bid Sets:

- A. The solicitation is available for download at the Federal Business Opportunities System website.

VIII. Prior to Award:

- A. Contractor must submit their VETS 100 reporting information annually. The report must be current in order for award to be made. (See Instructions, Conditions, and Other Statements to Bidders)
- B. Contractor must be registered in the System for Award Management database. No award can be made unless the contractor is registered. (See Instructions, Conditions, and Other Statements to Bidders)
- C. Contractor must be registered in the Center for Veterans Enterprise database (VetBiz) in order to be eligible for award as this procurement is 100% set-aside for SDVOSB firms. No award can be made unless the contractor is registered.

IX. After Award

- A. Contractor shall submit a payment bond and performance bond (if applicable, see solicitation page 8), each 100% of the award amount, within fifteen calendar days of award.
- B. Contractor shall submit documentation of completion of OSHA certified construction safety course by employees (both prime contractor and subcontractor) who will work on the job site.
- C. Contractor shall submit documentation of "competent person's" completion of the 30-hour OSHA certified construction safety course.
- D. Contractor shall submit original Certificate of Liability Insurance prior to any work commencing.

X. Reminder:

This procurement is 100% set-aside for Service-Disabled, Veteran-Owned Small Business (SDVOSB). Bidders are referred to VAAR Clause 852.219-10.

Note VAAR 852.232-72 Electronic Submission of Payment Requests (NOV 2012).

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Renovate/Expand SCI Phase II Hampton VAMC
Solicitation: VA-246-13-B-0734
May 16, 2013

P10F P4

NAME & TITLE	ORGANIZATION	TELEPHONE & FAX NUMBER	E-MAIL ADDRESS
TOM SAUNDERS ESTIMATOR	EDGEWATER CONST SERVICES	757-410-3166 Fax 757-389-5227	tsaunders@edgewater Const.com
Frank kee Project Manager	Team Henry Ent	757-686-4460 757-483-3823	fkee@teamhenryent.com
Glordie Schneider Site Sup	Turner Strategic Technologies	757-286-7410	gschneider@TSTvb.com
Christopher May Project Manager	Turner Strategic Technologies	757- 478-4997	cmay@tstvb.com
DARRELL SAUNDERS ESTIMATOR	ARRIBA CORPORATION	757- 627-5684	DARRELL SAUNDERS @ ARRIBACORP.COM
Chris Carawan Project manager	" "	" "	ChrisCarawan@ arribacorp.com
Steve McLeod VICE PRESIDENT	ADIRA CONSTRUCTION INC	757-673-0808 757 673-0751	mcleode@adira construction.com

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P2 of P4

NAME & TITLE	ORGANIZATION	TELEPHONE & FAX NUMBER	E-MAIL ADDRESS
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Jim DRIVER	Gov Solutions/W.M. Jordan	757.596-6341 757.596-0058	JDRIVER@WMJORDAN.com
DONNA LONG	GOVSOLUTIONS INC.	757-469-5827 757-257-0370	DONNA@ GOVSOLUTIONSINC.com
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Paul Thatcher	DeVere Construction	877-338-3731	estimating@deverecc.us
David Yates	HICAPS Inc.	(336) 665-1234	david.yates@hicaps. com
RON CARLSON	SODEXO	(202) 436-2782	RON.CARLSON@Sodexo.Coe

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NAME & TITLE	ORGANIZATION	TELEPHONE & FAX NUMBER	E-MAIL ADDRESS
THOMAS HESSE PROJECT ARCHITECT	JOHN POE ARCHITECTS	937-461-3290	thesse@johnpoe.com
ANDY HESS	CARR ELECTRICAL TECHNOLOGY INC	757-269-0080 Fax 757-269-0048	andyh1@ceti1.com
MATT HEMMIS, Division Manager Hampton Roads	KBS, INC.	757-368-8888 757-368-8887	mhemmis@KBSGC.com
MIKE HOLDEN	C&W	804-396-0495	MIKE@C&WHEN INLAND WILMER CO. LLC
Cecest White PM/EST.	Summit Construction	757-355-0148 757-961-7210	cwhite@ Summitconstruction.com.
MIKE CORNELL	THE CORNELL GROUP	757-284-5499 757-248-9638	MIKE.CORNELL7@aol.com
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P4 of P4

NAME & TITLE	ORGANIZATION	TELEPHONE & FAX NUMBER	E-MAIL ADDRESS
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Michael Payment President	Air Concepts, INC.	757-435-5558 757-416-6802	ka mikep@airconceptsusa.com
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