

Pre-Proposal Conference/Site Visit Meeting Minutes
Construct Troop Training Quarters, 203rd Red Horse Flight,
Camp Pendleton, Virginia Beach, VA.
Project #ERVD 999108
RFP #W912LQ-04-R-3011

16 July 04- Attached are the minutes of the pre-proposal conference/site visit held on 15 July 04. The following individuals were in attendance:

Mr. David Balsor- Vanguard
Mr. Joe Houska- Vanguard
Mr. Victor Lopez- Tesoro
Mr. Eddie Crank- Tesoro
Mr. Ray Mangus- Exelon Services
MSgt James Cunningham- 192 MSG/MS
Major Steve Phillips- 203rd RHF/BCE
Major Peter Garner- 203rd RHF/CCE

The meeting was held at 1000 at the 203rd Red Horse Auditorium, Bldg 203.

Major Phillips started off by handing out copies of the presentation slides to the contractors. Major Phillips introduced the government personnel. After introductions were made, the agenda for the pre-proposal conference was briefed.

Major Phillips went over the scope of the project as outlined in the DD Form 1391. A map of the base and the site plan was shown to the contractors. The front and rear elevation was displayed along with sketches/drawings of the Troop Training Quarters. Floor plans were then displayed and discussed.

The building systems of the Troop Training Quarters was discussed, the comments made for each systems is as follows: Walls- consists of masonry units on exterior (matching existing buildings) and painted gypsum wall board interior over steel studs, Roof- standing seam metal roof (matching existing buildings) over prefabricated light gauge steel trusses 12' o/c., Structural- continuous concrete spread footings and 4" concrete slab-on-grade, Mechanical- packaged terminal heat pumps in billeting rooms and exercise room, split units for the classroom and common areas, Electrical- 277/480 Y available on site. 120/208Y three phase, four wire, 60 hertz power throughout the facility, Plumbing- two electric unit heaters will provide hot water to facility, Fire Protection- Sprinkler protected (Wet).

Contract Options were discussed. There are 2 options: (1) Vinyl wall covering and (2) Plants. There is landscaping included in this project in the base line item, this option is for the additional plants. This is described in sheet L-1.

Major Phillips went over the soil boring report to inform the contractors of the condition of the soil at the project site. Groundwater is at 5 to 6' below grade. Soil is composed of a silty clay to about 2' and mixture of fine and coarse grained soils to 25'. Topsoil in the amount of 6" to 8" will be needed at the job site.

Some general comments were made such as:

Work hours are Monday through Friday 7:00 AM to 5:00 PM.

Available utility connections are: electric, water & Storm water

Equipment storage and office trailer staging area is adjacent field

Entrances-Main gate, secondary gate.

Security- Base Passes will be issued.

Safety- Contractors must follow all state and federal OSHA regulations.

Major Phillips stated to the contractors to bring your own cell phone to the jobsite as there are no land based lines at the site. In addition, the contractor will need to bring their own portable toilets.

Major Phillips stated there was an amendment coming for some minor changes to the project. The proposed changes are: (1) Change to the split-faced block- We want the same size block and want it to match the existing buildings; (2) The foyer/common areas calls for vinyl tile, we want to change this to a quarry tile, the estimated square footage is 300-400 s.f.; (3) Reposition the lighting in the computer classroom by moving it back to match the placement of the desks as shown on sheet A-1. The lighting diagram needs to be changed. These changes will come out in an amendment to the solicitation.

MSgt Cunningham briefed contracting issues. The Request for Proposal (RFP) was issued unrestricted to all Langley MACC Contractors to encourage maximum participation. All contractors will be given a fair and equal opportunity to submit a proposal. All questions and answers will be in writing and the same information will be given to all contractors.

A firm-fixed price contract will be issued. Award will be made to the lowest overall price.

The specifications and drawings as well as any amendments/revisions will be posted on the Virginia Air National Guard public website at the following URL:

[Http://va.ang.af.mil/solicitations.htm](http://va.ang.af.mil/solicitations.htm)

Requests for Information (RFI's) must be submitted in writing by 22 July 04 - -
NOTE: an amendment will be written to extend this date to 29 July 04. The amendment will be posted on the website.

Proposals are due on 12 August 2004 by 4:00 PM in the Virginia Air National Guard Base Contracting Office. We will accept proposals by fax, e-mail, mailed, or hand delivered. Page 3 and 4 of the RFP must be submitted with your proposal.

All amendments, if any, must be acknowledged by the contractors in their proposal.

Proposal acceptance period is 60 days, however since this project is a funded project, we intend to award this project much sooner than 60 days.

Remember to include the costs associated with Payment and Performance Bonds and the Davis-Bacon wage rates into your proposal.

Each contractor submitting a proposal shall include a construction performance period.

Any Presentations, discussions, questions and answers, etc during this pre-proposal conference do not change the terms and conditions of the RFP. Any changes to the RFP will be made by a written amendment.

A point of contact list is part of the slide presentation. See attached slides.

Major Garner raised a question on the date to submit RFIs. The date of 22 July 04 is too soon. All of the contractors agreed and a decision was made to extend the date for receipt of RFIs from 22 July 04 to 29 July 04. This change will be made through an amendment to the RFP.

A visit to the site follows this presentation.

During the site visit at the proposed construction site, Major Phillips briefed the following:

An example of the block that we want used was shown at building 203. We want the same block to match the block used in building 203 that is across the street from the construction site.

There is a 3rd gate near the construction site that the contractor can use to bring in materials. Advanced notice must be given to open the gate. This gate is across the street from the Virginia Marine Science Museum located on General Booth Avenue.

Visits to the site for prime and subcontractors can be made by contacting Major Steve Phillips at 757-437-4611. Visits to the site can be made with providing reasonable notice; we most likely will be able to accommodate short notice requests. It is requested that you call ahead first.

The working hours on base are Monday through Friday, except for after a drill weekend, then the following Monday is off. A copy of the drill schedule will be provided to the contractor during the pre-construction conference.

Questions raised during the Pre-Proposal Conference/Site Visit:

1. How far away is the nearest land-based telephone that the contractors can use, if needed?

Answer: The nearest connection point is overhead and located at the corner of Headquarters Rd and Warehouse Rd, approximately 150 yards from the site. If contractor requires a hard-line telephone service, they must contact the local phone company to establish a line.

2. Do we need a full-time Quality Control person or can we have the on-site superintendent do this?

Answer: The on-site superintendent can do this if he or she is certified.

3. Do we want a green roof on the Troop Training Quarters, the same as Bldg 203?

Answer: Yes.

4. Is the transformer at the site staying?

Answer: Yes.

5. What was the site originally used for?

Answer: The site has been used for training exercises in the recent past. However, an old Carpenter's shop was once on site. It was connected to water and sanitary sewer lines. These lines have been abandoned. Another building was located approximately 20 feet off of D Street.

6. Is there any parking in this project?

Answer: No. There is a parking lot directly adjacent to the site that will be used.

7. Is this space active? Is there a need for a construction fence?

Answer: The space is not very active. The area is not a high traffic area. The need for a construction fence will be a determination that each contractor will have to make.

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8. How soon will you be able to make an award?

Answer: Since this project is funded, we anticipate award within a short period after receipt of proposals. It depends on how many proposals are received and the overall cost of each proposal.

9. Do you want us to bring in topsoil because the soil at the site contains gravel/stones?

Answer: Yes. Plan on bringing in topsoil. Reuse soil to 6" below grade, and then use topsoil.

10. Who will administer the contract, is it Langley AFB Contracting? Will Langley Civil Engineering inspect the project?

Answer: The 192nd Base Contracting Office at the 192nd FW in Sandston, VA will administer the contract. The inspections will be conducted by the 203rd RED HORSE Squadron personnel.

11. Does the AF Form 3052 have to be submitted with the proposal?

Answer: No. Complete the bid schedule as outlined in the RFP. We may ask for further pricing information if circumstances warrant. This may be needed in order to determine price/fair and reasonable.

Minutes recorded by:

< SIGNED >

JAMES CUNNINGHAM, MSGT, VaANG
Contracting Officer

Reviewed by:

<SIGNED>

STEVEN PHILLIPS, MAJOR, VaANG
Project Engineer