

Pre-proposal Conference Minutes
Design-Build Building 350 Renovation,
JRTC and Fort Polk Headquarters
Fort Polk, Louisiana
Solicitation No. DACA63-02-R-0001

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U.S. Army Corps of Engineers

Pre-proposal Conference

Building 350

Ft. Polk, Louisiana

U.S. Army Corps of Engineers

[A Pre-proposal Conference Building 350, Ft. Polk, Louisiana hearing for the conversion of Building 350 convened at 1 o'clock, 16 October 2001 at Landmark Hotel in Leesville, Louisiana.]

INTRODUCTION: STEVE WRIGHT

I would like to welcome y'all here. This is the pre-proposal conference for the conversion of Building 350, which formally was a barracks type building, which will become the Headquarters Building for the Joint Readiness Training Center

and Fort Polk. If that doesn't ring a bell with you then you are probably in the wrong room.

My name is Steve Wright. I am with the Corps of Engineers Fort Worth District. I am the project manager for this project. On behalf of the district and on behalf of the Director of Public Works at Fort Polk we would like to welcome you here today.

Our agenda for today - our primary purpose for today is to get you familiar enough with the project, and process, and procedures that we will go through on avoiding in-design building contracts for this project. We need to get you familiar enough with that so that you feel comfortable and confident in submitting the proposals on this job. What we will go through today for an agenda, we will have the project overview by our RFP

Developer, an Architect from Halff Associates and that will be Everett Spaeth that will do that for us. Then we will talk a little bit about some environmental issues. If you have looked through the documents you may be aware that there is a particular mold problem with this building. For several years there have been a pretty bad roof on it and caused some moisture problems inside and left it with a molding problem. A roof has been replaced on this building. It's a new roof on there but we will talk a little bit about the precautions or the requirements we feel will be needed to address that issue.

Then we have Lisa Billman from our contracting office in Fort Worth. We will talk about the proposal submission requirements and evaluation criteria and the contracting requirements.

Then Patty Murphy, with our office, will talk about some of the other technical information, funding, phasing, scheduling, and those types of things that relate to the contract.

Then we will have a question and answer period following Patty. We will do a site visit. We do have a bus lined up with the issue surrounding getting on and off the installation. We felt like we could save some time by getting everybody on a bus and going through the checkpoint at one time and getting to the building. Then we will return back here after the site visit and take time to answer any additional questions that you might have, and then we will go through a wrap up of the process. So, that is the way we are going to approach it.

A couple of folks who won't come up here that I would like to introduce are Don Laurent in the back here is with the DPW. He is the Installation's Project Manager for this project. He will be heavily involved. Up here in front we have Breck Graves who is with our Construction Field Office here at Fort Polk. He and his office will be overseeing the design build contract. So he will be the Contracting Officer Rep on that contract. So, without any additional talk here, Everett if you would, start with the project overview.

PROJECT OVERVIEW: EVERETT SPAETH

Thank you, Steve. Again, my name is Everett Spaeth. I am with Half Associates. I would like to introduce one of my associates, who is with me,

Chris Neufeld. Chris and I are Architects. Chris is also a Structural Engineer. Our firm assisted the Corps of Engineers in developing the RFP that all of you have. We provided architectural, structural, mechanical, electrical and environmental consulting for this RFP. I hope that if you have any technical questions about the project scope we can answer those for you today.

We are glad to be here. We have worked on this project for well over a year now. So it is kind of nice to be here to see a room full of people who are interested in this project. Just a little bit of history, I want to tell you that we started on this project in the spring of 2000. Our firm started this project by developing an economic analysis for the Corps and a preliminary design analysis. After that the Corps had developed a

1391, which is the basis for design, I guess, and also the funding for the project. When the project was funded, after the 1391 was developed, our firm was asked to do a design-charrette. The product of that design-charrette is what you see on the walls. You also have it in your RFP. We developed this supporting documentation from the design-charrette and we visited with all of the user groups that will be in the building and got their program requirements for their space. We documented that in this book and wrote an executive summary right here, which does contain all of those drawings. What the design-charrette proved out was that all of the user groups that are planned to go into the building do in fact fit. The user groups and the command really obtained a consensus about the relationships of the stacking diagrams in the

building, which is that last drawing on the very end, the relationships both, vertically and horizontally, in the building. So there has been some work done on that and there has been some consensus developed and I think the command feels comfortable with it and the user groups feel comfortable with it. However, I must say that, as design builders, there still is the opportunity for your team, as designers, to evaluate that, work with the user groups, and look for the most efficient layout. The Army and the Corps is still interested in hearing better ways to arrange the building.

This building is a former Bachelors' Officer Quarters, Building 350, designed as a housing building. The intent is to convert it to an office building. I think maybe the best way to look at it

is that it is a corporate office building. This is the Headquarters Office Building for Fort Polk, Fort Polk Headquarters and JRTC, which is the Joint Readiness Training Center. So there's some eighteen user groups that are going into the building but it should be viewed as a corporate headquarters building that has all the management groups for Fort Polk located in this one building.

Again on the stacking and the vertical and horizontal relationships I think that has been an ongoing thing over the last eight or nine months, since December of 2000. There is - Steve, I don't know if you mentioned the MEO - if that has not been totally included, but there is an MEO study going on right now and there are things that can change about the space plan. But the plans that you see on the wall have been reviewed with the

command, the Deputy Commander, and the Garrison Commander, as recently as July 24th of this year. So, I think, again, all of the user groups and the command are very committed to the plan and they will be very interested in working with your firm if you are successful.

I think the concept for the building is - the building is a concrete frame and a brick structure, brick veneer structure. It's a good sound structure. We have looked at it structurally. The concept is that we are going to just take everything out of the building and convert it to a core. building maintaining the exterior skin, maintaining the stairways, and maintaining the elevator and the elevator equipment. Now the stairways should be refinished on the interior, and the elevator cabs should be also refinished with

new interiors for the elevator cabs. Of course, any equipment, like the elevator equipment, should be checked and make sure it is in good operating condition. It should be in good condition. But the building has been inactive for several years now. So those kinds of things will need to be checked.

But, the concept is that we are going to take it down to a core building and then completely put in new interiors; that is, new interior systems, mechanical, electrical, communication systems, will all be new, and then all the interior partitions and all interior finishes will be new.

There will be some small additions required for the building particularly for the mechanical system. To convert it to an office building the mechanical system will need to be changed from what

it is as a housing building, that creates some opportunities for you to be creative. But it also probably means we will need to add some central mechanical space at the lower level and that is indicated in the space plans on the wall.

Also, the entrance of the building is probably not appropriate for a headquarters office building. We are suggesting that the entrance should be looked at. There is a need to accommodate the Field Officer of the Day, which is the building security. The Field Officer of the Day is the building security and that should be at the front door of the building and there should be an image developed for this headquarters building for Fort Polk. Other than that, those additions for mechanical room and the front entrance, the

building is primarily an interior project from that point on.

The site work will include additional parking, refurbishment of the existing parking lots, new landscaping, force protection, that primarily means, there should be a 25 foot clear zone around the building, and then bollards or berms to protect the building from vehicles parking too close to the building.

There's also a heli-port as part of the program requirements. I would like to just take a minute - and I know you cannot see these plans without getting up close to them - but I would like to just describe what is on every floor.

Starting with the 5th floor. The 5th floor contains the command suite with the Commander's Office and it also contains the Command Conference

Room and that is shown on the 5th floor plan, second drawing from the left. Those are in the dark blue color. It also contains Protocol adjacent to the commander's suite, and that is in the brown color, and DPW in the light blue.

The 4th floor has the Garrison Commander. The Garrison Commander is in the orange color on the 4th floor plan directly below the Commander's suite. It also contains IP & BO, which are right next to the Garrison's Commander suite. It contains EO and EEO, G1/AG and IRACO.

The 3d floor contains CPAC, DOC, and DOL.

The 2d floor contains DOIM, DCFA, G3, DPTMS.

The ground floor contains EOC, Emergency Operations Center, FOD, Field Officer of the Day, and the DRM.

That's maybe one thing we should mention is that the EOC is a secured area. I think it is described in the RFP very thoroughly. It will require closing in the windows. It will require its own emergency generator system. In fact, there are three emergency generator systems required for this building, a separate one for the EOC, a separate one for the command suite, and then a separate one for the building's life safety systems. I think that is a good overview of the requirements for the building.

I am not sure if we ask questions at this point.

Steve Wright: No. Mention the Command Conference Room.

The Command Conference Room, Steve just reminded me is on the 5th floor. Because the floor to floor heights are relatively low, and this is a large room and it has a requirement of having a large conference room table, and the column space is fairly narrow because of its former use as a Bachelor's Officer Quarters, we are proposing to remove - Chris, how many columns are we removing, one or two columns?

CHRIS: Two.

We are removing two columns at that area. But there is a roof over the building, a new roof that is over the building that is still structured. It spans over this area and that portion of the roof and the two columns we are cutting out is

structurally feasible. The columns with removing the cast in place concrete roof are not supporting anything. Your structural engineers will need to look at it but our structural engineers have looked at it and we don't see a problem with removing the two columns and that portion of the former flat roof in that area. That's a good point Steve.

I think that is an overview. At this point I will turn it over to Madeline.

**MADLINE MORGAN, FORT WORTH DISTRICT CORPS OF
ENGINEERS, SAFETY AND OCCUPATION HEALTH OFFICE,
INDUSTRIAL HYGIENIST:**

I am Madeline Morgan. I am with the Fort Worth District Corps of Engineers. I am in the Safety

and Occupation Health Office. I am an Industrial Hygienist as well.

Some of the concerns we have are with the mold in the building, in the removal, and also on the site visit today because there is a pretty high contamination on the upper floors where the roof did leak. In the individual rooms, I know when I went in there I think it was about two years ago the little individual air conditioner units had leaked. So there was mold all around. How much mold there is? You will see when you go over there, quite a bit. So that is going to be a big job in the removal. That was one of the main concerns environmentally. I know there is some asbestos. I think there is some lead in there as well. That can all be - probably is going to be removed at the same time. So, that was some of the

safety and health concerns I had as well as the mold in the building and on the removal of that during the process of the demolition or taking it down in the share.

Any questions on that? [Negative responses.]
Easy enough.

**LISA BILLMAN, CONTRACT SPECIALIST, PROCUREMENT
ANALYST:**

My name is Lisa Billman. I am working as a Contract Specialist for this solicitation. I am normally a Procurement Analyst. I am by regulation. This is not a different role but a role that I am returning to maintain my expertise in design build project. I just want to preface everything that we have said here already and what

we will say in answering questions should be treated as information only unless you see changes that will come out in an amendment. If you haven't signed in on the signing sheet before we leave to go to the site visit, if you would, please make sure you sign in. A copy of the sign-in sheet and also a copy of the transcript of this meeting will be provided by Internet and you can download that at our website where you got the solicitation.

Do we normally send those out on CD?

MADLINE MORGAN: I think we send those out by a letter.

I know it will be posted out on the Internet. Whether you get it in a hard copy or not will be determined later on.

I would like to direct your attention to Section 120 and Section 150 of the solicitation. Those are in terms of what we want to see from you, from a proposal standpoint, are the most important sections.

Section 120 is the proposal submission requirements, what we want to see in terms of a proposal.

Section 150 details how we are going to evaluate your proposal.

This is a two-phase design build project meaning that we have separated the evaluation into two portions. The first phase of our evaluation will include only your management plan. We are going to ask you to identify key subcontractors, your management team, and we want you to provide past performance information to us as well. We

will evaluate that based on criteria in Section 150. At that point the team will provide a recommendation to the contracting officer as to who should be invited to participate in Phase II of the proposal evaluation.

We will take no more than five firms into Phase II of the evaluation. Phase II will consist of the technical and the design portion and your price. We will conduct our evaluation and choose, at that point we intend not to conduct any discussions and choose the most highly qualified. We will take a look at price, perform any trade-offs and at that point we will make a recommendation to the contracting officer; whether we can award a contract based on the initial offers received or whether or not we need to set a competitive range and open up for discussion.

Should we set a competitive range that will include those offers who are among the most highly rated and we will conduct meaningful and open discussions with all offers in the competitive range. After we are satisfied with those negotiations we will request a final proposal revision and a final price. At that point we will make a contract award.

Your proposal, everything that we would like to see from you, like I said is outlined in Section 120. If you have any questions regarding the dimension of that proposal, either Phase I or Phase II, my number is all over the solicitation. If you want to call me fine. I can answer any questions that you have now or later as you get into it.

If you are a subcontractor I encourage you to go ahead and start setting up some relationships

with prime contractors because at this point it is - we do not intend on - after we select those Phase II contractors -- revealing those names. So, if you haven't established a relationship prior to Phase I, I will not be able to reveal to you the Phase II contractors. You probably want to make sure you have established a relationship with those contractors prior to.

One of the new items that we are requesting from offers, when they submit, is an electronic copy of the proposal at Phase I and also at Phase II. We are now required by Section 508 of the United States Code, USC 10, "anything that we provide to the public must be accessible in terms of electronic, information must be accessible to persons with disabilities." So we are requiring, instead of us scanning entire proposals we are

requiring you to provide an electronic copy of that proposal. That is different from probably what you have seen before.

The Phase II proposals, those offers, up to five that are selected to participate in Phase II, will be required to submit two separate volumes.

The first volume being the technical package, the design package; and

The second volume being the price, the subcontracting plan, if the firm is large, and the small disadvantage business utilization plan.

We are requesting in the Phase I portion that gross submitting offers must provide a letter of bonding capacity. Then at Phase II when you actually submit the price we will request a big guarantee.

As part of Phase I's evaluation we are requesting that you submit past performance information. In Section 500 of the RFP there is a client's authorization letter that we are requesting that you use. It is to facilitate us to getting information, past performance information back on the prime contractors. The client's authorization letter you will send that to those firms or government agencies that are going to provide information. There is a Contractor's Performance Report that we are asking that you send with that and the letter asks that agency, or that, company to return the Contractor's Performance Report back to me. There are instructions on using that in Section 500.

For those firms that are large differences you will be required to submit a subcontracting plan

and we have provided a sample, subcontracting plan. If you have done other work with the government a subcontracting plan is no different than it normally is for a sealed good job. It is a requirement for contract award.

QUESTION: Is past performance limited only to design build projects?

ANSWER: No it is not.

In Section 120 we ask you: Factor B: to provide a list of projects currently underway or completed within the last five years that best demonstrates design and construction experience as a team. It can be the firms where individual team members experienced.

In Section 150 it tells you how we are going to evaluate that. In Section 150 on page 2, it tells you that you will be evaluated based on recent experiences in decreasing order of importance. So, obviously the most important is going to be design build experience.

The next category right under that is "Experience in Renovation Projects of Similar Size and Scope." So it doesn't necessarily have to be a design build project.

Our basis of award: We intend to award a contract to the offer that submits a proposal, that is, the best value to the government in terms of both technical, and cost, and price. All factors, all technical non-cost factors combined, weighs more than price. Which means we will pay more for a higher technical rating, and past performance,

and management, if the team determines that is the best value for the Government.

The language is stated here in the solicitation that the technical must outweigh the cost in significant terms. We will make that trade off decision whether or not. So, we might not necessarily take the highest price offer. We may take one that has a very solid management team, a very good technical decision, with a middle of the line price, or we may, if the best value is the highest price with the absolute stellar proposal, we may take that one as well. We look very carefully at the language in Sections 120 and 150.

I think that is all that I have. Do you have any questions about those particular sections or submitting a proposal?

QUESTION: Due Date?

ANSWER: November 1st is the due date for receipt of proposals. Standard Form 1442 tells you exactly what time. I am not going to quote it to you because I don't remember.

The Phase I proposal, which is just your management and past performance proposal is due the 1st of November. I don't want to make anybody nervous. After that point we will have an evaluation, and our intent is to allow approximately forty-five days plus holidays in there, before the Phase II proposal is submitted.

So, we are looking at doing, if all goes well, we would like to request Phase II design proposals back in January. You can't hold me to it. But all goes well, if everything happens the way it should, you will be allowed that much time.

Any other questions? [No responses.]

PATTY MURPHY, TECHNICAL MANAGER:

Good afternoon. I am Patty Murphy. I am the Technical Manager on this project. I would like to talk to you about some of the technical issues dealing with this.

Our first funding on the project, if you look at the price proposal schedule notes, it will say that there is 8.7 million dollars available for this project. Right now we are subject to availability of funds. We are waiting on the appropriation bill to be signed. So we do expect that to be signed fairly soon. We do expect the project to be funded with 8.7 million dollars with the funding available.

Basically we have allowed 715 days is what is shown on the contract in Section 01000. That is the maximum duration for the project. Those contractors that make it into Phase II on the vending schedule you will be allowed to propose your own duration for this. So it could be up to 715 days. You may propose something less than that. We will consider the time that you proposed when we select the best value contractor.

Lisa had talked a little bit about Section 120 and 150 and your proposal. When you submit that please, one thing that is very, very important to us for the evaluation, do it in the format. Do the proposal in the format that is listed in Section 120. That makes it so much easier on the evaluation team to be able to go through and find things in your proposal. We will go through and

read the entire proposal. But if you put it in your own format we are not going to hunt and search to make sure you have addressed every issue. If we miss something because it is not in the right format you may not make it into Phase II. So it is really important to put it in the format that's listed in Section 120.

For those contractors who do make it into Phase II, some of the things that are really key to us, that we are looking for in that design proposal, and you will see this in the drawings in some of the things we requested, we are really interested in the front entrance of the building and the Field Officer of the Day area. How you are going to finish-out the command suite. What a typical conference room is going to look like. What the common areas on each of the floors are going to

look like. By that, I mean, the break areas, the copier rooms, the restrooms, and we are also looking at the ceiling height. What are you going to do in the building to maximize the ceiling height and not make it feel so claustrophobic, enclosed? So, we are looking to see what is going to happen to the building height and those are the key things.

Something else that is new on this project is the sustainable design. We've asked, as part of Phase II, for you to address sustainable designs. There is listed on the CD's, it's a sustainable design rating tool called Spirit. It's very similar to the Leed criteria. We are asking for those Phase II contractors, as part of your Phase II proposal to submit how you intend to reach grounds level sustainable designs.

Other sections in the solicitation that you need to be aware of is Section 800. It is the special contract clauses. There are some clauses in there that are specific to design build contracts. If you are familiar with our construction contract be sure and read through that section because there are clauses in there that you need to be aware of, particularly the order of precedence clause. That one is really important. You need to take a look at it.

Section 1015 is specific for design build. That clause gives you the minimum qualifications that we are looking for, for a lot of your personnel and project managers, your design team personnel, and your hygienist personnel.

Section 1016 gives you the design requirements. We are looking for Micro-Station CAD design to be

in the tri-service, ADC CAD standards. It gives you the level conventions, where to go to find other design requirements, the CAT specific requirements for the project.

Section 1320 is your schedule. It is very similar to what you see in the construction contract but we are asking for integrated design and construction schedule.

Section 1330 is the construction submittal procedures. One thing that is different about the design builds is most of the submittals that we are going to see here, unless we specifically say otherwise, they are going to be FIL submittals or contractor approved submittals. We ask for all submittals, whether they are contractor approved or Government approved they need to be certified by

the contractor quality control and also by the designer of record.

If you take a look in Section 1451, for the quality control, there are some additional supplementary quality control people we are looking for, specifically, Environmental Engineer.

Coming out later this week, I don't know if it will be tomorrow or Thursday, there will be an amendment coming out. We are going to reissue the environmental specifications, Section 13280, 13281, and 13290. Those are the specifications on lead, asbestos, and mold. There were some questions on those. So, those were incomplete. We are going to go ahead and reissue those and make it clear what we are looking for there. It will be based on those three items.

Does anybody have any questions on technical, either things we are looking for, how the RFP is formatted or anything to do with it?

[No responses.]

Does anybody have any questions for me on the technical part of the solicitation? How it needs to be formatted or what information we are looking for?

[No responses.]

STEVE WRIGHT:

Are there any questions in general over any of the topics or any of the items of the project overview, anything that we can go into at this point that might help you understand the project or the process that we are going to go through if you are awarded the contract?

The question on schedule and schedule proposal submissions basically is 1 November for Phase I. We are looking around mid-January to be receiving the Phase II proposals. Our schedule calls to have the contract awarded by the 1st of April.

About that time, on the 1st of April, we are going to hopefully have another project out on the street that is also a design build project for the Library and the Education Center Facility at the Installation. Be looking for that about the time frame of this proposal.

If we have no questions then the next item is to board a bus and go look at the site. Is everybody planning on doing that? Let's see who is planning on going with us to the site?

[The audience raised their hands.]

Patty, do you want to go see if the bus has arrived?

PATTY: It was supposed to be here at 2 o'clock.

STEVE: It should be here in a few minutes.

QUESTIONS AND ANSWERS:

Q. In regards to Phase II and the proposal receipt, how far does the design drawing have to be?

STEVE: Patty, we have a question about, in the Phase II, how far did the design drawings have to go. Did we talk about that in the proposal?

PATTY: We tell them which drawings we are looking for. Mainly it's the floor plans we are looking for. We are not looking for any kind of mechanical or, engineering drawings. We are not looking for

calculations. We are looking for building elevations.

STEVE: You went through that list of those things that were going to be important for the evaluation.

PATTY: Right. It is spelled out in Section 120 and tells specifically what drawing.

LISA: If you want to look at Section 120, page 8, it tells you graphic information, site layout plan, architectural floor plans, interior sections, elevations, and exterior elevations, and building cross sections.

STEVE: Any other questions?

Q. Will you be penalized in any way if you provide more drawings to clarify your designs, a number of pages?

LISA: I know there is a page limitation on the textual material but I do not - I don't see that

there is a limitation on the number of copies. We do ask that you not provide excessive material because that indicates to us that you are not cost conscious. We don't want you to spend more money than what it takes.

Q. I understand that. MAP concerns.

PATTY: I just want to mention that anybody that plans to go into the building they should have brought their respirator with them, should have brought some protective clothing. I don't think there is any ventilation in the building and they will have a reaction tomorrow without some kind of respiratory protection.

STEVE: I think we spelled that out. Is everybody aware of that? In order to enter the building you are going to have to have a respirator and

undergarment protection, something in order to go inside? [Affirmative responses.]

Q. How readily available is the As-Built for the existing...

STEVE: As-Built drawings available?

Q. Yes.

EVERETT: In this solicitation we developed a blank structural plan, floor plan to show the exterior vaults and columns. But As-Built are available I don't know at what cost. Brett, can you shed any light on this?

STEVE: I think he stepped out. We didn't scan those or put them in. I thought they were on the CD.

EVERETT: I do have those.

PATTY: I think we can probably scan those and put them on as we go into Phase II and make those available to Phase II contractors.

Q. Three or four of us can go down to a printing plant in town.

STEVE: So you can order them through a printing plant?

Q. Or a CD.

STEVE: So, Patty is that the plan then? In order to make them available we will scan them?

PATTY: I will have to check on that. I'm thinking we could do - we'll need the entire structural drawings.

STEVE. They are not available right now but is that something somebody can make an appointment to come and look at if they wanted to see it before phases?

EVERETT: I have a set right here if anyone wants to look at them today.

Q. Can we go into the building other than just certain areas?

STEVE: No. Other questions? [No further questions.] Patty, do we have a bus yet?

PATTY: It wasn't there a few minutes ago.

STEVE: All right. Let's take a break and we will let you know when we are ready.

[The hearing ended at one thirty, 16 October 2001.]

[The hearing reconvened after the site visit at four o'clock, 16 October 2001.]

STEVE: For the few of you that are left with us here, this is just kind of a wrap up to give you the opportunity to ask any questions. I do want to caution that any discussions on the site that weren't on record are strictly that. It was just

discussions. If you want to clarify or you want on the record anything that was said or asked or answered or discussed while you were on the site visit, this will be the opportunity to do that. So, for those of you that are here if you have any questions or comments or concerns feel free.

[No responses.]

Just in wrapping up, I appreciate your time and your interest in the project. We wish you a successful proposal.

[The hearing adjourned at 4:05, 16 October 2001.]

This is a bill for the transcript to Halff Associates from Louella Bland. The bill for the transcript of 46 pages is \$6.00 per page for a total of \$276.00.

Please let me know if I could be of further assistance. Please call upon receipt.

Home #337-238-4373

I am currently at home. Will be at work on Monday.

Work #337-531-0241