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MINUTES OF PRE-PROPOSAL CONFERENCE
10 MARCH 28, 2002
FORT HOOD, TEXAS

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1 P R O C E E D I N G S

2 MR. MCKENZIE: Some notable items that
3 are on the CD there, Fort Hood Installation Design
4 Guide, a lot of requirements that are required here
5 specific to Fort Hood; they're required in the
6 project. The SWDAIM Architects and Engineers Manual
7 is a -- that's a Corps of Engineers manual that we'll
8 quote from. That's available for you.

9 The (inaudible) project rating tool
10 facility point system documents the
11 classification-type instruction we also provide
12 on -- in the attachment there. The location that we
13 took the flow test on the water lines surrounding the
14 site, we took three tests, one on each side of the
15 side that's got a water line that will be attached
16 to. So you can run your -- do your design for your
17 water lines. Then there's also some photos.

18 And that's all I have as far as an
19 overview. I'm going to let LaVette talk about
20 solicitation of the --

21 MS. BUFORD: Good morning. I have a
22 tendency to talk a little bit fast, so if I'm
23 speaking fast, let me know. I also use a lot of
24 acronyms, so if you come across an acronym that
25 you're not familiar with, raise your hand and let me

1 know, and I'll let you know what I'm referring to.

2 Now, the one thing I did want to note -- I
3 know that Jim mentioned that this is a vehicle
4 maintenance shop. The official title of this project
5 is Tactical Equipment Shop. The reason being is the
6 Vehicle Maintenance Shop is going to be issued by
7 solicitation under an IFB next month in May, okay?
8 Fort Hood refers to it as Vehicle Maintenance Shop;
9 the district at Fort Worth refers to it as Tactical
10 Equipment Shop. And it's because of that new
11 requirement that we'll be coming out in May under an
12 IFB for the design and construct of a Vehicle
13 Maintenance Shop.

14 The solicitation number is already posted
15 up here. It's DACA63-02-R-0011. It is for
16 design/build of a Tactical Equipment Shop under -- on
17 restricted procedures, using best value procedures.
18 And as you're aware, under best value, that does not
19 necessarily mean that technically acceptable low
20 price will be the awarded offerer. We will be using
21 best value procedures.

22 The other thing I wanted to state before I
23 go in and highlight just some elements of the
24 solicitation is that any communication discussed here
25 at the pre-proposal conference is not considered

1 official or binding unless an amendment to the
2 solicitation is actually issued. So anything
3 discussed here, unless we actually issue an amendment
4 to the solicitation, is for information only, okay?

5 Going with the solicitation that was issued
6 on 11 March of this year, John Rogers will be the
7 primary contracting officer for this contract. Two
8 amendments to date have been issued. The first
9 amendment -- I'm sorry -- yes, the first amendment
10 was issued on the 21st of March. It revised the
11 price proposal schedule, Sections 120 to 150; it
12 changed Volume 2, which is the design and performance
13 requirements; it added the resin-modified pavement
14 surfacing material; and it changed Attachment 4
15 relating to the geotechnical report.

16 Amendment No. 2 was issued on the 25th of
17 March. That also revised the price proposal
18 schedule. It changed the design and performance
19 requirements and changed attachments to Volume 4 by
20 adding a truck-loading dock. Neither amendment
21 revised the due date or time for the proposals, which
22 remains 9 May, 4:00 p.m.

23 In Section 100 of the RFP, I only wanted to
24 highlight a few elements. There is a subcontracting
25 business plan requirement in there. Section 100 is

1 our local clauses or requirements that are going to
2 be incorporated within the contract. The
3 subcontracting plans in force for fiscal year 2002
4 have been identified, and they are annotated in that
5 section. It applies to large businesses only; large
6 businesses will be required to submit a
7 subcontracting claim utilizing those floors.

8 As you're aware, all of our amendments to
9 the solicitation will go out via Internet, on our
10 website. To my knowledge, we're not having any
11 problems notifying the planholders, but if our server
12 crashes and we can't get you a note, it's still your
13 responsibility to check that website as frequently as
14 necessary to ensure that you're updated on any and
15 all amendments that might be issued to that
16 solicitation.

17 The estimated cost of construction ranges
18 there is \$10 to \$25 million. Of course we're asking
19 for the offers to be submitted in English language,
20 using U.S. currency.

21 I wanted to highlight Clause 52.15, which
22 is the negotiation procedures that are going to be
23 used to award this contract. One element in there
24 requires you to include not only the name, address
25 and telephone number of the organization, but also an

1 electronic address. And you would include that
2 information on your 1442. There is a space for
3 you -- for that information on your 1442.

4 Although within the clause it shows 4:30 as
5 the time for receipt, it says, "Unless it was
6 otherwise notified." And on the 1442, we identified
7 4:00 p.m. as the time for receipt of proposals.

8 Element F of that clause identifies the
9 fact that we intend to award using best value
10 procedures, and that award may be made without
11 conducting discussions. So it behooves you to give
12 us your best proposal, from a technical and cost
13 standpoint.

14 This is a contract, and the pricing will
15 include evaluations of the options. To date, there
16 are two options that are identified in the bid
17 schedule. That's all I wanted to highlight from
18 Section 100.

19 In Section 102, there is a note in there
20 that advises you that we will not be issuing an
21 amendment to the solicitation to address any
22 questions or answers that might result from this
23 pre-proposal conference. We will post information
24 regarding questions and answers presented at this
25 conference on our website. And we may -- if the

1 summation of the questions and answers are done at a
2 time that an amendment might be needed to the
3 solicitation, we may incorporate it. But we normally
4 do not issue amendments to the address questions and
5 answers resulting from a pre-proposal conference.

6 I want to quickly go over the 1442. I've
7 already discussed some things, due dates and so
8 forth, which was 9 May at 4:00 p.m. There's a
9 ten-day -- or ten calendar days from notice of award
10 for proceeding with the work, a total of 500 calendar
11 days to complete the work. And that includes time
12 from notice of award. There's a 90-day acceptance
13 period for the proposals. This contract is going to
14 be administered here at the Central Texas Area
15 Office, with primary contracting officer
16 responsibilities at Fort Worth District, being John
17 Rogers.

18 I've already highlighted some elements from
19 the bid schedule. And the only other thing I wanted
20 to talk about in reference to the price proposal
21 schedule is that Amendment No. 1 revised the
22 construction costs as reflected in the original
23 solicitation, taking it from \$9.2 million to \$11.5
24 million as being the estimate in the cost
25 constraint. Liquidated damages is also reflected in

1 that section, amounting to \$1,400 per day of delay.

2 Looking at Section 120, which is the
3 proposal submission requirements -- again, I'm not
4 going to go over all of it; I'm just going to
5 highlight some elements, because the District
6 normally does a two-step design/build process. This
7 is all going to be a one-phase design/build where all
8 of the information is being presented in Volumes 1
9 through 3, under one phase in lieu of a two-phase
10 process. So some of the procedures that you may have
11 normally been accustomed to have been revised, and
12 they're reflected in this new section.

13 Volume 1, which is the preliminary design
14 construction, is going to include the project
15 organization and personnel, experience, past
16 performance and financial capacity. Volume No. 1 has
17 a page restriction on it. It's limited to 70 pages,
18 either single side or 35 pages double-sided. That is
19 excluding the cover, table of contents and any
20 appendixes.

21 Volume 2 does not have a page restriction.
22 That includes your design proposal and your proposed
23 project schedule. It does have a note that the
24 proposed project schedule has to comply with the
25 required completion date, which is 500 calendar days.

1 The written format for those volumes are
2 reflected in that section. It has some specific
3 sizing as it relates to the drawings in that
4 section. And in that section, as Jim mentioned
5 earlier, is where you'll see the requirement to
6 present information to us in electronic format in
7 addition to hard copies.

8 For the project organization, there are
9 some minimal personnel requirements as far as key
10 personnel is required, and they're listed in that
11 section. It includes the information we're looking
12 for you to provide in your proposal as it relates to
13 those minimum personnel.

14 For experience, the only restriction there
15 is you cannot list any more than ten projects. It
16 identifies, from A through O, the information we're
17 asking for you to include as it relates to those ten
18 projects.

19 Past performance, it references a client
20 authorization letter. My review of the solicitation
21 showed that that client authorization letter was
22 included up front with the subcontracting plan
23 information, but it is included in the solicitation.
24 That's a form that you can use to send to your prior
25 or current clients to fill out any -- provide that

1 with your proposal for this solicitation.

2 I don't see any other unique requirements
3 in Section 120 that we previously haven't discussed
4 already. We've already talked about the
5 subcontracting plan that's required for large
6 businesses, and the small disadvantaged business plan
7 that's going to be required of all offerers. That
8 information is included.

9 If we could hold all of your questions. If
10 you could write your questions down as we're going
11 over this, we have a question-and-answer session, and
12 we'll address all of those questions at that time.
13 So if you're coming up on questions now, if you'd
14 just write them down, we will address them then.

15 Section 150, which is the evaluation
16 criteria, for Volume 1 it states that Factors A, B
17 and C -- which is the project organization,
18 experience and past performance -- are of equal
19 importance, all three being significantly more
20 important than cost. There are subfactors within
21 those elements that are identified there. The only
22 factor under Volume 1 that will be a go/no-go is
23 Factor D as it relates to financial capacity.

24 For Volume 2, which is the preliminary
25 design proposal, there are two factors: The design

1 proposal and the preliminary project schedule. The
2 design proposal is more important than the
3 preliminary schedule. Both are more important than
4 cost.

5 And then of course Volume 3, which is the
6 cost/price proposal, will not be rated; it will be a
7 go/no-go, use quality rates to evaluate all of the
8 proposals, and the proposals would be presented to a
9 technical evaluation board for review.

10 The basis of award is identified in that
11 section. It's about the fourth time that we're
12 reminding you that this is a best value procurement.
13 It will be to your benefit to present your best
14 proposal from a technical and cost standpoint, in the
15 event that we decide to award without discussions. I
16 don't have anything else out of Section 150.

17 Section 600 is our standard certs and rep.
18 You will complete Section 600 and include that with
19 Volume 3 of your proposal. It's primarily a
20 check-and-fill-in section, and there are no unique
21 clauses as it relates to this procurement included in
22 that section.

23 Section 700 of course is the contract
24 clauses. I'm not going to go over all 113 pages, I
25 believe, of contract clauses that's included in this

1 solicitation, but if you have a specific question to
2 any one of them, you can feel free to give me a call
3 at any time.

4 Section 800, these are the special contract
5 requirements. There are some uniqueness in this
6 section as it relates to this requirement. Number
7 one, you've got the required insurance. That's not
8 unique; that's standard. We're going with \$105,000
9 to \$200,000 on liability. That's not unique; again,
10 that is standard.

11 There is a recommendation for design
12 liability included in that section. Again, that's
13 not required; it is a recommendation as it relates to
14 design liability. That information is included in
15 Section 800.

16 Value engineering, there's a difference
17 between performance-oriented and prescriptive design
18 changes; and in that section, we identified the
19 differences between both of them as it relates to
20 value engineering after award.

21 The only other thing I highlight for you is
22 there are some special project procedures for Fort
23 Hood. It's included in the solicitation in Section
24 01368. And that is unique to this solicitation, as
25 it details those special project procedures for Fort

1 Hood.

2 I do have with me today about three
3 solicitation CDs. I'd be more than willing to pass
4 those out on a first come/first serve. If not -- if
5 you're a registered planholder, you should have
6 already received it, or if not, a CD should be in the
7 mail now.

8 That's all I have. We can adjourn to the
9 site visit. Do we need to give you some moments to
10 write down your questions before we go over there in
11 case you forget?

12 Where exactly is the site?

13 MR. MCKENZIE: When we leave the
14 parking lot here, we'll go make a left turn and get
15 onto 79th Street, go down to --

16 MS. BUFORD: You know, 79th, when I
17 came in this morning, is blocked off; it says, "Road
18 Closed." But I turned left.

19 MR. MCKENZIE: Okay. Maybe over here,
20 once you get into the post, it's not closed.

21 UNIDENTIFIED: How about I'll have a
22 white government car, a Jeep Cherokee, and you can
23 follow me, okay? We'll go down to 72nd Street, I
24 think is the best way to come over.

25 Is there anybody that doesn't know where

1 the site is? I think most people are probably
2 familiar with the site. And how about with the
3 Communications Building? Is everybody familiar with
4 that? You can look at that on your own, where we'll
5 bring the (inaudible) to the site. We list that 4304
6 or something. You can, you know, look at that.

7 But we'll go to the site, gather up there
8 and you can look at the site; then we'll go through
9 the fence and we'll look at the building next door,
10 the tact shop next door it will probably be very
11 similar to. If you want to look at some special
12 things in there, fine.

13 And then we'll gather up and then we'll
14 come over -- is there anybody that doesn't know where
15 the loading dock is? You can -- I mean, anybody
16 that's familiar with Fort Hood knows where these
17 sites are, you know. And after we look at them
18 officially, if you want to come back and look at
19 them, of course you're welcome to do that, too.

20 MR. MCKENZIE: Follow the white --

21 THE WITNESS: And then we're going to
22 meet when?

23 MS. BUFORD: Well, this says 10:00. I
24 talked pretty fast, I guess. So how about 15
25 minutes? I think we'll use the extra 15 minutes at

1 the end for questions and answers. I have a feeling
2 it's going to be more than 30 minutes' worth.

3 Would that be okay, if we meet there at
4 9:50?

5 UNIDENTIFIED: At the site?

6 UNIDENTIFIED: It won't take that
7 long.

8 UNIDENTIFIED: No, it's just five
9 minutes, five minutes.

10 Is there anybody that thinks they can't get
11 to the site? I think everybody knows where the site
12 is. All right. Then we will officially meet back
13 here at what, at 11:15; is that right or --

14 MR. MCKENZIE: We'll probably get
15 done.

16 UNIDENTIFIED: What time do you want
17 them back here for this question and answer, I guess
18 is --

19 MS. BUFORD: So we have an hour at the
20 site, get back here at 11:00.

21 UNIDENTIFIED: How about 11:00? And
22 we'll just change the schedule. Is that agreeable
23 with everybody? We'll meet back here for 11:00 for
24 our question and answer.

25 (Site visit - one hour.)

1 MR. MCKENZIE: Let's go ahead and get
2 started. We have handed the only questions
3 we -- written questions we've received so far, with
4 our brief responses to them. I guess we'll go over
5 those.

6 MS. BUFORD: We have given you a copy
7 of the written questions that came in prior to
8 today's conference. We only received nine, and those
9 are questions -- these questions will again be
10 addressed in the question and answer session from
11 today and the notes that we'll post to our website.
12 I'll take care of the first question and any question
13 you have today that is kind of contractual in nature,
14 and then Jim or someone else from our design team is
15 going to have to take care of technical. I'm not
16 good at that.

17 On the first question, it's referencing the
18 small -- this subcontracting claim that's required
19 for all large businesses and the difference between
20 that and the Subcontracting Assistance Program
21 information. The Subcontracting Assistance Program
22 information was included in the solicitation for
23 information only. It's a fact sheet. And the
24 difference in the goals that are identified in that
25 document and the goals that are identified in our

1 Section 100 are -- the difference between the two is
2 the one in our Section 100 relates to our
3 headquarters -- and those are floors that are
4 mandatory -- and the fact sheet, it relates to the
5 Small Business Administration. It's just for
6 information.

7 But the official response would be the
8 subcontracting plan percentages referenced in Section
9 100-2, or the minimum percentages of subcontracted
10 dollars that will be approved for large businesses
11 submitting a subcontracting plan in response to this
12 solicitation. The percentages were established by
13 our headquarters for use during fiscal year 2002.
14 The Subcontracting Assistance Program fact sheet that
15 included in the solicitation is for information only,
16 and the percentages reflected under the paragraph
17 titled "Specific Goal Requirements" relates to the
18 Small Business Administration.

19 MR. MCKENZIE: All right. The second
20 one, there's a requirement on the -- mentioned in the
21 summary for Anti-Terrorism Force Protection measures,
22 including laminated glass. And then on drawing
23 A-4 --

24 MS. BUFORD: Jim, maybe it's the wind,
25 but I'm having a hard time hearing.

1 Can you hear? Is it just me? Oh.

2 MR. MCKENZIE: Can everybody hear me
3 clear enough? I'm sorry.

4 "Drawing A-4 indicates providing measures
5 'to defeat the threat ascertained by the Using
6 Agency.'" .

7 That part, that paragraph in Drawing 4,
8 we're going to be -- will be deleted by amendment.
9 Any measures that are explained there -- laminated
10 glass, hardening the doors and traffic control
11 barriers -- anything that has to do with floor
12 protection or anti-terrorism, or explain what's in
13 the RFP, as I said, that paragraph on A-4 will be
14 deleted.

15 On the next number, the next question is:
16 "The Area Requirements Schedule on drawing A-6
17 indicates a COMSET storage area. B-1 does not
18 indicate a location."

19 As I said earlier, some of these
20 small -- rooms that are smaller rooms are for the
21 designer to locate. As a -- in meeting the
22 requirements, there's a suggestion there by the
23 architect that wrote up the RFP as to location there
24 between columns near the stair -- between Columns 8
25 and 9. That's a suggestion.

1 "Drawings A-5 and A-6 indicate
2 Communication functional areas that are not indicated
3 on B-1."

4 Again, those are rooms that are up to the
5 designer to locate. If you noticed on 40,015, there
6 was an exterior -- small exterior room on that
7 design, and he's recommending that you might locate
8 that on the -- one of the ends of the maintenance bay
9 or the administration.

10 Next one: "Clarify the location of the
11 Wash Bay as noted A-1 and A-7," which specifically
12 (inaudible), but the -- I believe that they desire to
13 be one of the wash bays. And one on the end of
14 the -- I'm not sure whether it's scheduled
15 maintenance or other scheduled maintenance.
16 Hopefully, we'll try to clarify that in an amendment
17 if it's necessary.

18 "Drawing A-1 notes a 24 X 19.6 meter
19 circulation bay between groups of three bays.
20 Drawing B-1 indicates the IH bay with this added
21 width. Is the circulation bay required along column
22 line E? Is so, is there a problem if the building
23 area increases by that amount?"

24 As I stated there, we're going to do an
25 amendment to address the circulation bay situation

1 there. We may eliminate one of the bays that are
2 there and provide another circulation bay, and any
3 square footage that's left over from that -- of
4 course the circulation bay is not near as large as
5 one of the bays that -- the maintenance bay. So it
6 will -- that area could be used for some of these
7 other areas that we talked about, communication or
8 spread out throughout the facility in other rooms.

9 "Drawing A-7 indicates a Generator Shop.
10 Clarify the location."

11 Again, that's a designer choice within the
12 requirements spelled out in the RFP. He recommends
13 located at the end of the general line in the repair
14 shop, adjacent to the electrical.

15 No. 8: "Is it acceptable for the sitework
16 to be in metric and the building work to be in
17 imperial units of measure?"

18 And the response is no. If you look at
19 Section 1015, we tell you -- we give you the option
20 of metric or English. However, you've got to decide
21 which way you want to go. You can't do one -- or do
22 the building in English and do the site in metric.
23 Whenever you decide which way you're going to do it,
24 it's the way you've got to stick with. But I would
25 note that the survey is in metric. And if you want

1 to convert all the survey to English units and then
2 work with it, that's -- I wouldn't suggest it, but
3 we -- the option is there.

4 "Is there an existing storm water problem
5 on this project site?"

6 There's no storm water problems on the site
7 that I know of -- existing problem. I'm not sure
8 what kind of problems they're trying to address
9 there, but we require a storm drain design, a grading
10 plan. And under Chapter G, there's items -- the
11 requirements for storm drains and grading.

12 Attachment A also has some requirements in
13 it. We'll open it up to questions from the floor.
14 What other questions have you got?

15 UNIDENTIFIED: I have two questions
16 related to the answers to Mr. Fell's (phonetic)
17 questions here. As to using Imperial units on the
18 building, metric on to site design, would it be
19 possible to do that just for the proposal submission,
20 with the understanding that you have to convert the
21 site drawings to metric after award?

22 MR. MCKENZIE: We'll have to -- we can
23 take the question and consider it. I'm not sure I
24 have an answer to that.

25 UNIDENTIFIED: The other question had

1 to do with the question about area, when you said you
2 were going to have an amendment to discuss the area
3 for the circulation bay. Is there a stipulated area
4 limitation for this project?

5 MR. MCKENZIE: There is on -- there is
6 square footage shown on I believe B-1.

7 UNIDENTIFIED: It says approximately,
8 and the actual drafted size of the building does not
9 comply with those measures as presented. It's
10 somewhat larger.

11 MR. MCKENZIE: The drawing that
12 I -- that we provided is more or less a space
13 arrangement. It's there for your use to prepare
14 your -- give you a general idea of where we want
15 rooms and bays and the shape of the building. The
16 square footage, with the square foot -- square meters
17 of the building I believe they want, you're going to
18 want to stay close to that.

19 UNIDENTIFIED: You know, this says
20 approximately 55,000 square feet. Is that total
21 project square footage?

22 MR. MCKENZIE: Yes.

23 UNIDENTIFIED: Does that include this
24 guardhouse and POL?

25 MR. MCKENZIE: No, that's just for the

1 Technical Equipment Center.

2 UNIDENTIFIED: Including the second
3 floor?

4 MR. MCKENZIE: That's right. They
5 want to stay pretty well within the square footage.
6 Now, that doesn't mean that you've got to hit it on
7 the nose.

8 UNIDENTIFIED: But you're saying that
9 it doesn't match up with the drawing?

10 MR. MCKENZIE: No. I calculated it to
11 be around 62,000 --

12 UNIDENTIFIED: Pretty sizeable.

13 MR. MCKENZIE: -- as drafted --

14 UNIDENTIFIED: Very.

15 MR. MCKENZIE: -- from the CAD drawing
16 provided on the disk.

17 UNIDENTIFIED: Jim, I'll ask the
18 question another way: Is there a statutory limit on
19 the square footage in the tact shop?

20 UNIDENTIFIED: That's what I was
21 asking.

22 MR. MCKENZIE: I don't believe there's
23 a hard and fast limit on it, but the -- it says
24 approximate. You know, if you can -- you go over
25 that, meet the price requirements, then we're going

1 to give them -- we're going to get more for our
2 money.

3 UNIDENTIFIED: How do you evaluate the
4 proposals if one is 535 and the other is given a 62?
5 That's over a 10 percent spread. That's not cool.
6 Don't we need to nail that down, just how many feet
7 are being built?

8 MS. BUFORD: As far as evaluation is
9 concerned, it could be including a betterment.
10 Betterments are included in the solicitation as being
11 acceptable as proposed. So you would still
12 (inaudible) at the minimum, and then if you continue
13 on as proposed, if it's identified as a betterment,
14 then it could be considered. And all offerers will
15 still remain the same.

16 UNIDENTIFIED: So the minimum is 55,
17 and we don't necessarily have to follow the drawing
18 that shows 62 if I'm --

19 MR. MCKENZIE: That's correct.

20 UNIDENTIFIED: But there's no
21 contractual problem with exceeding 55 and having the
22 project turn out? Because it -- we've seen
23 Congressional limits on government projects that had
24 a cost limitation as well as a square footage limit
25 and could not exceed that limitation.

1 MS. BUFORD: The cost limitation is
2 identified in the solicitation; it's 115. That's
3 there. I'm not familiar with the statutory
4 limitation on the square footage, but we can check
5 into that and include it in the Q and A from today.

6 MR. MCKENZIE: I think what LaVette is
7 saying is we want to -- that's the building square
8 footage that we're shooting for. Give us something
9 better than that, then so be it, but we're still
10 going to -- ultimately, we're going to look at your
11 price, too.

12 Any other questions?

13 UNIDENTIFIED: I've got a number of
14 questions, but I don't want to be the only one
15 speaking.

16 MR. MCKENZIE: You're doing great.

17 UNIDENTIFIED: These are mainly
18 technical, having to do with the documents that were
19 provided. Will CAD files provided for the documents
20 that were included in the amendments? Only CAL files
21 were in the download.

22 MR. MCKENZIE: Well, we can provide
23 those, and we produced this proposal preparation.

24 UNIDENTIFIED: I noticed there were
25 also -- I didn't find CAD files for your drawings

1 C-1, C-2, LB-1 and LB-2. I'm not sure that those are
2 necessary.

3 MR. MCKENZIE: Okay. Well, the board
4 logs, we can provide those.

5 UNIDENTIFIED: Well, I didn't compare
6 that to the list that you had requested in the
7 drawings that were returned back to you in proposal.
8 But if those are drawings that are in the list, we
9 should have the CAD files to give them back.

10 MR. MCKENZIE: There's no problem
11 identifying those. Okay. You said C-1?

12 UNIDENTIFIED: C-1, C-2, project map.

13 MR. MCKENZIE: No problem. We'll
14 get -- if they're not there, we will provide them.

15 UNIDENTIFIED: The CD that was
16 provided back in proposal, it specifically noted that
17 you wanted CAL files. And you also want CAD drawing
18 files in the proposal or not?

19 MR. MCKENZIE: No.

20 UNIDENTIFIED: The design guide that's
21 in these documents, is it your understanding that it
22 meets the requirements of the Fort Hood Design Guide,
23 or is that something that we have to exercise -- that
24 we have to go through to be sure that we are giving
25 you back your design, meeting your requirements --

1 MR. MCKENZIE: I wouldn't say that.

2 UNIDENTIFIED: -- as far as they --

3 MR. MCKENZIE: They can?

4 UNIDENTIFIED: Yeah.

5 UNIDENTIFIED: At this point, the Fort
6 Hood Design Guide is provided as one of the documents
7 as part of the solicitation, so I'm assuming you have
8 to meet everything that's within that guideline. It
9 would be nice to be told this design does meet the
10 Fort Hood architectural design.

11 MR. MCKENZIE: I wouldn't say that
12 it -- I can't say that it does at this time. We'll
13 hopefully provide a response to that.

14 UNIDENTIFIED: The solicitation has
15 numerous specifics requirements. There are specifics
16 on the drawing, specifics in the written RFP. There
17 are also specifics in multiple formalities provided
18 with the Fort Worth District design guideline as well
19 as written specs in the Fort Hood Design Guide. Is
20 there an order of which is to be followed if there's
21 a conflict between those specifics?

22 MS. BUFORD: There is; there's an
23 order of preference included in the solicitation. I
24 believe it's in Section 100.

25 UNIDENTIFIED: I saw an order

1 preference for your review of the proposal, but I
2 didn't see anything that listed this.

3 MR. MCKENZIE: State your question
4 again.

5 UNIDENTIFIED: Okay. If there are
6 conflicts between the multiple directions that have
7 been given in the proposal, which has seniority?
8 Which do you follow? Or do we need to identify each
9 and every conflict that might be there?

10 An example would be codes to follow. One
11 location says you're to follow the informal building
12 code and the other says the 2000 internal code.

13 MR. MCKENZIE: Okay.

14 UNIDENTIFIED: And that goes on and on
15 and on and on.

16 MS. BUFORD: We'll address it.

17 UNIDENTIFIED: Okay.

18 MR. MCKENZIE: The only answer, yeah,
19 I would say there are code conflicts in there. If
20 you have specific questions about them, you need to
21 ask those questions. Hopefully, we'll address
22 the -- which takes priority.

23 UNIDENTIFIED: There's just a lot of
24 information there. With the Fort Worth District
25 ADIM, you have a printed document; you also have

1 files and the specific sections; you have files of
2 Word documents. I'm sure all of those multiple
3 documents are not going to be exactly the same.

4 MR. MCKENZIE: That's always
5 (inaudible).

6 UNIDENTIFIED: The last comment I had
7 was about the paper size for the drawings. I believe
8 a metric paper size has been shown. Is that a firm
9 requirement that we use standard 24"-by-36" paper?

10 MR. MCKENZIE: Whatever is in the --

11 MS. BUFORD: 120.

12 UNIDENTIFIED: 23.19 inches, 33.

13 MR. MCKENZIE: That's a metric sheet
14 size that -- we use that sheet always.

15 UNIDENTIFIED: You did.

16 MR. MCKENZIE: Right. If the -- I
17 believe there's a title sheet; there's a sheet on the
18 CD.

19 UNIDENTIFIED: That's correct.

20 MR. MCKENZIE: It's proportional to
21 that dimension. And you can --

22 MS. BUFORD: Section 120 identifies
23 the drawing requirements and the size restrictions on
24 the drawings. Don't exclude consideration of 120 in
25 proposals to be submitted.

1 UNIDENTIFIED: Well, there was an
2 option to use metric or -- I didn't know if that
3 would follow on through to the paper size dimensions.

4 MR. MCKENZIE: Yeah, well, it will.
5 And our in-house designs, we use that sheet size
6 whether we're -- we have a metric --

7 UNIDENTIFIED: Okay.

8 MR. MCKENZIE: -- set of drawings or
9 not, so we can be consistent with the paper cuts.
10 Good question.

11 MS. BUFORD: Any more questions?
12 Well, before we conclude, I just want to remind you,
13 you know, of my opening comment that anything that is
14 discussed or was discussed today is not official and
15 binding on this solicitation unless an amendment to
16 the solicitation is issued. I caution you to review
17 Sections 120 and 150 as it relates to the proposal
18 submission requirements and the evaluation
19 requirements, and also remind you that this is going
20 to be an unrestricted solicitation, using best value
21 techniques. So a technically acceptable low-cost
22 offerer may not receive the award, okay?

23 The website that we post all amendments to
24 is up and running. All amendments will be posted
25 there. Like I said earlier, I have not received any

1 indication that it's not working. Did you all
2 receive notice of Amendment 2? So I've got nothing
3 to indicate that it's not working. But just because
4 you do not receive that notification wouldn't relieve
5 you of that obligation to go in and check it on a
6 however frequent basis you need to make sure you're
7 up-to-date.

8 UNIDENTIFIED: Would that mean the
9 notice of Amendment 2?

10 MS. BUFORD: Typically, when we post
11 an amendment to our website, we send out notification
12 to all registered planholders that, you know, an
13 amendment to this solicitation has been issued.

14 MR. MCKENZIE: An e-mail.

15 MS. BUFORD: It's an e-mail
16 notification.

17 UNIDENTIFIED: Well, what happens if
18 you haven't gotten an e-mail?

19 MS. BUFORD: Then that means one of
20 two things: Either my server is not communicating
21 with your browser or you're not a registered
22 planholder.

23 UNIDENTIFIED: Well, we're a
24 registered planholder.

25 MS. BUFORD: You would be one of the

1 instances where I'm reminding you to go into the
2 site.

3 UNIDENTIFIED: Well, I go back and
4 look at it, but I didn't get the e-mails.

5 MS. BUFORD: I guess the only reason
6 I'm bringing it up today is yesterday I got a major
7 crash on a solicitation mailout e-mail notification
8 to planholders, and there was a problem within the
9 servers and the browsers, and none of those
10 planholders received notification of that amendment.
11 So I'm just reminding you to check that website for
12 postings of all amendments that might be issued to
13 the solicitation.

14 MR. MCKENZIE: You might check the web
15 page, look at your --

16 UNIDENTIFIED: Is there anybody I can
17 communicate with, send them an e-mail message to let
18 them check to see if I'm not -- can I send one just
19 to you --

20 MR. MCKENZIE: Uh-huh (yes).

21 UNIDENTIFIED: -- let you do a little
22 checking? Thank you.

23 MS. BUFORD: One of the biggest
24 things -- obviously, the description doesn't get into
25 the speed. That's not --

1 UNIDENTIFIED: I've got all that.

2 MS. BUFORD: Well, send me a note.

3 We'll check it out.

4 I still have two copies of the solicitation
5 CD for anyone's taking. And that's it. Thank you
6 for coming.

7 MR. MCKENZIE: Thank you.

8 CONFERENCE ADJOURNED

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1 THE STATE OF TEXAS)
 2 COUNTY OF WILLIAMSON)

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4 I, Anne D. Wiese, Certified Shorthand
 Reporter in and for the State of Texas, do hereby
 5 certify that the above and foregoing contains a true
 and correct transcription of all portions of the
 Pre-Proposal Conference requested in writing by the
 6 parties to be included in this volume of the minutes
 of the proceedings, all of which were reported by me.

7 I further certify that this Reporter's
 Record of the proceedings truly and correctly
 8 reflects the exhibits, if any, offered by the
 respective parties.

9 I further certify that the total cost for
 the preparation of this Reporter's Record is
 10 \$_____ and was been paid by
 _____.

11 WITNESS MY HAND this the ____ day of April,
 2002.

12
13

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