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PRE-CONSTRUCTION MEETING  
HELD ON TUESDAY, APRIL 23, 2002  
WHITE SANDS MISSILE RANGE  
BUILDING 102

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1                   MR. PERKINS: We are here for the --  
2 what's the official name, Professional Development  
3 Center that's what would be on our paperwork. It's  
4 called the Education Center, same project. I'm Jim  
5 Perkins, I'm the project manager out of the Fort Worth  
6 District. Rob Petravage is our contract specialist.  
7 Sam Sanchez is the master planner here at White Sands.  
8 Wilbur Ortega works for Sam. Rick Severson is our  
9 resident engineer. So his people will have this job  
10 once we've awarded the contract.

11                   Let's go around the room, Roland Ray is  
12 our construction manager. He interfaces between the  
13 district and the field office here. Beverly Brannon is  
14 our design manager. She's over the AE that's put  
15 together this RFP package. Mike Foster -- the two  
16 Mikes there are the guys that would oversee the project  
17 in the field for the corps. Gary Ballard is our  
18 electrical reviewer, so he's here working on some of  
19 the -- he'll be reviewing your design plans when you  
20 submit those. Jim Higby is the actual user in the  
21 school. He's the man we're here to please.

22                   Did I miss anybody else on the government  
23 side here? Eddy Grooms. It's a tough name. Same name  
24 as my exterminator.

25                   MR. GROOMS: Everybody knows me now.

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1                   MR. PERKINS: Eddy is with the office  
2 here. Again, we are here for the Professional  
3 Development Center project. It's a design/build -- do  
4 we call it steps or phases? Phases. What that means  
5 is the first phase you submit your qualifications,  
6 performance and that type thing, and we kind of, based  
7 on that, we come up with a competitive range. And we  
8 try to reduce it to two to five firms so we don't have  
9 a bunch of people -- we know there's a lot of effort  
10 involved in putting these RFP packages together. If we  
11 can limit that down we can at least minimize the risk  
12 you're taking.

13                   So we're recognizing the risk involved in  
14 putting one of these packages together, and try to keep  
15 that to a minimum. That's due the 3rd, next Friday.  
16 For that initial package we'll take a little time to go  
17 through and evaluate, come up with a competitive range.  
18 And sometime after, I think, around the 20th of May, I  
19 forget exactly the schedule, we intend to narrow that  
20 list down. And you'll be notified as to whether you  
21 made it or didn't make it in the final phase.

22                   Beverly, is it 30 or 45 days we've got  
23 for the second phase?

24                   MS. BRANNON: 45.

25                   MR. PERKINS: That's what I'm thinking

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1 too. We've got 45 days built-in to put your technical  
2 proposals together. I'll tell you right now that  
3 between now and the 20th of May there will be some  
4 additional technical amendments to the solicitation  
5 done. They won't affect Phase 1. Although Rob's got  
6 some stuff that will affect Phase 1 and that will be  
7 out this week. This is some administrative clean-up  
8 that he's got to do.

9                   So you'll be getting some technical  
10 updates before that final announcement is made. Our  
11 intent is to have all the technical details tied down  
12 by the 20th of May when you -- or the date we send out  
13 the notifications that you are on the finalist list.

14                   This is a best-value procurement, which  
15 means we're looking for the best value for the  
16 government. It may or may not be low bid -- not low  
17 bid -- low price, it's not a bid.

18                   Again, we're looking for the best value  
19 for the government. Something to keep in mind, this  
20 construction cost limitation of \$6,776,726, that's in  
21 the RFP. Right now there is Phase 1 option, there may  
22 be additional options before all is said and done.  
23 That construction cost limitation relates to the base  
24 bid. Okay, the option is a separate piece of funding.

25                   Also, so you know, I don't think it's in

1 there yet, but that'll be in one of the amendments,  
2 that option is probably -- it will not be awarded up  
3 front. It may be as much as a year before it's awarded  
4 because of the funding, depending on when that funding  
5 comes in.

6                   So recognize that as you're looking at  
7 this thing that that option will -- we intend to award  
8 the option, but it's very unlikely that we will award  
9 it up front. It will almost certainly be awarded  
10 later.

11                   For the most part I think that's it. Rob  
12 is going to go over some of the details of the contract  
13 administration, and then Bryan Floth, he's with Carter  
14 & Burgess, they're the AE who put together the RFP for  
15 us. Bryan will go through some of the technical  
16 details of the solicitation package.

17                   And I think everybody understands the  
18 rules. But just so you know, if there's any question  
19 about it, because Carter & Burgess put together the  
20 RFP, they are not eligible to participate with anybody  
21 in a design capacity on this project.

22                   So I don't think anybody had any thoughts  
23 of that, but just in case you did, you can erase all  
24 that. We will -- what we'll do this morning is go  
25 through the presentation. If you've got any questions,

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1 ask them. We do ask if -- when you ask a question,  
2 identify yourself by name and the firm you're with.  
3 We've got a court reporter taking all this down.

4                   Rob will go through some of these again.  
5 There will be minutes of this meeting put together and  
6 it will come out either in the amendment -- or anyway  
7 everybody on the plans list will get a copy of it  
8 either through an amendment, or it will be posted on  
9 the web. So everybody will get a copy of the  
10 information.

11                   I'll remind you, anything we say here  
12 today isn't official unless you see it in the  
13 amendment. So we're going to try to give you the best  
14 information available. And, you know, we don't intend  
15 to mislead you in any way. But if we say something  
16 that's not quite right, the amendment is the official  
17 record, not what we say verbally here today.

18                   We'll have the ability, here after we've  
19 done all of this this morning, to go out to the site if  
20 anybody needs to go out to the site. Then we'll come  
21 back in here for any questions that arise while we're  
22 on the site.

23                   I would ask that you basically make a  
24 note of your questions while you're on the site. We  
25 really want to record it. So we want any of those

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1 questions to be brought back here for recording  
2 purposes.

3 MR. PETRAVAGE: My name is Rob  
4 Petravage, I'm the contract specialist for this project  
5 with the Corps of Engineers in Fort Worth. And one  
6 thing I just want to make known right off the bat, any  
7 information that you have, any questions or anything,  
8 should be filtered through me. And I'll forward it to  
9 whoever it needs to go to.

10 I'm not an engineer. I don't have an  
11 engineering background. And I even have a few home  
12 improvement projects that have gone wild on me doing it  
13 on my own. But I'll make sure it gets to the right  
14 people.

15 Again, this meeting is being recorded.  
16 So you don't have to worry about your notes per se,  
17 unless there's something that you really want to write  
18 down. And again, it will be posted to the web under  
19 the project solicitation number.

20 I want to reiterate, and I always do  
21 this, again, what Jim Perkins said as far as anything  
22 that's said in the meeting here, it's not binding. If  
23 we say it -- an example, and I looked at this in some  
24 other minutes, if we say something is blue and then the  
25 specs it says gray, it's gray until there's an

1 amendment out. Even if it says it in the minutes that  
2 are posted to there. It's got to be by formal  
3 amendment.

4 I'm going to just go over some few fine  
5 points of the RFP. Again, it's a two-phase project  
6 here, design/build. And don't overlook Phase 1 in  
7 jumping to Phase 2 because you may never even get there  
8 if you don't do Phase 1 correctly. There are some  
9 finer points and some things that I need to add in  
10 there that won't effect the proposal due date of May  
11 3rd.

12 If you look at -- and also there's a  
13 checklist in there. We try to make it as easy as  
14 possible for everybody. Section 110, page 1, is a  
15 checklist if you can go off last thing and mark  
16 everything off to make sure you have everything  
17 covered.

18 When we get the initial RFPs in and when  
19 we get the initial proposals in, what I'll be doing  
20 first is a simple compliance check, make sure all the  
21 amendments are acknowledged and signed, the correct  
22 bonding information is there, CCR Registration.

23 Is there anybody that's not familiar with  
24 the CCR registration? Okay, so hopefully everybody  
25 who's here has already been CCR registered. That's one

1 of those things that people tend to overlook. And when  
2 it comes down to it, our hands are tied. We're binded  
3 by regulations on that.

4           If you look at Section 120 in this  
5 solicitation, which is Phase 1. What we're looking for  
6 in Phase 1 only is, obviously, the solicitation offer  
7 and award. Keep in mind the bid schedule is part of  
8 the 1442 at the continuation. But that's not  
9 required. That's going to be part of Phase 2. So  
10 there's no pricing information that's submitted in  
11 Phase 1.

12           But what we're looking at -- again,  
13 that's all going to be part of that compliance check  
14 when I first get it in.

15           Project organization personnel is another  
16 factor that's going to be looked at by the evaluation  
17 team. The team is going to be made up of personnel in  
18 the Fort Worth district and it could be some personnel  
19 from out here. It depends on who is selected at the  
20 time and who's available.

21           We'll be looking at experience. And keep  
22 in mind what's going to aid you is the experience. In  
23 design/build projects, education buildings and so forth  
24 of that nature, something similar to what this project  
25 is, it's -- you want to tie it as closely as you can

1 because that's going to aid in your evaluation.

2                   Past performance. There's a listing in  
3 section, I believe, it's 120, in order of precedence of  
4 what we look at is Section 120, page 8. And I realize  
5 there's a reference in there regarding past performance  
6 surveys and letters to references. And those, you can  
7 reference Section 500. That's one of the things I need  
8 to add in. So that will be coming out this week. And  
9 I'll make sure those are put in there for you.

10                   And what happens with those is you should  
11 be submitting those requests to your references and  
12 then they should be submitting those past performance  
13 surveys directly to us. There's an address in there.  
14 It should filter right to us. And then the last  
15 section is the financial capacity.

16                   Section 120 is what the proposal criteria  
17 are. And Section 150 should reflect 120. And that's  
18 exactly what the evaluators are going to be looking at.  
19 So you should have every indication on what is going to  
20 help you in order to get to Phase 2.

21                   Are there any questions? Does anyone  
22 have any questions?

23                   MR. MONTES: Michael Montes, of Urban.  
24 The evaluation forms you are talking about, when we did  
25 that last project, you required the forms to be into

1 your office before May 3rd. Are you going to require  
2 that for this one too?

3 MR. PETRAVAGE: We need those to in order  
4 to evaluate.

5 MR. MONTES: But do you need it before  
6 May 3rd. Like FedEx them or to get them --

7 MR. PETRAVAGE: They can fax them. Like  
8 I said, my plan is to get that out. I realize that,  
9 so my plan is as soon I get in the office I'll make  
10 sure I get that out.

11 MR. PERKINS: Let me reinforce a couple  
12 of things that Rob said. He said Phase 1 is critical.  
13 I will tell you that -- and since Urban is a company  
14 we've done a lot of work with and we know we've worked  
15 with Huitt-Zollars. There's firms that submit that  
16 we've had experience with and we may know what their  
17 capabilities are. If they don't put those details in  
18 their proposal, it don't count.

19 It doesn't matter that I may not know  
20 that you've got ten people with this capability. If we  
21 say we need somebody of a certain discipline, and you  
22 don't put it in the RFP, it doesn't matter that I know  
23 you've got it. It's not in your proposal. So be  
24 cautious of that as you're putting your proposals  
25 together.

1                   The other thing, I'm sure Rob will get  
2 to, your proposal, any betterments in your proposal  
3 that we accept become the minimum standard for the  
4 contract. Now, the contract is if anything you propose  
5 that's less than the minimum in the RFP, the RFP  
6 controls. But any betterments become the minimum once  
7 we've accepted your proposal and you are awarded the  
8 contract.

9                   I'll caution you now, just a reminder.  
10 Everybody knows there's heightened security. I've had  
11 a firm one time that missed out of being considered  
12 because they FedExed at the last minute and FedEx  
13 claimed they got hung up in security getting their  
14 package into the building, and they were late getting  
15 it in, they were not considered for that particular  
16 contract.

17                   So be aware of the fact that there's  
18 heightened security, everybody knows that's the case,  
19 that's not going to be the case for getting something  
20 in late.

21                   The other thing I think you'll do, too.  
22 Rob mentioned the make up of the evaluation teams. The  
23 make up who specifically is on that team is not  
24 something that we release to you. So don't even ask.  
25 You may have a pretty good idea who it is, but there's

1 not going to be any release of those team members.

2                   And when he mentioned the past  
3 performance and experience, if -- just because it's not  
4 a government job, don't hesitate to use it. If it's  
5 related to this job -- I've got another firm, they  
6 said, Well, that wasn't a government job. It was a big  
7 civil works job and it happened to be, this particular  
8 job, even though it was a military job, had a lot of  
9 civil type work in it.

10                   So, you know, look for how related the  
11 work you've done is to the project at hand. That's  
12 very key. Don't assume, Hey, I've done a government  
13 job, therefore I've got the right experience. Or, I've  
14 done a civil experience, that doesn't really apply.  
15 That's not necessarily true.

16                   If your government job was building a  
17 latrine and your private job was building an education  
18 center for a university, obviously, that private job is  
19 going to have more weight than that latrine job is  
20 going to have in terms of our evaluation. So keep that  
21 in mind.

22                   Because I know we also restrict you in  
23 terms of how many pages you can submit. So that's just  
24 some things I wanted to stress based on what he went  
25 over.

1                   MR. PETRAVAGE: The point Jim made about  
2 the part of your proposal that's binding if it's a  
3 betterment is a good example as far as personnel that  
4 you proposed to deal with the project. Because if for  
5 some reason that person or one of those personnel  
6 happened to leave for one reason or the another, we  
7 expect someone with comparable credentials to take the  
8 place of that individual. So that's an example.

9                   Again, people tend to look at Phase 2,  
10 you know, as far as, you know, the betterments and so  
11 forth. But that applies to the first one as well, so  
12 keep that in mind.

13                   Once the evaluation team meets, again,  
14 we're going to narrow it down. We're looking to two to  
15 five firms. Both for -- that's for the benefit to the  
16 government and the proposed companies out there that  
17 are handing in their proposals as far as the time and  
18 money that it takes to put that together.

19                   And what we'll be doing is is notifying  
20 either in writing or verbally to those people whether  
21 you made the cut or not, and then we'll move on to  
22 Phase 2.

23                   And again, look at -- referencing Section  
24 120 and 150, again, they should coincide. We'll get  
25 into the design and cost price proposal preparation.

1 And I'm not as familiar with this. You can almost go  
2 through it -- and I don't know how detailed I need to  
3 get as far as what's required.

4           But again, looking at Section 120 one of  
5 them is the design proposal. And we've had, again,  
6 some experience in the past where someone may leave a  
7 section out where it's required in there in black and  
8 white, and it really affects the evaluation of it.

9           MR. PERKINS: We cannot award to any  
10 proposal that is deficient in any of the requirements  
11 of the RFP. So just be aware. Just make sure you go  
12 through that -- your proposal with a fine-tooth comb.

13           Because you may have what looks to be the  
14 best proposal. But if you have something missing and  
15 everybody else has everything there, we cannot award to  
16 you. There cannot be any deficiencies in the proposal  
17 for us to make an award.

18           MR. PERKINS: Anybody who is not  
19 selected either at Phase 1 or Phase 2 is -- has the  
20 option, if they request, to have a debrief. We offer  
21 it at the end of Phase 1. A lot of people who don't  
22 get selected wait to the end because then they can get  
23 a complete debrief on the overall selection. But  
24 anybody is available to have a debrief.

25           And it can be good for both sides. It

1 can help you to understand maybe what you need to  
2 strengthen next time. But sometimes it also has helped  
3 us in terms of the things that maybe we can state  
4 better in our RFP.

5                   So we welcome anybody that requests a  
6 debrief. And it does help both of us. It's not just  
7 for your benefit, it's for our benefit as well.

8                   MR. PETRAVAGE: We usually try to do that  
9 within a reasonable amount of time based on when we can  
10 get the personnel back together. So if there's any  
11 pertinent questions, the personnel are there on hand to  
12 answer them right there.

13                   Phrase 2 evaluation -- there's Volume 1,  
14 and Volume 2. Volume 1 is the design portion and  
15 Volume 2 is the proforma requirements, which is, again,  
16 you will be handing in the 1442, this time with a bid  
17 schedule attached -- sorry, price proposal schedule.  
18 The guarantees and also the reps and certs that are  
19 required. Those will be handed in at that time.

20                   And also, for large businesses, the  
21 subcontracting plans. That is something else that I  
22 need to add in there as far as the division goals.

23                   Those are goals that we would like to see  
24 that are met. I've seen several subcontracting plans  
25 come in where they just try to mirror them up. We're

1 looking for an honest effort. And if they don't mirror  
2 up, they don't mirror up.

3                   We want to see what you're going to be  
4 doing. And we realize at this stage it's difficult  
5 because of the design portion of it as far as getting  
6 that down in concrete. So we'll keep that in mind.

7                   MR. PERKINS: The significance of being  
8 two volumes is I told you this is evaluated  
9 procurement. The evaluation team does not see the  
10 price proposal until it has completed the technical  
11 evaluation. So cost is not considered until the  
12 technical evaluations are raised.

13                   So there is a -- we try to keep the  
14 technical evaluations as clean -- we don't want anybody  
15 to be influenced by saying, I know somebody is a real  
16 high price. We don't want that happening. The team is  
17 not allowed to see those price proposals until they  
18 have completed the technical evaluations.

19                   And the best value is based on the  
20 technical score compared to the price. So if you have  
21 the highest technical score and the low price, that's  
22 an easy decision. If you're the high price with a high  
23 technical score, we've got to re-evaluate, and it's a  
24 judgment then whether the additional technical quality  
25 that you've provided us is worth that additional price.

1                   And that's where the best-value  
2 determination comes in. It's surprising, I've seen a  
3 lot of times the highest technical score has come in to  
4 be the lowest price. I've seen it where it isn't.  
5 I've seen us award to the higher price because they  
6 were that much technically better. I have seen us  
7 award to the lower price because the other was  
8 technically better, but it was more than we could  
9 afford.

10                   So it's not going to be necessarily the  
11 low price and we have a history. We will go to the  
12 fact, the best value, not highest technical, not lowest  
13 price. But the best value.

14                   MR. PETRAVAGE: Keep in mind just jumping  
15 way back, we were talking about the construction costs  
16 limitation, it's in the RFP. It's under Amendment 1  
17 actually, and it's posted. Pay attention to the  
18 amendments that are posted out there.

19                   Because unless we deem fit to send out  
20 another CD, we won't. Which in that case we have to be  
21 looking at a lot of drawings. I don't see that  
22 happening here. So any amendments are going to be  
23 posted to the web site.

24                   And we have the capabilities of sending  
25 e-mails for those that have registered to let you know

1 that it's out there. It's not a foolproof e-mail  
2 system, but for the most part I haven't gotten any  
3 complaints about not receiving information.

4 MR. PERKINS: One other thing you need to  
5 cover. The intent is to award this project without  
6 discussion. So what you submit needs to be your best  
7 shot at it. If we have to open for discussion, we  
8 will. It's not unusual. It is not required. The  
9 intent is not to open discussions. It is to award  
10 based purely on the submission you've got.

11 So don't, if you have a question about  
12 something that's not clear, ask the question. Because  
13 if you put it in there, and you misinterpreted  
14 something, you may not be the only one misinterpreting  
15 it, and it could cost you the job. We do not intend to  
16 open discussions if we can avoid it.

17 MR. PETRAVAGE: That goes back to the  
18 importance as far as Phase 1, making sure everything is  
19 filled out. Because if something is left out, unless  
20 we do open for discussions, which again, our intention  
21 is not, our hands are tied. We can't go back.

22 Again, are there any questions on any  
23 portion of the RFP that anyone may have? You may have  
24 some after we head out there.

25 MR. PERKINS: Let Bryan go through a

1 little bit of the technical requirements.

2 MR. FLOTH: I'm going to try and talk as  
3 loud as I can here. I kind of need to use my mouse, so  
4 I apologize if I start to mumble or my cold sounds too  
5 bad, somebody tell me to slow down.

6 My name is Bryan Floth, I'm with Carter &  
7 Burgess. I'm with the project manager systems corps in  
8 preparation for the RFP. I'm going to try and just  
9 give a quick summary of the building and the site and  
10 kind of what the scope of the project includes. But  
11 I'm not going into any detail of what you really would  
12 find, obviously, in the RFP.

13 There's a lot of information with regard  
14 to the narratives, the per discipline narratives, in  
15 the front, the front part of Volume 3 of the RFP. But  
16 there is also room by room criteria in there as well.

17 Just to kind of summarize, the goal of  
18 the center is to support the military education  
19 training and development here at the missile range.  
20 And the project includes classrooms, computer labs,  
21 offices, a computer education center, a conference  
22 room, a library with a secret or a vault area within  
23 it. And it also includes 150 seat auditorium.

24 The external or the outside of the  
25 building improvements include extension of all the

1 utilities onto the site, an adjacent parking area,  
2 which you see here, obviously, the surrounding paving,  
3 sidewalks and walks. And because of the building it is  
4 required to be 80 plus or minus feet from the vehicular  
5 parking due to the anti-terrorism measures.

6 Part of the scope of this project is the  
7 closing -- or traffic control devices to close down  
8 part of this street, which is west of the site.

9 If you look at the site plan just for a  
10 minute here, this is the proposed building. The site  
11 itself is this square you see here. The 80 feet that  
12 I'm talking about is from this proposed parking area to  
13 the building here and from the existing area on this  
14 side to the building here, the building down here, the  
15 street on this side.

16 So what's required really as part of the  
17 scope of this project is to shut down this street to --  
18 I guess, to everyday traffic. Obviously, the devices  
19 which are located here, here and here and possibly even  
20 here as described in the RFP maybe something that you  
21 can move or open so that fire trucks and service  
22 vehicles could still get to the building.

23 North is to the right on the plan. If  
24 you look directly just out here, north is the wall of  
25 this facility. Just kind of another facility -- to

1 speak about the building just for a minute before I  
2 come back to it. The building, because of its use to  
3 support education, one of the main focuses on the  
4 building is its communications. And it needs to have  
5 state of the art system able to support the education  
6 and training of soldiers and civilians. And this  
7 really is something that should focus, we believe, in  
8 the facility.

9                   The floor plan itself, and I'll come back  
10 to it momentarily, was the creation of Jim Higby and  
11 his group. We have made minor modifications to it as a  
12 design team, I guess, just to kind of comply with what  
13 we felt were code complaint issues. Everything else,  
14 and I say everything else, almost everything else, from  
15 the placement of the furniture to the location of  
16 everything else has been the work of Jim Higby and his  
17 group. And it is based on, I guess, their work and  
18 studying other facilities that they've visited and  
19 things like that and they do have quite a bit of  
20 ownership in the plan the way it's presented today.

21                   Just to talk about the site plan for a  
22 minute.

23                   SPEAKER: Does that have through  
24 adjacencies that you want?

25                   MR. FLOTH: Correct, if you look in the

1 RFP, there's not really and truly an adjacency matrix  
2 basically because the floor plan was presented. The  
3 floor plan being developed as it is contains all the  
4 adjacencies and the operational adjacencies, whether it  
5 be a door, a sliding window, direct line of site or  
6 even possibly flow has all been predetermined based on  
7 Jim's needs for that facility.

8               So just kind of an overview, obviously  
9 there's some things there that may be flexible. But I  
10 would hesitate to make a lot based on the preparation  
11 of the RFP.

12               The existing education facility right now  
13 for the base is this building right here which you'll  
14 be able to see from the site across the street. The  
15 site right now is currently vacant. It used to have  
16 temporary buildings, I believe at one time on it. And  
17 a good portion of this area, about this much of it,  
18 you'll see is acting as kind of broken asphalt paving  
19 right now.

20               There's also an existing street right now  
21 which runs through, approximately, right through here,  
22 cuts the lot into two parcels. That street is going to  
23 be gone. Part of that is the removal of that street.

24               SPEAKER: Is the demolition work part of  
25 this contract?

1                   MR. FLOTH: That's really truly the only  
2 demolition is that asphalt. I've got a survey of that  
3 actually. There is some relationship on the site to  
4 some other buildings, the educational building is  
5 here. This is kind of main -- what's the word I'm  
6 looking for, club, pool and stuff is back here.

7                   It's kind of the relationship to some of  
8 these areas to the street. This is the movie theater  
9 on the back side. The site plan itself from a grading  
10 perspective, it's fairly flat. All external drainage  
11 is proposed to be on grade, not internal to the site.

12                   From a perspective of landscaping for the  
13 proposed development, the idea is that most of what you  
14 find on the outside of the building is to be in line  
15 with what you consider to be the desert landscape or  
16 nonirrigated improvements, where the inside of the  
17 courtyard would be something that could be irrigated,  
18 more of a greenscape. The other side would be more of  
19 a desertscape on the outside.

20                   The floor plan itself is broken into  
21 several areas. I'm going to kind of touch on those  
22 briefly. The main interest of the facility is on the  
23 east side. There's a prevailing west wind here at the  
24 project site, which we've been told becomes fairly  
25 nasty at points, so the main entrance is on the east.

1                   Going into the facility is the lobby  
2 area, administration offices, reception counter.  
3 There's a registration area to the left, which becomes  
4 roughly -- there's some off-site colleges which occupy  
5 these offices and these registration counters. There's  
6 a computer testing area located directly adjacent to  
7 the administrative office and the counselor offices.

8                   And if you look at the floor plan  
9 closely, there's a lot of internal relationships that  
10 they use for window or passage or security the way  
11 these things are laid out the way they are now, and  
12 they really need to remain that way.

13                   The library, see here? The children's  
14 library within that space. There's also, as you'll  
15 find, the only real pieces of furniture that the  
16 contractor is going to be responsible for in the  
17 project are the relocation of existing moveable shelf  
18 systems. Those are shown here in the RFP in the back  
19 part of this Volume 3. And these items here, one, two  
20 and three.

21                   This secret or classified area or vault  
22 area is this back room you find here. It's got some  
23 direct relationship to view from the counters, views  
24 from the head secretary's office. Moving around to the  
25 other side of the facility is the classrooms, to the

1 west corner, a 100 seat auditorium.

2                   The area in the middle and the only  
3 raised area, which is intended to be on raised floor or  
4 a depressed slab area is the education center -- I'm  
5 sorry computer education center and computer labs.

6                   And there's two computer labs flanked on  
7 either side of that with visibility from both of these  
8 rooms. There's the interior courtyard which is meant  
9 to be some -- the whiteout area that you see here is  
10 meant to be some sort of paving material, the remainder  
11 of which would be some sort of green landscape area.

12                   The exterior architecture of the building  
13 obviously as a guide. What we've reference here is the  
14 White Sands Installation Design Guide, which you'll  
15 find in the RFP software, which kind of talks about the  
16 look and feel of the exterior architecture.

17                   Besides that, as far as what's required  
18 from what that really looks like, there's not --  
19 there's intentionally not a whole lot of direction  
20 given in the RFP, except for some direction which talks  
21 about, you know, high grade story windows here, you  
22 know, clear glazing here. That's really the only place  
23 that's really been, I guess, directed. And we  
24 obviously, I think, the team was open to exactly what  
25 the exterior architecture will look like.

1                   That was really as detailed as I really  
2 truly want to get. Unless there's some specific  
3 questions about what's in the RFP.

4                   MR. PERKINS: A couple other things, this  
5 is White Sands Missile Range. If you people are coming  
6 in from El Paso, what's known as War Road, be aware  
7 that there are times when there are firings, that's  
8 actually through Fort Bliss range. But there are times  
9 that there's firings and the road can be closed down.

10                  Sam, is the one coming in from Las Cruces  
11 ever get closed? Be aware you have to -- you will have  
12 to work with the installation in terms of access to the  
13 installation depending on what type of testing activity  
14 or range firings are going on at any particular time.

15                  MR. SANCHEZ: Usually one hour.

16                  MR. MONTES: Mike Montes with Urban. We  
17 were looking at what Holloman has, they have a hotel  
18 overnight over there on base for a reason if they need  
19 to stay the night. Do you-all have something like that  
20 here?

21                  MR. PERKINS: I don't think it usually  
22 affects them getting off, it's usually more getting  
23 on.

24                  MR. MONTES: If we were going to do  
25 concrete in the middle of the night they could just

1 spend the night.

2                   MR. PERKINS: Oh, okay. You can work  
3 with them. They have housing ability here. And if  
4 you'll work with them, there's -- unless they're full  
5 up, they've got that available.

6                   The other thing we didn't go over is the  
7 design submission. We're looking -- Beverly, if I say  
8 it wrong tell me, but I think this is usually pretty  
9 standard, a 50 percent submission. At the 50 percent  
10 submission if you've got your site work completed and  
11 100 percent ready to go, we can issue notice to proceed  
12 for site work construction even while you're finishing  
13 the building, that allows you to expedite your schedule  
14 a little bit.

15                   We're not only allowed, we probably  
16 encourage that. Now I believe there's -- the standard  
17 is 30-day review for the government for each of the 30  
18 -- 50 and the 100 percent or -- I guess, the 100  
19 percent. And then I think we've also built-in one  
20 final back check review of that 100 percent  
21 submission. So that's sort of the layout of the design  
22 submissions.

23                   But you can be allowed if you've got 100  
24 percent site design done at the 50 percent, if you're  
25 complete and ready to go on that, we can issue a notice

1 to proceed. For -- or it's not a notice to proceed,  
2 it's a -- you only get one NTP, and that's at the start  
3 of the construction. Whatever the release to start  
4 construction is, the terms that Rick and his crew would  
5 use for that would allow you to begin site work as  
6 you're still finishing building designs. So you can  
7 take that into account of your schedules.

8                   MR. McNALL: Todd McNall, HB  
9 Construction. Will there be access to the site during  
10 the Phase 2 part of it? Will we be able to get access  
11 to the site again?

12                   MR. PERKINS: We can arrange that. And  
13 that's quite -- that's not unusual. At that point we  
14 can arrange -- what we wouldn't do is we wouldn't  
15 arrange for a single meeting for everybody. We'd  
16 probably do it one at a time just -- we don't want to  
17 make -- we can't make public who is on that final  
18 group. But yeah, we can arrange for individual site  
19 visits during the Phase 2.

20                   MR. HIGBY: I had just a couple things I  
21 want to add. We have consideration of bats. We've had  
22 bats building nests around the buildings, the  
23 swallows. Actually bats coming into the building and  
24 swallows building nests. And so that's why you saw in  
25 the senior design the glass around those walkways

1 because of the OSHA issues that's been raised in our  
2 current facility.

3                   The other thing is, you'll see some  
4 dividers in those classrooms, that's for maximum couple  
5 flexibility. They have some small, some large  
6 classes. This facility is to be used seven days a  
7 week. It can be used to support civilian training  
8 during the day and college classes primarily at night.

9                   Plus, we'll have the library in there.  
10 So think in terms of that flexibility when you design.

11                   MR. PERKINS: Okay. Any other questions  
12 or anything? We want to take a quick tour of the site,  
13 30 minutes or so, hour out there. Then we can come  
14 back. It's 10 till 10 here. So say be back here  
15 10:30, quarter of 11:00 something like that.

16                   (Break.)

17                   MR. PERKINS: Any questions or anything  
18 that came up that anybody from the site visit or  
19 anything that anybody has? We want to make sure --

20                   MR. CONNELL: I'm Wayne Connell with  
21 Huitt-Zollars Architect. The roadway that you're  
22 closing over there, the top one that gets closed off.  
23 On the improved site drawing it shows it as new  
24 concrete. Are we -- new concrete or leaving it  
25 asphalt.

1                   MR. FLOTH: No, there was thought one  
2 time that that might be possibly resurfaced with  
3 something later. But for this part of the contract,  
4 the idea is no.

5                   MR. CONNELL: As is?

6                   MR. PERKINS: I think it became a budget  
7 issue. We didn't think the project could afford it.  
8 It would be nice to have, but --

9                   MR. CONNELL: Okay.

10                  MR. McNALL: Todd McNall. Are the  
11 drawings going to be changed to that scope?

12                  MR. PERKINS: I guess, they may be, I'm  
13 not sure.

14                  MR. FLOTH: What are you referring to?

15                  MR. McNALL: You're showing a certain  
16 amount of work, if you are not going to pave it, is it  
17 going to come out in an amendment that you are not  
18 going to be paving that?

19                  MR. FLOTH: I guess it needs to be  
20 clarified. I don't think there's any text in the books  
21 that say that requires that to be repaved.

22                  MR. PERKINS: I think we're not -- the  
23 intent is to leave the asphalt.

24                  MR. FLOTH: Leave the road exactly the  
25 way it is.

1                   MR. PERKINS: There was an original  
2 concept to tear it up and repave it. But what should  
3 be in there right now is -- all it's going to do is be  
4 blocked off. No change in the pavement.

5                   MR. FLOTH: If we need to clarify the  
6 fact that it looks like it's shaded new concrete, then  
7 that may be something we need to do. But the  
8 description --

9                   MR. McNALL: Well, I mean, in your  
10 drawing here it's showing a difference of texture in  
11 your roadway surfaces, and you don't have it listed as  
12 existing. And so in order to have it clarified for the  
13 design --

14                   MR. PERKINS: Right. We do need to  
15 clarify that.

16                   Any other questions anybody has?

17                   MR. McNALL: Todd McNall. You're also  
18 showing trees, is that the intended landscaping or is  
19 that just -- you're showing some intent here of what  
20 you want the landscaping, that's another pricing  
21 issue.

22                   MR. PERKINS: Sam, are you aware of any?

23                   MR. FLOTH: Basically, I think there  
24 still remains some flexibility in my mind what's been  
25 in regards to exactly that configuration of the paving

1 the sidewalks and what's around that building. The  
2 intent that's shown in the parking lot is the amount of  
3 parking intended. But that's not the exact  
4 configuration, this way. The only thing I said it  
5 was -- the untouchable or kind of leave it as it is, is  
6 the floor plan and the location of the building on the  
7 site as far as orientation. As far as exactly what, I  
8 don't believe that's --

9 MR. PERKINS: The question is, are you  
10 implying that we want a bunch of trees out here or is  
11 there flexibility in terms of the landscaping? I think  
12 the answer is desert type landscaping.

13 MR. McNALL: Is that defined in the --

14 MR. PERKINS: Yeah, it should be in the  
15 RFP.

16 SPEAKER: That electrical line down  
17 there, it's on the bottom of the page, without  
18 relocation -- I don't think we are, but that's all your  
19 sidewalk and parking place --

20 MR. PERKINS: Okay. The question we're  
21 dealing with right now is landscaping. And the  
22 landscaping is the -- yeah, there's a section in there  
23 that describes the xerescape requirements. Nothing --  
24 don't imply anything in terms of number of trees or  
25 anything else like this on the landscaping. That's

1 just for -- just for illustration purposes. There's no  
2 implication.

3 MR. FLOTH: This drawing was given to us  
4 by the group as starting point.

5 MR. PERKINS: Anything else? Okay.

6 MR. MONTES: Mike Montes. Are they  
7 planning on moving the power lines or staying as is?

8 MR. PERKINS: Staying. No plan. It  
9 doesn't -- I mean, if our -- yeah, there's nothing  
10 we're saying requires the movement of those power  
11 lines. Now, if you-all come up with a plan that  
12 requires it and you can work that into your plan and  
13 then still be the best proposal, hey, you know, we're  
14 not going to restrict you there. Just be aware there  
15 is no intent to move that power line.

16 MR. PETRAVAGE: When I was looking at the  
17 drawings, Roland and I -- do you agree, Roland,  
18 regarding some of those where it shows the handicap  
19 parking, talking about the flexibility of it, it looks  
20 like one of those poles comes right down where they  
21 would be.

22 MR. FLOTH: Right. I think there's some  
23 flexibility. You just have to respect the criteria, in  
24 particular the distances and things like that. But  
25 like I said, the orientation, the general intent there

1 is to show -- and I apologize if there may be some  
2 differences between the floor plans and the site plans  
3 as presented. But the sidewalks and handicap parking,  
4 things like that those need to be put around there.

5 MR. PERKINS: Yeah. Make sure you're  
6 familiar with the anti-terrorism protection  
7 requirements that will be a requirement of the design.  
8 Anything -- any adjustments you make, you have to keep  
9 those requirements, those have to be met. He's talking  
10 about the 80-foot setback, that's one of the primary  
11 ones that's part of that. There's others as well. So  
12 make sure you're familiar about those in your  
13 submissions.

14 Anything else? Sam, anything you wanted  
15 to add?

16 MR. SANCHEZ: I can't think of anything  
17 right now.

18 MR. PETRAVAGE: We touched base on this  
19 before about the proposal length and I found it just  
20 for your reference, it's in Section 120, page 2. It  
21 talks about the make up of your proposal and it's  
22 pretty explicit, on three-ring binders, and how to  
23 break it up, a table of contents and not to exceed 70  
24 single-sided pages or 35 double-sided.

25 Just make sure you read that, that helps

1 in the -- we don't need to be looking at volumes and  
2 things. And that's why you want to get your most  
3 pertinent information in there.

4 MR. PERKINS: It's not only we don't want  
5 to be, we will not. We will encourage you to look at  
6 the organizational structure of the way the RFP is  
7 structured. If you structure your proposal in a  
8 similar fashion, it makes the evaluations a lot easier.

9 If you do your own thing and we have to  
10 go searching for stuff, there's always a risk that we  
11 will miss something. And that has happened. Or it's  
12 been times when we ask for something, and we've  
13 organized this way and it's organized a different way,  
14 and sometimes it leaves things up to interpretation,  
15 whether did you or did you not need a requirement.  
16 Just to caution you, make sure you've organized your  
17 proposals, well.

18 We're not going to tell you you have to  
19 do it a certain way. But we have found proposals and  
20 they are organized in the same manner as the RFP, two  
21 things, it helps us evaluate, but it also helps you  
22 make sure you've got everything in there. It helps  
23 both of us. That's just something else to be aware  
24 of.

25 Unless there's anything else, I

1 appreciate everybody's coming and interest in this  
2 job. We look forward to getting proposals in.

3 MR. McNALL: Todd McNall, are you going  
4 to put out a list of people who were at this meeting?

5 MR. PERKINS: Yeah, that will go out with  
6 the minutes.

7 MR. PETRAVAGE: Did everybody sign in?

8 MR. PERKINS: Okay. Appreciate your  
9 time.

10 (Meeting concluded at

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CERTIFICATE

I, David Perez, Certified Shorthand Reporter  
of the State of Texas, do hereby certify that the above  
and foregoing contains a true and correct transcription  
of the Pre-construction meeting held on April 23, 2002.

Certified to on April 29, 2002.

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David A. Perez  
Certified Shorthand Reporter  
Texas CSR No. 7437  
Expires December 31, 2002  
(27773)

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