Minutes from the Site Visit & Pre-Proposal Conference of April 27, 2018

RFP No. 19CA5218R0002

U.S. Embassy Residential Property Improvements, 89 Glebe Ottawa

Introduction

The site visit and pre-proposal conference were conducted to provide prospective offerors the opportunity to understand post's work requirements and provide clarification regarding the solicitation.

The Contracting Officer (CO) welcomed all attendees and introduced himself. The U.S. Embassy and Contractor representatives introduced themselves. The Facility Maintenance Managers and Contracting Officer's Representative (COR) were present and conducted the site visit. They were also present during the meeting to hear the questions asked and provide answers to technical matters. The contracting staff conducted the meeting. All questions received and asked during the site visit and conference along with the answers are included in the questions and answers below. Contracting staff documented items discussed during the site visit and meeting and they are outlined in this document. A copy of the minutes of the site visit and pre-proposal conference along with the questions and answers will be posted on FedBizOpps at www.FedBizOpps.Gov and the U.S. Embassy Canada website at http://canada.usembassy.gov/about-us/procurement.html. The U.S. Embassy Canada website will also provide a link to the FedBizOpps.

Site Visit

The site visit was conducted in the residence at the following areas:

- Ground Floor
- Second Floor
- Third Floor
- Basement

All work requirements were identified as indicated in the floor plans and drawings. Questions raised during the site visit and any changes to the solicitation that require an amendment were documented.

Discussion of the Solicitation Package

- 1) The following items of the solicitation were highlighted.
 - Offerors were given the opportunity to submit additional questions regarding the solicitation.
 Submission due date will be COB April 30, 2018. Additional questions should be submitted by email to the Contracting Officer and contracting staff.
 - Offerors were informed that the minutes of the site visit and pre-proposal conference along with all questions and answers, and solicitation amendment will be provided to all companies who attend the site visit and per-proposal conference.
 - Proposal submission due date and time will be on or before 4:00 P.M. EST on May 22, 2018.
 Written or electronic proposals will be accepted following the submission due dates indicated in the Request for Proposal (RFP). Also, the offerors were referred to the RFP for the full details of the proposal submission.

- Offerors shall submit a complete proposal by following the instructions of the solicitation. The solicitation cover letter provides the required portion of the solicitation to be completed and included in the proposal. Offerors were reminded to address all required information and submit a complete proposal. Also, offerors were directed to Section L for the list of documents that they have to include in their proposal and complete certification required under Section K.
- Offerors are required to register under the System for Award Management (SAM) Database, official federal system for contractors doing business with the U.S. Government. For registration details, refer to www.sam.gov. Offerors shall include DUNS number and proof or confirmation of their SAM registration in their proposal.
- Offerors shall complete the pricing schedule under Section B.1, Contract Price and Section J, Attachment 2, Breakdown of Price by Divisions of Specifications
- The construction completion time will be 90 calendar days commencing on the date indicated in the Notice to Proceed.
- Contract clauses applicable to this solicitation are included under Section I. Refer to the FAR and DOSAR clauses by reference marked as appropriate and in full text.
- Award of the contract will be made to the lowest priced, technically acceptable and responsible offeror in accordance with the evaluation factors described under Section M.
- 2) Questions raised during the meeting were discussed. The questions and applicable answers are included in the questions and answers attachment.

Questions

The attached questions were asked during the conference and received after the conference. Answers are being provided.

Note to Offerors

The information contained within these questions and answers is provided for information purposes and under no circumstances shall it be construed to change any terms and conditions or requirements within the solicitation.

Conclusion

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.

Sincerely,

Ryan Ruta

Contracting Officer

Enclosure: Questions and Answers

Questions and Answers

- 1) Q: Does the U.S. Embassy have a survey or site plan?
 - A: No
- 2) Q: Can the U.S. Embassy issue a clear copy of tender drawings with scope of work, legible, with details and full size? Please provide soft copy by email.
 - A: Yes. Soft copy will be provided.
- 3) Q: Are there mechanical and electrical drawings as well that can be issued to the offerors? Please provide soft copy by email.
 - A: No
- 4) Q: Is there an electrical consultant?
 - A: No. The contractor shall provide their own electrician.
- 5) Q: What is the exact location of the new rear fence?
 - A: Along property line. Refer to the RFP Attachment 4, Section 2.2.1.
- 6) Q: Ground Floor, Drivers' Lounge Can we remove the closet to the side of the wall to retain the current position of air/heating?
 - A: No, extend the HVAC to the new West side closet wall.
- 7) O: Ground Floor What should be the floor tiles?
 - A: The contractor shall patch and repair to match the existing space flooring type. Refer to the RFP Attachment 4, Section 2.2.2.2 (a).
- 8) Q: Ground Floor, stairs side What type of door should be installed?
 - A: Custom door shall match existing doors and architectural features and subject to the approval of the USG Contracting Officer's Representative (COR) before ordering.
- 9) Q: Ground Floor What is the requirement for all door locks?
 - A: Confirm existing locks functioning properly and add slide bolt into the floor and ceiling where possible.
- 10) Q: What is the locking system at the patio door?
 - A: Confirm existing lock is functioning properly and add slide bolt into the floor only.

- 11) Q: Second Floor What should be the height of the balcony railing?
 - A: The height shall be 42" minimum, apply OBC (Ontario Building Code). Refer to the RFP Attachment 4, Section 2.2.2.1 (d) & (f).
- 12) Q: Second Floor Should carpets be replaced with new ones?
 - A: No
- 13) Q: Second Floor What should be the flooring tiles in the safe haven?
 - A: The contractor shall patch and repair to match the existing flooring. Refer to the RFP Attachment 4, Section 2.2.2.2 (a).
- 14) Q: Second Floor Will the U.S. Embassy accept patching on the carpet?
 - A: Yes and avoid carpet seams in heavy foot traffic areas.
- 15) Q: Second Floor Will the U.S. Embassy consider wireless fire alarm?
 - A: A wireless system for the off compound residential property is acceptable. Note that does not mean there are no runs of wire etc. The wireless operational frequency needs to be in compliance with local requirements.
- 16) Q: Third Floor Can we keep the existing wall and door at the caretaker suite?
 - A: Yes.
- 17) Q: Third Floor What should be the floor tiles on the hallway and in the storage area?
 - A: The contractor shall patch and repair to match the existing space flooring type. However, 3rd Floor Storage is to become a hallway and shall match existing hallway (leading to main stair) flooring. Apply thresholds where different floor types meet. Refer to the RFP Attachment 4, Section 2.2.2.2 (a).
- 18) Q: Is there any asbestos report?
 - A: No.
- 19) Q: Offeror noticed that the detail on the floor strengthening for the area above the pool ask for additional floor joists to be placed in between the existing floor system at 8 inch intervals. Please clarify if work should be performed in this area?
 - A: Yes. Refer to the RFP Attachment 3, Drawings.