

Solicitation HSFLR040038
Design Services for National Biodefense Analysis &
Countermeasures Center (NBACC)
Fort Detrick, MD

Pre-submittal Conference & Site Visit
Minutes

1. Subject conference and site visit was conducted on December 1, 2004 at 1:00 PM at Bldg 718, Community Activity Center, Building 718, Fort Detrick, MD. The list of attendees is included as Attachment 1.

2. Mr. Dave Porch, Science & Technology (S&T) Directorate, Office of Research and Development (ORD), Department of Homeland Security, opened the conference by welcoming the contractor personnel in attendance and introducing Government personnel from S&T. Specifically, the following personnel were introduced:

Bob Hooks, Deputy Director, S&T/ORD
Jaime Johnson, S&T/ORD (New Employee)

3. Mr. Robert Driggers, the Contracting Officer, welcomed the contractor personnel in attendance and introducing the other Government attendees. Specifically, the following personnel were introduced:

Danny Hager, Chief, Glynco Operations Branch, FLETC, Overall Project Manager
Eugene Cole, Architect and Lead Program Manager, CDC, Atlanta
Rick Gangloff, Architect and COTR, FLETC

4. Mr. Driggers stated that the purpose of the meeting was to review the project requirements, answer any questions the contractors may have, and tour the construction site. The remainder of the briefing followed the following format:

a. FLETC has been tasked to solicit and award contracts for the design and construction of the NBACC Facility at Fort Detrick. The size of the building is 160,000 SF. Two contracts will ultimately be awarded:

- One will for an A&E Contractor resulting from this solicitation.
- One to a construction firm for the Construction Management and actual construction.
- Construction Manager as Constructor (CMc) will be used for this project which will require the A&E and CMc to work closely during the entire project. The CMc will be responsible for all construction under a single contract and also provide expertise during the design process for the Government by checking estimates and performing constructability reviews.
- Total estimated cost of this project, including design and Construction, is \$121,166,000.

b. Our goal is to have a completed, fully functional project by 3dQtr FY08 (Jun 08).

c. This procurement was coordinated with DHS Small Business Specialist and the SBA PCR assigned to DHS. The solicitation is unrestricted and all business sizes may participate. The design of the NBACC facility and follow-on construction oversight services must be performed by a highly qualified A&E Firm with demonstrated experience in the design of Level 2, 3, and 4 laboratories, or similar facilities. The selection of an A&E Firm will be in accordance with the evaluation criteria in FAR 36.602.

d. Firms will be evaluated in terms of their relevant experience, including relevant experience of staff members, specifically on design work required by this procurement. Interested firms having the capabilities for this work were invited to submit SF-330's for review. SF-330 will also be submitted for each proposed key consultant.

- SF330's are due Jan 5, 2005.
- Evaluations will be conducted by an A-E Evaluation Board, convened IAW FAR 36.602, and will evaluate all responses.
- Interviews will be conducted with the top three firms. The board will then rank the top three in order of preference, which will be presented to the SSA.
- Expect to complete evaluations by about Jan 21, 2005.
- A RFP will be sent to the top firm. After receipt of proposal, negotiations will proceed. A single FFP contract will be negotiated and awarded.
- Expect to award the A-E contract about Mar 21, 2005.

e. It is expected that the design of this project will be complete about Nov 06; however, we expect to begin construction at about the 70% design phase, provided some of the work is completely designed. As such, the following schedule applies:

- Conduct Schematic Review (15%) (90 Days): Jun 05
- Conduct 35% Review: Oct 05
- Complete 70% Design: May 06
- Begin Construction: Jun 06
- Complete 95% Design: Sep 06
- Final Design Review: Nov 06
- Conduct Construction Oversight Until Completion: Jun 08

f. To assist in this effort:

- CDC will provide technical expertise, particularly in the lab design and construction. CDC will provide an on site representative during construction.
- CofE will possibly also provide on-site support, both during design and construction.

g. The CMc will be awarded as soon as possible after award of the A-E. That process will begin soon when a pre-solicitation notice will be posted on FedBizOps requesting that interested, qualified firms express their interest in writing to the Contracting Officer.

- Source selection procedures will be used, probably Technically Acceptable/Performance Price Tradeoff.
- Expect to award the CMc about Jul05 timeframe (about a year in advance of construction beginning).
- At about 70% design, the CMc offers a Guaranteed Maximum Price and construction can begin.
- During construction, the A-E will provide Construction Oversight Services, to include the preparation of supplementary clarifications of drawings, specifications, and estimates as required to answer RFI and as needed for preparation of construction modification documents.
- The CMc will be at risk to deliver at the Guaranteed Maximum Price for a fixed fee.

g. An Environmental Impact Study (EIS) has been completed for this project.

h. A Feasibility Study was also conducted for this project. Interested contractors who feel they have a need for a copy of this study should request it by e-mail to the contracting officer. A disc will be mailed. **NOTE: The Feasibility Study was completed some time ago and many things have probably changed since then. For example, throughout the study there is reference to Phase II. Be advised that Phase II is not a part of this procurement and any reference to Phase II in the study should be disregarded.**

5. At approximately 1:45 attendees boarded buses for a trip to visit the site. Mr. Porch and Mr. Gangloff accompanied attendees on the buses. They returned to the Conference Center at about 2:30. At

that time questions that had been submitted in writing at the beginning of the conference were read and answered. Attendees were instructed to provide any additional questions in writing to the Contracting Officer by close of business, December 7, 2004.

6. After questions were answered, the conference adjourned at approximately 3:30 PM.

7. NOTE: A complete list of questions posed before, during, and after the Pre-submittal Conference/SiteVisit is included at Attachment 2.

Robert E. Driggers
Contracting Officer

Attachment:
List of Attendees
Questions and Answers