

Minutes of the Pre-Proposal Conference

May 4, 2011

At the U.S. Embassy Lisbon, Portugal

The meeting was called to order at 2:00 pm. The Contracting Officer, Carlos I. Figueroa, welcomed all attendees and introduced Embassy staff participating in this meeting: Ralph Gaspard, ESO, Luke Johnson (Facilities Maintenance FAC), Victor Madeira (General Service Assistant), Adelia Monteiro (Procurement Agent), Jose Gregorio (Procurement Assistant and Note taker). Norman Clark and Curtis Yard (Diplomatic Security) were also present.

The following prospective offerors attended the meeting:

- Messrs. António Pedro Faria and José Manuel Pedroso (Antonio Pedro dos Santos Faria)
- Messrs. Joao Filipe Simões Amaro and Nuno Humberto Oliveira (Monterg Construções)
- Messrs. João Pedro Santos and Licinio dos Santos (Movisecur by Movicidade)
- Mr. Manuel Jose P. Garcia (Seth – Soc. De Empreitadas, SA)
- Mr. Geraldo Eibner Roth (2GM Construções Civis, SA)

The Contracting Officer (CO) explained briefly the conference parameters and that all complex questions would have to be submitted in writing and would be answered subsequently. He also indicated that any changes to the solicitation would be done in the form of written amendments and will be sent to the prospective offerors and must be acknowledged in writing.

CO informed all present that all the information regarding this solicitation will be available to all. It was also indicated that the solicitation and the whole contracting process is in accordance with United States Government regulations, i.e. Federal Acquisition Regulation (FAR), Department of State Acquisition Regulations (DOSAR) and the Office of the Procurement Executive.

CO informed that there will be one modification to the solicitation regarding the proposals delivery date. All present at the meeting were urged to present further questions during the site visit.

CO referred to Section B of solicitation and emphasized that this is a fixed price contract. Once the proposal is submitted there will be no adjustments in price. No adjustments to the price based on the Euro fluctuation are permitted.

According to the CO, work is estimated to begin in September and offers are expected to be presented mid June.

Norman Clark (NC) began his intervention in the meeting by walking all attendees through the Scope of Work (SOW). He emphasized the importance of having the right machinery in place for the work and showed photos to illustrate his explanation. NC asked the attendees if all had received the SOW and the manual and mentioned details of the rebar cage.

Adelia Monteiro, explained that prospective offerors could download the solicitation, which included the SOW (Section), from the Embassy webpage.

NC mentioned that the main objective of this project is to remove the existing arrest system, all piping, wiring and replace it with the new DELTA DS 2000-5.

Norman Clark reviewed in details the following SOW key items:

3.1.1 The barrier system removal...

3.1.2 Existing gas piping...

NC referred to the fact that any damage to the water system outside the barricade will be the contractor's responsibility. NC reviewed in the detail the following paragraphs of the SOW:

3.4.1 ...trucking and delivery of concrete.

3.4.2 . The contractor shall provide for the trucking and delivery of reinforcing steel rebar(s)...

3.4.3. The contractor shall provide for the trucking and delivery of aggregate materials...

3.4.4 The contractor shall provide for the rental and/ or use of all heavy duty equipment...

3.4.5 The contractor shall provide as required for the rental and/or use, pickup and delivery of a dumpster...

NC called attention to Item 3.4.6. which refers to the provision of vehicle arrest barrier by saying that it will not be necessary.

3.4.7 Pedestrian fencing – is important to have.

3.4.8 Contractor must provide portable restrooms for their staff...

3.7.1 The contractor shall provide and dispose of all waste materials...

CO mentioned the fact that besides portable restrooms he may also provide a portable office.

5.1.33 The contractor shall provide manhole covers as required for the project installation...

6.1.6 The contractor shall ensure the aggregates conform to ASTM C33 & B GRADE...

NC went further in his presentation by referring to point 7.0 and finished his briefing by referring that it would be up to the contractor to dispose of the old barrier.

Question to NC: Do you have prints of the old barrier project?

Answer: NC indicated that they will have a clear picture once they check the site of the old barrier system and see how they are implanted on the ground.

Further in the meeting NC handed a rough layout of the barricade needed. NC also handed to the ones present at the meeting a booklet/presentation of the rebar module.

The Contracting Officer (CO) spoke about the necessity of getting rid of all debris.

The Assistant Regional Security Officer (ARSO) briefed all meeting's attendees about the different types of access badges and also about all necessary documents for security clearances. ARSO explained the difference between the different badges and how the Embassy takes safety issues very seriously.

The ARSO explained that all equipment and vehicles will be subject to search and detection prior to their entrance into the compound.

Question: Would security also involve truck drivers for concrete loads?

Answer: Yes, it will. That is why their names and vehicle details are needed 24 hours prior to their admittance.

NC indicated that a new document in pdf format will be sent to all present containing detailed information about the barricade and its physical location; measurements etc, which will help the prospective offeror ascertain his/her bid.

NC advised that the contractor should contact Victor Madeira (GSO Assistant) regarding the existing electrical plan of CAC1.

Question: Will there be any parking space available inside the compound?

Answer: ARSO mentioned that there will be limited parking space inside the compound.

Question: What are the working hours?

Answer: NC indicated that they should be from 8 a.m. to 5 p.m. To work after hours they will require permission from the RSO Office.

Norman Clark mentioned the fact that additional replacement workers' names could be given to the ARSO just in case someone gets sick.

CO thanked all present and their interest in serving the U.S. Government. The meeting was adjourned at 3.30 pm and a site visit was conducted.