

SOLICITATION # SCE-200-14-R0001 - ROOF REPLACEMENT CONSTRUCTION PROJECT AT 18, ALBERT CRESCENT, COLOMBO 7, SRI LANKA

March 17, 2014

Embassy of the United States of America
210 Galle Road,
Colombo 3
Sri Lanka

Minutes from Pre-Proposal Conference of March 14, 2014 held at 18, Albert Crescent, Colombo 7, Sri Lanka

Introduction

The Contracting Officer, Justin Hekel welcomed all attendees and introduced himself, COR Charles Baier, RSO Mike Lashinsky, OBO Roofing Advisor Mike Gullivan, Residence Engineer Priyantha Karunawasala and Procurement Agent Chandrika Manohara.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted and briefed by the contracting officer, Justin Hekel:

- 1- The attention of all attendees was pointed to summary of instructions and all the documents and information that are required to be included in their submittals.
- 2- The blocks that are required to be completed by the offerors in the SF 1442 were pointed out to all attendees.
- 3- Offerors were advised that after the walk through briefing, all questions will be answered and sent to all companies on the solicitation mailing list and also will be posted on Embassy internet web page and FedBizOpps.
- 4- Attendees were made to understand that it is their responsibility to provide a supervisor/foreman who can communicate in English Language and can effectively communicate with Post contract representatives i.e COR and OBO Officials.
- 5- The following time lines were notified by the Contracting officer.
(Questions can be directed to Justin Hekel, Contracting Officer or Chandrika Manohara, Procurement Agent via e-mail)

- April 15, 2014 at 15:00hrs – deadline for submitting bids (**NOTE: There will be an extension for the proposals until April 24th at 1500**)
- May 8, 2014 – Anticipate date for award the contract
- May 18, 2014 – Date for submitting Bank Guarantee, Insurance, Bonds and Construction schedule
- July 17, 2014 – Anticipate Notice to Proceed
- August 1, 2014 – Commencement of the project
- November 8, 2014 – Completion of the Project

- 6- The COR, primary officer for safety, briefed the attendees on the important points under the performance work statement and safety issues.
- 7- The RSO briefed on the access passes and RSO issues needs to follow during the project and attendees were informed to pay attention to the security standards leaflet included in the solicitation package.
- 8- Finally OBO Mike Gullivan briefed on the Scope of Work.

Questions:

The attached questions were asked during the conference after the walk through:

SN	QUESTION	ANSWER	REMARK
1	Is the contractor's responsibility to disconnect/reconnect electrical system?	Yes, on the instructions of the Embassy Electrical team. They will assist and lead on identifying the structure and dos and don'ts.	Answered by COR
2	How will the existing ceiling be protected from damages?	Contractor has to submit and install temporary plywood protector to cover ceiling	Answered by COR
3	What is the accepted method of treating timber?	As recommended by the architects, the detailed method needs prior approval from Architects/COR.	Architects/COR
4	Will there be a bid bond?	No, the required bond will be a combined performance and payment bond.	CO
5	Can a bid submitting date be extended due to Sinhala & Tamil new year holidays?	COR mentioned that we need to seek CO's concurrence and get back to the offerors. CO suggested the date as April 24, 2014 at 15:00hrs allowing one week extension.	Answered by COR By CO

Conclusion

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

Sincerely,



Justin Hekel
Contracting Officer