### **MEETING MINUTES**

TYPE OF MEETING	PRE-BID CONFERENCE	[CONSTRUCTION]	
BID/SOLICITATION	FQ18142/MDR		
PROJECT	SUPPLY OF METRO BOX		
DATE/TIME	Tuesday, June 26, 2015 @ 1:00 PM		
LOCATION	DECO Conference Room 4A-02 / 4B01	WMATA Jackson Graham Building (JGB) 600 5 <sup>th</sup> Street, NW Washington, DC 20001	

**Attachment A:** Agenda/Handout & Question form

Attachment B: Pre-Bid Attendance

Attachment C: Power Point Slide

**Attachment D:** Pictures

Discussions and Contacts Disclaimer: Please note that none of the discussions from today's meeting, any communications with the above referenced solicitation, are for informational purposes only. Statements or representations made during this meeting are NOT legally binding.

Bid Documents may only be changed through the use of explicitly identified as such in any amendment(s) that may be issued by WMATA.

### A. Introductions.

WMATA'S	Norie A. Calvert	Procurement Manager
STAFF	Judy-Ann Davis	Contract Manager
(All Introduced)	Margarita Rodriguez	Contract Administrator
Department ENG/CENI/COM	Anderson T. Bray, Jr.	GWCPM, PM Project Manager
	Allen Wonder	Project Manager
	David Rampersad	Project Manager
	Siddhant Krishnaswamy	Project Manager
DBE	Thomas Turner	Small Business Auditor
Attendees	Listed on the Sign-in-Sheet	

### B. Safety Contact: Margarita Rodriguez, CA

Beware of your surroundings, be careful to look around, avoid slips and fall.

### C. Point of Contact: Norie A. Calvert, Procurement Mgr.

Emphasized point of contact, and to keep the integrity of the procurement all correspondence(s) must be directed the Margarita Rodriguez, Contract Administrator.

Any correspondence outside of the Contract Administrator will be cause to cancel the solicitation.

### D. Contract Requirements: Judy-Ann Davis, Contract Mgr.

Emphasized this solicitation is and IFB, where bidders "must" conform to the solicitation documents. If there are exceptions your bid will be "rejected" as being non-responsive.

This is a Federally Funded project – Representations & Certifications must be completed, along with the other required bid submittals. However, it's very crucial to complete the "Buy America Act Certification" (page 31 – Reps & Certs: 9 of 13). The applicable boxes must be checked. FTA requires this form to be fully executed, if not your bid will be rejected as nonresponsive.

<u>Section 15,2.1</u> Certification requirement for procurement of steel, iron, or manufactured products, "**must**" **be completed**.

Section 15.2.2 Pertains to procurement of buses, other rolling stock and associated equipment, which does not apply to this procurement.

Required Bid forms to be submitted: Price Schedule, Solicitation, Offer and Award, Proposed Project Schedule, Pre-Award Survey, Representations & Certifications, document/verification the Certificate(s) of Insurance (COI) is attainable, and the applicable Disadvantaged Business Enterprises (DBE) forms are submitted. Bid Bond is required which is 5% of the total bid.

Prices submitted must be realistic pricing. Unbalanced bids are subjected to be non-responsive.

Last day to submit questions will be this Friday 6/29/2018. All questions shall be directed to Ms. Rodriguez's attention.

### E. Disadvantaged Business Enterprise (DBE):

Thomas Turner, Small Business Auditor (Small Business Programs Office (SBPO)) (Reference Sections: page 17 & APPENDIX B)

- The DBE Goal for this Contract is 4% of the contract total.
- ➤ All DBEs must be certified.

Bidders needing assistance with obtaining DBEs for the contract work or understanding the requirements were encouraged to contact

Mr. Turner, Tel. (202) 962-1510 / email: TTurner3@wmata.com

Form B-1 Schedule of DBE Participation

Form B-2 Letter of Intent

Form B-3 DBE Unavailability

(Note: Good faith efforts, documentation must be attached).

### F. Insurance (Reference Section: pages 68 thru 73 – Exhibit A is included in the pages) Insurance requirements – please review.

### G. Overview Description of the Project: Anderson T. Bray, Jr., Project Manager.

<u>Mr Bray</u> presented the introduction of the Metro Box and the Contract Scope (reference pages Technical Specifications – Scope of Work).

The purpose of the contract is to Supply Metro Boxes (MB) as follows:

- Prototype (Metro Box & Outdoor Metro Kit)
- WMATA will provide the cabling to the Metro Enclosures (Not for the Box itself)
- Maintain the design to be kept off the ground
- BDA RF is not finalize and will be forth coming (pages 125 & 126)
- Installation of the boxes will be in-house or 3<sup>rd</sup> Party.

The Contractor shall furnish all materials, tools, equipment, transportation and supervision and perform all labor and services necessary and incidental to the satisfactory completion of the Work in a proper workmanlike manner and within the time limits set forth in the Contract Documents.

Period of Performance – 125 calendar days after the issuance of the NTP

2 years extended Warranty after the final acceptance date Parts ONLY – No Labor

Period of Performance will be revised in Amendment 1.

### **Technical Provisions:**

- Submittals and Notices
- Batteries in a box
- Outside protection for MB's
- Economic heat loading (page 129 3.1.4)
- Prefer passive coding
- Will review certification UL (page 138 3.3.1)
- 3.1.5 Enclosure Ventilation (page 128 –will be clarified in Amendment #1)

<u>Mr Wonder</u> – The contractor must have a Full Time Project Manager assigned to this project for complete coordination.

H. Site Tour: N/A Please refer to Attachment "C" Power Point Slide.

### **ADDITONAL NOTES:**

- All bid forms submitted are executed with the proper authorized signature(s).
- Price Schedule sheet (page 8): Each line must be completed (leave nothing blank).
- When completing bid pricing, please keep in mind other cost factors:
  - ➤ Insurance & Operational/administration costs
  - Unit prices with calculations are accurate
- This is an electronic bid submission / Please contact Margarita Rodriguez, CA for details.

Project Management Software System (see p. 11) requires the Contractor to use WMATA's internet-based software system (i.e., Procore) for submitting their bids.

- Apparent Low Bidder will be required to submit Bonding (see page 108 in the solicitation documents).
  - Performance Bond 100% of Bid
  - Payment Bond Requirement(s)

Bid Total Price 50% of Bid \$1 Million 40% of Bid \$1 Million – but less than \$5 million \$2.5 Million \$5 Million – or more

Your participation in this project is appreciated. Any project-related questions concerning the project bid and documents shall be direct to Margarita Rodriguez at (202) 962-2456 or mdRodriguez@wmata.com.

Margarita Radriguez ou=Office of Procurement & Materials, Contract Administrator Procurement & Materials - Construction

Digitally signed by Margarita Rodriguez DN: cn=Margarita Rodriguez, o=WMATA, email=mdRodriguez@WMATA.com, c=US Location: WMATA -JGB - 4th Floor (#403A) Date: 2018.07.06 21:16:40 -04'00'

Margarita Rodriguez, Contract Admin. - Construction Office of Procurement & Materials, Operation Services Washington Metropolitan Area Transit Authority

cc: All Attendees All plan holders File Copy

### WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

### PRE-BID CONFERENCE IFB-FQ18142/MDR

### SUPPLY OF METRO BOX

Tuesday, June 26, 2018 600 Fifth Street, NW, Washington, DC 20001 1:00P.M.

### AGENDA

1. SAFETY/CUSTOMER SERVICE REMARKS Margarita Rodriquez

Contract Administrator

2. OPENING REMARKS Judy-Ann Davis

Contract Manager

3. CONTRACT REQUIREMENTS Judy-Ann Davis
Contract Manager

Overview

Contract Award

• Highlights of Contract Requirements

• FTA Requirement

Insurance

4. Disadvantaged Business Enterprises (DBE) Rashid Reid/Thomas Turner

5. OVERVIEW/DESCRIPTION OF PROJECT Bray Anderson (Team)

• General Project Description and Purpose

6. RECEIPT OF WRITTEN QUESTIONS Judy-Ann Davis

Contract Administrator

- Remarks and explanations given in response to questions at this meeting shall not qualify the terms of the solicitation, unless we issue a written amendment.
- ❖ We will issue an amendment to clarify and correct some issues as deemed necessary. We will post answers to all questions on <a href="www.www.wwmata.com">www.wwmata.com</a> and <a href="www.wwmata.com">www.wmata.com</a> and <a href="www.fedbizopps.gov">www.wmata.com</a> and <a href="www.fedbizopps.gov">www.wmata.com</a> and <a href="www.fedbizopps.gov">www.fedbizopps.gov</a>.
- 6. CLOSING COMMENTS
- GENERAL DISCUSSION

## WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY PRE-BID CONFERENCE

### IFB-FQ18142/MDR SUPPLY OF METRO BOX

Tuesday, June 26, 2018 600 Fifth Street, NW, Washington, DC 20001 1:00P.M.

### **Questions**

Name:	Email:
Company/Title:	Phone No.:
Reference (Technical Provision Page Number, etc.)	

# WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY PRE-BID CONFERENCE IFB-FQ18142/MDR

SUPPLY OF METRO BOX Tuesday, June 26, 2018

600 Fifth Street, NW, Washington, DC 20001 1:00P.M.

### **SIGN-IN SHEET**

NAME & EMAIL	COMPANY/TITLE	
	i e	PHONE NO.
	AECOM, CONSU	RLTANT
1. DAVID ANDERSON DA		
2. SALA RUSSO	AECOM	203-241-8123
2. <u>Spice</u>	//CCO!!	203.5 1 0123
3. ANDERSON BRD	y WMA7A	202,962,509
,	1	
4. VILE BREGMAN	EVIGICANT	703 862 - 57 88
1		
5. Allen Wonder	WMATA	202-962-1743 Ken@HICHPS. Cons
* ***		Kene HICHPS. Cons
6. KEN Cioff.	HICAPS	301-717-8995
7. ERIL MANZANC	165	240-441-2310
Can Landelkhu	MAN A MATA	200 010 1587
8. SIDD KRISHNKOW	OIVIT WMATIN	202-962-1587
9. None Calvert	WMATA PRM	7 202-236-1678
Co. C. F.11	Table +	4/4/3-59-7-3958
10. Cores Ce 110/1	LIVEREDI	443-597-3958
/		

# WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY PRE-BID CONFERENCE IFB-FQ18142/MDR

### SUPPLY OF METRO BOX

Tuesday, June 26, 2018 600 Fifth Street, NW, Washington, DC 20001 1:00P.M.

### **SIGN-IN SHEET**

NAME & EMAIL	COMPANY/TITLE	
	<u>I</u>	PHONE NO.
H. Troppes Tulvel	20	2-962-1510
12. Hugh Blackwell	Blackstar Diversified	703-474-2563
13. David RAMPERSAY	DMATA/COMMENGR	202-962-5923
14	·	
15		<del></del>
16		
17		
18		
19.		
20		



### Kyle Bregman

Program Manager/Fiber Specialist

Q703.294.4117 ex262 C703.862.5788 F 202.318.4811

kbregman@evigilant.com

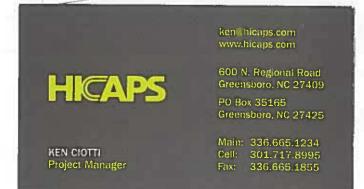
8253-M Backlick Rd Lorion, VA 22079



Judy-Ann Davis Contract Manager Office of Procurement & Materials Office of Internal Business Operations

### Washington Metropolitan Area Transit Authority

600 Fifth Street, NW Washington, DC 20001 301/955-7170 jadavis@wmata.com



### **Erik Manzano**

**Business Development/** Program Manager

emanzano@ics-nett.com O: 703-663-6558 C: 240-441-2310 F: 703-356-1166



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Margarita D. Rodriguez Contract Administrator Office of Procurement & Materials Office of Internal Business Operations

### Washington Metropolitan Area Transit Authority

600 Fifth Street, NW Washington, DC 20001 202/962-2456 mdrodriguez@wmata.com







# ✓ The Pre-Bid Meeting is for informational purposes only ✓ It may answer some Bidders questions ✓ Statements or representations made during the Meeting are NOT legally binding ✓ Changes resulting from this Meeting are official only if issued through an amendment to the Solicitation











### **BID SUBMITTAL**

 Bidders are required to acknowledge receipt of all Amendments to this Invitation on copies of the Bid Forms. Failure to acknowledge Amendments may cause the Bid to be considered non-responsive to the Invitation, which would require rejection of the Bid.



#### **EVALUATION**

- ☐ The Authority will evaluate Bid Price for completeness, clarity, conciseness, realism, and responsiveness to the IFB-requested information
- Materially unbalanced prices: Bids that are materially unbalanced as to prices for the various categories of work items may be rejected as non-responsive
- ☐ The Authority will compare the Bid Prices to the Authority estimate and otherwise determine reasonableness by performing a price analysis if adequate competition exists. A cost analysis will be performed, if adequate price competition does not exist, to ascertain whether or not the proposed price is fair and reasonable. The Authority may request that Bidders provide a cost breakdown, which identifies major cost drivers and request supporting documentation, such as Supplier and Subcontractor quotes in support of the Bid.



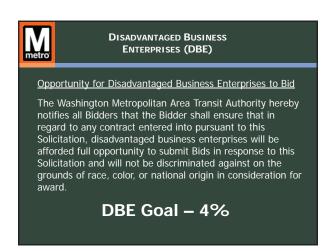
### **AWARD**

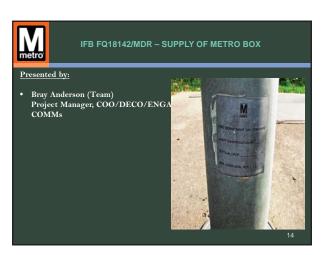
- Method of Procurement: This is a low bid Procurement
- Basis for Award:
  - Award will be made to the Bidder who is the lowest responsive and responsible bidder based on price.
  - The Authority will make a single award to on Bidder as the result of this Invitation



DISADVANTAGED BUSINESS ENTERPRISES (DBE)

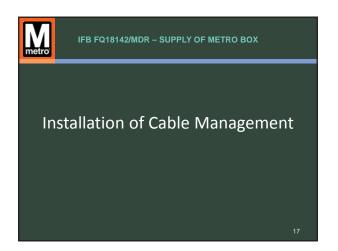
Rashid Reid and Thomas Turner



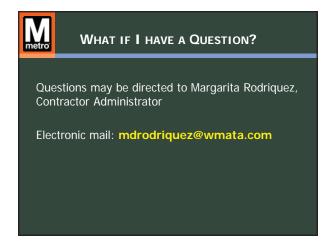


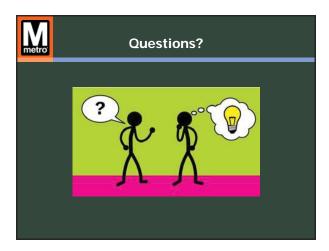






Metro	SAFETY
VISION	Metro moves the region forward by connecting communities and improving mobility for our customers
MISSION	Metro provides safe, equitable, reliable and cost-effective public transit
GOALS	Build and maintain a premier safety culture and system * Meet or exceed customer expectations by consistently delivering quality service * Improve regional mobility and connect communities * Ensure financial stability and invest in our people and assets









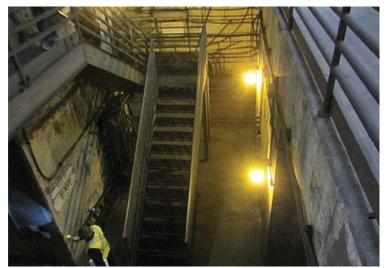






Attachment "D" Page 2 of 12 (Pictures)

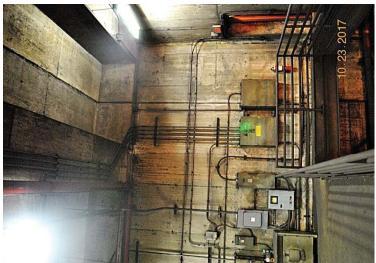












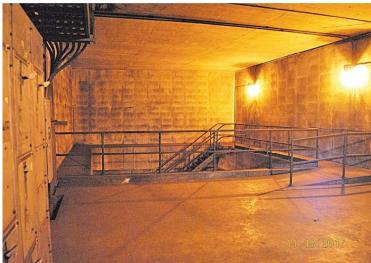










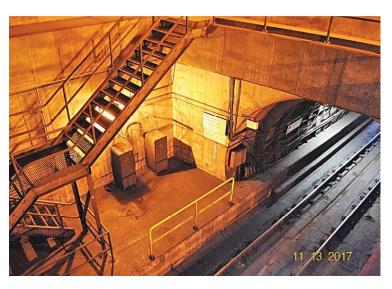


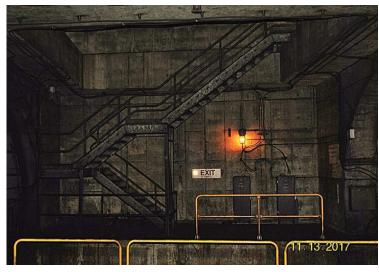




(Pictures)

Attachment "D" Page 6 of 12





































(Pictures)

Attachment "D" Page 12 of 12