



**MEETING MINUTES**

TYPE OF MEETING	PRE-BID CONFERENCE	<b>[CONSTRUCTION]</b>
BID/SOLICITATION	<b>FQ18142/MDR</b>	
PROJECT	<b>SUPPLY OF METRO BOX</b>	
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.**

<b>WMATA’S STAFF</b>  (All Introduced)	Norie A. Calvert	Procurement Manager
	Judy-Ann Davis	Contract Manager
	Margarita Rodriguez	Contract Administrator
<b>Department ENG/CENI/COM</b>	Anderson T. Bray, Jr.	GWCPM, PM Project Manager
	Allen Wonder	Project Manager
	David Rampersad	Project Manager
	Siddhant Krishnaswamy	Project Manager
<b>DBE</b>	Thomas Turner	Small Business Auditor
<b>Attendees</b>	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 – Reqs & 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.

Section 15.2.1 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.



**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)

Mr Wonder – 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.**

**ADDITIONAL 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)

	<u>Bid Total Price</u>
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](mailto:mdRodriguez@wmata.com) .

*Margarita Rodriguez*

Contract Administrator  
Procurement & Materials – Construction

Digitally signed by Margarita Rodriguez  
DN: cn=Margarita Rodriguez, o=WMATA,  
ou=Office of Procurement & Materials,  
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<br>Contract Administrator |
| 2. | OPENING REMARKS   | Judy-Ann Davis<br>Contract Manager            |
| 3. | CONTRACT REQUIREMENTS <ul style="list-style-type: none"><li>• Overview</li><li>• Contract Award</li><li>• Highlights of Contract Requirements</li><li>• FTA Requirement</li><li>• Insurance</li></ul>   | Judy-Ann Davis<br>Contract Manager            |
| 4. | Disadvantaged Business Enterprises (DBE)  | Rashid Reid/Thomas Turner                     |
| 5. | OVERVIEW/DESCRIPTION OF PROJECT <ul style="list-style-type: none"><li>• General Project Description and Purpose</li></ul>   | Bray Anderson (Team)                          |
| 6. | RECEIPT OF WRITTEN QUESTIONS <ul style="list-style-type: none"><li>❖ 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.</li><li>❖ We will issue an amendment to clarify and correct some issues as deemed necessary. We will post answers to all questions on <a href="http://www.wmata.com">www.wmata.com</a> and <a href="http://www.fedbizopps.gov">www.fedbizopps.gov</a>.</li></ul> | Judy-Ann Davis<br>Contract Administrator      |
| 6. | CLOSING COMMENTS  |   |
| 7. | GENERAL DISCUSSION  |   |



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**PRE-BID CONFERENCE**  
**IFB-FQ18142/MDR**  
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 600 Fifth Street, NW, Washington, DC 20001  
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**SIGN-IN SHEET**

<u>NAME &amp; EMAIL</u>	<u>COMPANY/TITLE</u>	<u>PHONE NO.</u>
1. <u>DAVID ANDERSON</u>	<u>DAVID.R.ANDERSON@AECOM.COM</u>	<u>434-944-4500</u>
	<u>AECOM, CONSULTANT</u>	
2. <u>SARA RUSSO</u>	<u>AECOM</u>	<u>203-241-8123</u>
3. <u>ANDERSON BRAY</u>	<u>WMATA</u>	<u>202-962-5090</u>
4. <u>KYLE BREGMAN</u>	<u>EVILICANT</u>	<u>703-862-5788</u>
5. <u>Allen Wonder</u>	<u>WMATA</u>	<u>202-962-1743</u>
		<u>Ken@HICAPS.COM</u>
6. <u>Ken Ciott</u>	<u>HICAPS</u>	<u>301-717-8995</u>
7. <u>ERIK MANZANO</u>	<u>TCS</u>	<u>240-441-2310</u>
8. <u>SIDD KRISHNA SWAMY</u>	<u>WMATA</u>	<u>202-962-1587</u>
9. <u>Worie Calvert</u>	<u>WMATA PRMT</u>	<u>202-236-1678</u>
10. <u>Greg Gifford</u>	<u>Intelect</u>	<u>443-597-3958</u>



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**SIGN-IN SHEET**

<u>NAME &amp; EMAIL</u>	<u>COMPANY/TITLE</u>	<u>PHONE NO.</u>
11. <i>Thomas Tulvel</i>		<i>202-962-1510</i>
12. <i>Hugh Blackwell</i>	<i>Blackstar Diversified</i>	<i>703-474-2563</i>
13. <i>David Rampersan</i>	<i>WMATA/COMM ENGR</i>	<i>202-962-5923</i>
14.		
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16.		
17.		
18.		
19.		
20.		



**Kyle Bregman**  
Program Manager/Fiber Specialist

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Contract Manager  
Office of Procurement & Materials  
Office of Internal Business Operations

**Washington Metropolitan Area  
Transit Authority**

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Project Manager

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Fax: 336.665.1855



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Contract Administrator  
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 WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

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IFB Solicitation No.: FQ18142/MDR

SUPPLY OF METRO BOX

Pre-Bid Meeting

June 26, 2018

 SAFETY/CUSTOMER SERVICE REMARKS

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Margarita Rodriquez  
Contract Administrator




 OPENING REMARKS

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Judy-Ann Davis  
Contract Manager




 DISCLAIMER

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- ✓ 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

**M metro** **WHY ARE WE HERE?**

- ❑ The purpose of this meeting is to provide a forum for potential firms to discuss with the Authority, IFB FQ18142/MDR, introduce the project team that you could be working with, and respond to preliminary questions you may have.
- ❑ Nothing stated during the Pre-Bid meeting shall change the Invitation for Bid unless a change is made by written amendment.



**M metro** **WMATA PERSONNEL**


- Norie Calvert Procurement Manager
- Judy-Ann Davis Contract Manager
- Margarita Rodriguez Contract Administrator
- Rashid Reid DBE Office
- Thomas Turner DBE Office
- Allen Wonder Project Manager
- Bray Anderson Project Manager

**M metro** **Useful Websites**

Doing Business With WMATA	<a href="http://www.wmata.com/business/">http://www.wmata.com/business/</a>
Disadvantage Business Enterprise	<a href="http://www.wmata.com/business/disadvantaged_business_enterprise/">http://www.wmata.com/business/disadvantaged_business_enterprise/</a> <a href="http://www.wmata.com/business/disadvantaged_business_enterprise/dbe_search.cfm">http://www.wmata.com/business/disadvantaged_business_enterprise/dbe_search.cfm</a>
Vendor Registration	<a href="http://www.wmata.com/business/procurement_and_contracting/vendor_registration.cfm">http://www.wmata.com/business/procurement_and_contracting/vendor_registration.cfm</a>
Solicitation Posting	<a href="http://www.wmata.com/">http://www.wmata.com/</a>


**M metro** **CONTRACT REQUIREMENTS**

- Overview
- Highlights of Contract Requirements
- Insurance Requirements
- FTA Requirements




## 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

**M metro** **DISADVANTAGED BUSINESS ENTERPRISES (DBE)**

Opportunity for Disadvantaged Business Enterprises to Bid


The Washington Metropolitan Area Transit Authority hereby notifies all Bidders that the Bidder shall ensure that in regard to any contract entered into pursuant to this Solicitation, disadvantaged business enterprises will be afforded full opportunity to submit Bids in response to this Solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for award.

**DBE Goal – 4%**

**M metro** **IFB FQ18142/MDR – SUPPLY OF METRO BOX**

Presented by:

- Bray Anderson (Team)  
Project Manager, COO/DECO/ENGA  
COMMs




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**M metro** **IFB FQ18142/MDR – SUPPLY OF METRO BOX**



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**M metro** **IFB FQ18142/MDR – SUPPLY OF METRO BOX**



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IFB FQ18142/MDR – SUPPLY OF METRO BOX

## Installation of Cable Management

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## 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

**M**  
metro

## WHAT IF I HAVE A QUESTION?

Questions may be directed to Margarita Rodriquez, Contractor Administrator

Electronic mail: [mdrodriquez@wmata.com](mailto:mdrodriquez@wmata.com)

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## Questions?

