

SUBJECT: Site Visit, FA4417-15-R-0042 Project title – SOF Alter 2 SOS, Bldg 90131, Hurlburt Fld, FL.

1. A site visit was accomplished on 12 August 2015 at 11:00 am local time.
2. Everyone was asked to sign in and to check the appropriate block if they would like to have their names posted on FBO for sub-contractors and suppliers. Introductions were made: Contracting Officer- Shawn Edwards, Construction Engineer-Mike Tuominen
3. The following items were discussed
 - Solicitation number FA4417-15-R-0042 with a current closing date of **31 August 2015 @ 2 PM**.
 - **Funds are not presently available for this contract.** The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.
 - It is the responsibility of the contractor to monitor FBO for any amendments or changes to the solicitation.
 - The date and time clock outside this room will be used to determine the time proposals are received. And remember, one minute late is still late.
 - The Contracting Officer and Contract Administrator contact information is on page 1 and 2 of the SF 1442, Solicitation, Offer, and Award page.
 - Contracting Officer: Shawn Edwards shawn.edwards.14@us.af.mil
 - Contract Administrator: Jesse Capik jesse.capik@us.af.mil
 - Sections L and M of the solicitation have changed from previous years; therefore, it is vital to ensure compliance with all proposal submission requirements in Section L. These two sections contain the proposal preparation instructions and evaluation factors for award. Failure to ensure compliance with all submission requirements could potentially make an offer non-responsive and ineligible for award consideration. For **example**:
 - Proposed Construction Schedule that identifies:
 - (1) Identification of separate work elements
 - (2) Order of work elements to include project phasing
 - (3) Number of days for each work element
 - (4) Identification of long lead time materials
 - Past Performance
 - Identify past contracts for efforts similar to the Government requirement as stated in the RFP. Offerors must provide information on all relevant Federal contracts before State, local government or private contracts. Explain what aspects of each contract reference is deemed relevant to the complexity and magnitude of the project bidding.
 - Limit contract references to work performed in the last three (3) years with a maximum of 10 total references. All references for work that has not been performed within three (3) years of the issue month of the solicitation will not be evaluated.
 - ALL contracts must include a summary of the previous contracts to include the project name, name and address of customer, name, telephone number and/or e-mail of customer contact or contracting officer, dollar value, period of performance, completion date and brief description of work performed.
 - It is your responsibility to mail out past performance questionnaires to your previous customer contacts, and ensure they are completed and returned the contracting POC no later than the closing date of the solicitation.
 - - In lieu of a Past/Present Performance Questionnaire, if a project is currently available in the Contractor Performance Assessment Reporting Support System (CPARS), the contractor should attach the evaluation to the questionnaire with the relevant solicitation number and submit directly to the 1st Special Operations Contracting Squadron office before the official closing date and time.
 - Solicitation Standard Form 1442 with all related attachments must be properly completed and returned. Review the instructions in local clause HF021 in Section L to ensure compliance with all solicitation requirements.

** Attendees are advised of the requirement to submit all questions in writing to the Contracting office **NLT COB five (5) calendar days following the site visit**, which is **17 August 2015**. All questions must be submitted in Word format to the Contracting Officer and Contract Administrator. **Only those questions asked and answered in writing will be considered binding to the government.** Send all questions to Shawn Edwards at email: shawn.edwards.14@hurlburt.af.mil AND Jesse Capik at email: jesse.capik@us.af.mil.

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- Answers to the questions will be posted on FBO.
- Immediately following this briefing everyone proceeded to the project site.

//Signed//
JESSE CAPIK
Contract Administrator