



ATTENDANCE and MINUTES

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|---------------------------------------|-----------------------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> BID OPENING | <input checked="" type="checkbox"/> PRE-BID/PROPOSAL CONFERENCE | <input type="checkbox"/> SITE VISIT |
| <input type="checkbox"/> PRESENTATION | <input type="checkbox"/> MANDATORY | <input type="checkbox"/> MANDATORY |
| | <input checked="" type="checkbox"/> NON-MANDATORY | <input type="checkbox"/> NON-MANDATORY |

BID/RFP NUMBER: 24-DES-ITBPW-473

DATE: January 29, 2024

BID/RFP TITLE: Courts Police Building 4th floor renovation

COUNTY CONTACT: Sy Gezachew

TELEPHONE: 703.228.0649

Name	Email	Firm
Sy Gezachew	sgezachew@arlingtonva.us	Arlington County
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Daniel Stern	dstern@arlingtonva.us	Arlington County
Tom Lemmon	tlemmon@rascoengineers.com	RASco, Inc.
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Sabrina Cuozzo	scuozzo@kellerbrothers.com	Keller Brothers, Inc
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Scott McAllister	smcallister@retroenviroinc.com	Retro
Christopher Smith	christopher.smith@step1enter.com	Step 1 Real Estate Services
Jesus Coello	bid@japconstructionllc.com	JAP Construction LLC General Contractor

Minutes

1. Introductions:
2. Disclosure: Oral representations made at the pre-proposal conference are not binding upon the County.
3. SCC Registration required for award.
4. Any questions asked today, please submit to Vendor Registry by the question deadline for a formal response from the County.
5. All Communications during the process must go through the Purchasing Office
6. Important Dates:

ITB No 24-DES-ITBPW-473 – TENTATIVE SCHEDULE

ITB ISSUANCE	January 18, 2024
PRE-BID CONFERENCE (Optional)	January 29, 2024 at 1030 a.m.
OPTIONAL site visit CONFERENCE	January 30 at 11a.m to 12p.m. & Feb 1 at 2p.m. to 3p.m.
QUESTION DEADLINE	February 12, 2024 at 5:00 p.m.
BIDS DUE	February 27, 2024 at 3:00 p.m.
CONTRACT AWARD	TBD

Prevailing Wage

The wage determination incorporated into the bid solicitation and related contract award establishes the wages rates and fringe benefit rates which DOLI has determined to be prevailing in a given area for a particular type of construction.

After the award of the contract, but before contract execution, the County will resolicit DOLI for the same report to determine if there has been a change in the rates since the bid solicitation was advertised. If there has been any changes to the rates, we will provide these new rates to the awardee for the purpose of adjusting the line items/unit prices which may have been affected due to change in such rates. The awardee will be required to provide documentation to substantiate this change. In no case shall the awardee's profit margin as established by the original bid increase due to the increase in labor rates per the wage determination report. Contractor may not increase any unit or lump sum pricing except as indicated above.

We suggest that all bidders review the contract form attached to the solicitation bid as early as possible, so no time is lost after the award.

- All contractors and their subs will be responsible for meeting / exceeding prevailing wages as provided by Virginia DOLI and included in the bid documents.
- All certified payrolls are to be submitted through the eComply reporting system. Training will be provided to all contractors in advance of the work starting -- the vendor prefers to do these roughly a week prior so that the information is fresh once reporting begins.
- Daniel Stern will review all certified payrolls and contact contractors with any findings. He will also perform site interviews with employees to be checked against corresponding payrolls for accuracy.
- You can direct any questions about prevailing wage or reporting to Daniel Stern at dstern@arlingtonva.us or 703-228-0627.