



NATIONAL GUARD BUREAU
OFFICE OF THE UNITED STATES PROPERTY & FISCAL OFFICER, FLORIDA
POST OFFICE BOX 1008
ST. AUGUSTINE, FL 32085-1008

MEMORANDUM FOR RECORD

SUBJECT: MINUTES OF PRE-PROPOSAL CONFERENCE AND SITE VISIT, SOLICITATION W50S6Y25BA004, Construct Combined Weapons Facility (CWF)

26 Feb 2025, 0900AM EST

1. The list of contractors attending the meeting is shown on the attached sign-in sheet. The following Government representatives attended the subject meeting:

Name	Position
Matt Michael	KO
Mark Penwell	CS
Katie Perna	CS
Jason Davis	COR
Mike Rivera	COR
Jonathan Kassebaum	Project Officer

2. The following items were discussed during the Pre-proposal Conference:
 - a. The Contract period is 720 days. This includes all work to include cleanup and punch list. We anticipate award of the contract in late May early June. Following receipt and approval of bonds we will hold a pre-construction conference and issue NTP.
 - b. Interested offerors must be registered in SAM. To register go to: <https://www.sam.gov/portal/public/SAM/>. You will need your CAGE/UEI number register.
 - c. Work hours for the F-35 Projects are 0600 to 1800hrs M-F
 - d. Base access is a priority and processing time to get approval are 10days US citizen, 30days for Foreign Nationals.
 - e. Government will handle all crane permits with FAA.
 - f. Double hearing protection will be required during flight operations due to proximity of project to airfield.
 - g. Reminder that NO pictures of aircraft will be allowed, phones/cameras will be confiscated.
 - h. It's ok to drill holes for jobsite perimeter fence posts. The holes must be repaired when the fence is removed.
 - i. Along flightline apron, Fence and Plastic water field jersey barriers are required.
 - j. Electric and water connection locations will be provided, the "connection" is responsibility of the GC, no change for utilities.
 - k. Air Guard does not have a recycling center, the GC will be responsible for proper recycling and reporting weights/amounts to government.
3. A power point slide presentation on the project specifics and the selection process will be provided to all attendees via SAM.
4. Questions must be submitted in writing via email, especially technical questions POC in Sec 000100 Item 4. DO NOT CONTACT the Design Engineers or the Government Engineers. All questions must be routed through the Contracting Office. All Contractor questions when answered will be posted to the website. If a question arises that will result in a change to the plans or specifications, an official amendment will be issued. All correspondence, questions and answers, amendments etc. will be issued or posted at [SAM.gov](https://www.sam.gov).

5. No technical question were address at the Conference, all were directed to email the POCs in the solicitation written Questions to be responded to on SAM IAW item 4.
6. During the meeting it was asked to clarify onsite supervisions requirements, Government responded with Superintendent, SSHO, QCM, Project Manager. Minimum 2 onsite at all times and the QCM cannot dual role as Superintendent.
7. All attendees were escorted thru the worksite showing each phase area as described in the Plans and Specs. All were afforded opportunities to take pictures and show all operational area in the Scope of Work.
8. Any amendments that are issued will be posted to SAM.GOV site. Contractors were advised to check the website frequently.
9. The pre-proposal conference and site visit concluded at approximately 1100 hours.

 Digitally signed by
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Date: 2025.02.27 11:34:04 -05'00'

MATTHEW MICHAEL
CONTRACTING OFFICER