U.S. General Services Administration

Public Building Services
Acquisition Project Delivery
Northeast Capital Construction Team

Alburg Springs Land Port of Entry Construction Project
303 Alburgh Springs Road, in Alburgh, VT
Solicitation # 47PB5126R0008
PRE-PROPOSAL CONFERENCE/SITE VISIT MEETING MINUTES
May 6, 2026 at 12:00 pm EST

OPENING
Introduction

The following are GSA personnel:

Primary Contract Officer	Emily Jackson, Emily.Jackson@gsa.gov
Alternate Contract Officer	Molly Lewis, molly.lewis@gsa.gov
Program Manager/COR	Alan Bombardier, alan.bombardier@gsa.gov
Client/Government Agency:	U.S. Customs and Border Protection (CBP)
A/E Contractor:	Schwartz/Silver Architects, Inc
CMa Contractor:	CBRE Heery, Inc.

The purpose of this meeting is to gain a better understanding of the Solicitation requirements and visit the project site. Only changes made by the issuance of an amendment are to be considered in preparing your proposal.

CLARIFICATION OF SPECIFICATIONS AND DRAWINGS
Contractor desiring an explanation or interpretation of the solicitation, drawings, specifications, etc. must request **in writing by 12:00PM EST on May 18, 2026** to allow a reply before the submission of proposal. An amendment with the answers will be posted on or about June 1, 2026, or sooner.

Oral explanations or instructions given before the award of the contract will not be binding. Any information given concerning the solicitation will be furnished promptly as an amendment of the solicitation, if that information is necessary in submitting proposals, or if the lack of it would be damaging to any other Offeror.

All questions shall be e-mailed to Emily Jackson, emily.jackson@gsa.gov.

SITE VISIT:
Will be on May 6 at 12:00pm EST.

- Attendees will be allowed to walk around the building but **MUST be escorted.**
- Attendees are welcome to take photographs but your back **HAS TO** be to the building due to the sensitivity of the building.

ACCESSING DOCUMENTS
Pre-proposal Conference minutes will be posted to www.sam.gov.

You **must** log-in to www.sam.gov to be able to request the controlled documents. When requesting access to the documents, you must download **Attachment 05, Proprietary Information Agreement,** and send the signed copy to me, Emily Jackson, emily.jackson@gsa.gov. Then you go into Sam.Gov and request access by clicking on the documents. If you have been assigned a **Viewer Role** then you **won't** be able to request the documents. You will need to be assigned a **Data Entry role** by the Sam.gov administrator of your company when you first set up your Sam.gov account. This will not come to the government or an administrator of the Sam.gov site; it will go directly to your company administrator that established when you created your Sam.gov account. Once you have the data entry role then you will be able to request the secure documents which will come directly to me. All requests will be received to make sure we have the signed **Attachment 05, Proprietary Information Agreement** on file and then all requests are approved immediately during business hours as I receive them.

If the www.sam.gov request is sent before I have signed **Attachment 05, Proprietary Information Agreement**, I will send an email requesting that it be filled out and sent to me. Once I have the signed Attachment 05, Proprietary Information Agreement on file and then all requests are approved immediately during business hours as I receive them.

LABOR RATES

The Davis-Bacon Act requires contractors on federally funded construction projects over $2k to pay laborers and mechanics no less than the locally prevailing wages and fringe benefits for corresponding work. The U.S. Department of Labor (DOL) determines these rates, which are updated annually and found on www.sam.gov. The government will require weekly certified payroll reports utilizing form WH-347 to ensure compliance. The Applicable Davis Bacon Wage Determination is VT20250027 Dated 01/02/2026 which covers Grand Isle County in Vermont. Any modifications to this wage determination will be included in a forthcoming amendment. This will be routinely checked all the way up to award.

BEST VALUE EVALUATION PROCESS

The two most common methods of a best value solicitation are the lowest price technically acceptable and then the trade-off process. For this solicitation we are utilizing the trade-off process.

Lowest Priced Technically Acceptable (LPTA)

The winning proposal is the lowest-priced offer that meets all technical standards (technically acceptable). This is a PASS or FAIL situation regarding the technical requirements. The non-cost factors are rated simply "acceptable" or "unacceptable". There are a time and place to use this evaluation, and the program team decided it would not be in the best interest for this specific project.

Trade-off Process

A best-value solicitation that allows the government to trade off cost against technical capabilities (e.g., higher performance, better past performance). Unlike LPTA this is not a pass/fail evaluation. It is a comparative assessment where proposals are ranked and balanced against price to determine which offer provides the greatest overall benefit rather than simply meeting a minimum threshold. In this specific solicitation we state Non-Price Factors, when combined, are significantly more important than Total Evaluated Price. Proposals are evaluated on a competitive, relative basis to determine the best overall value, which may warrant a higher price.

The government has decided the best solution for this project may not necessarily be the cheapest, and that superior performance for this project provides greater value.

SF FORM 1442: Solicitation, Offer and Award.
Page 3 you will see two (2) CLINS. Both CLINS will be individually priced and the total evaluated cost = CLIN 1 + 2 will go directly into block 17. Directly below will be where you acknowledge all amendments with the date issued of the amendment.

PROPOSAL DUE DATE AND METHOD OF SUBMISSION
In order to be considered for award, proposals conforming to the requirements of the Solicitation must be received at the following email no later than **2:00 PM EST** on the following date and at the following address:

DATE: June 15, 2026
Email: emily.jackson@gsa.gov and molly.lewis@gsa.gov

Proposals shall be good for a period of ninety (90) calendar days. The bid bond should be scanned and sent with the proposal. Make sure that we can see the stamp. We do not need the original copy mailed to us.

Please be advised that single emails with attachments of 25 megabytes or more, or attachments other than those in PDF format, may be rejected by GSA's servers.

NOTE: Any proposal received after the time and date specified above will be considered LATE and may be rejected.

CLOSING
Please remember that anything stated here today, would not bind the government unless it is incorporated into the solicitation by a written amendment.

All questions should be sent to Emily at emily.jackson@gsa.gov.