

## AGENDA

### PRE-PROPOSAL MEETING

**SOLICITATION:**                    **RFP No. 6400010810**

**TITLE: Electric Vehicle Charging Station Design-Build Integrating Subcontractor for Knoxville and Nashville, TN**

**DATE/TIME:**                    **Wednesday, August 25, 2011, 10:00 a.m. E.D.S.T**

**LOCATION:**                        **Large Assembly Room, City-County Building 400 Main Street  
Knoxville, TN 37902**

<u>Item</u>	<u>Description</u>
1.	<p>Welcoming Remarks</p> <p>Purpose of the Meeting – Discuss the Solicitation Package and Work Scopes.</p> <p>Solicitation/Subcontract Authority/Contacts:</p> <p style="padding-left: 40px;">Joel Poteat, ORNL Subcontract Administrator</p> <p style="padding-left: 40px;">Norm Durfee, Project Manager</p> <p style="padding-left: 40px;">Melissa Lapsa, ORNL Technical Project Officer (TPO)</p> <p style="padding-left: 40px;">Curt Maxey, ORNL Technical Lead</p> <p style="padding-left: 40px;">TBD, ORNL Safety and Health (S&amp;H)</p> <p>Project Overview (Norm Durfee)</p>
2.	<p>Review Solicitation (Joel Poteat)</p> <ul style="list-style-type: none"> <li>• Solicitation General Information: <ul style="list-style-type: none"> <li>Solicitation Issue Date: <b>August 24, 2011</b></li> <li>Current Proposal Due Date is: <b>September 21, 2011</b></li> <li>Last Day for Questions is: <b>September 09, 2011</b></li> <li>Award will be per the Solicitation. Selection will be an evaluated Best Value process. Attention is called to the requirements within the Solicitation for the Technical and the Business Proposals to be submitted. Vendor Instruction Letter contains specific actions required. Please take note of these requirements.</li> <li>Representations/Certifications Construction (website) and Representations/Certifications Construction ARRA (website) (Submit with Proposal)</li> <li>Solicitation and Attachments (Reminder to Read All)</li> </ul> </li> </ul>

Construction Terms and Conditions apply (CON Mar 2011)  
Site Visits - Knoxville & Nashville

- Award/Post Award Information:  
Notice of Award/Notice to Proceed - Letter issued listing required submittals.  
Bond Requirements: Performance & Payment  
Pre-Construction Meeting: **TBD**  
Limited vs Full Notice to Proceed - Once all submittal Requirements have been met a Full NTP will be issued.  
Sub-Tier Requirements (Flow-down of the Requirements) Submittals (Reminder)  
Insurance Certificates, Form 1413, Tennessee Drug-Free Workplace Program Certificate and Project Job Hazards Analysis  
Tennessee Use Tax Exemption- This project is not exempt from Tennessee Sales and Use Tax.  
Performance Period: **Planned Award is October 07, 2011** with completion scheduled for February 29, 2012.

3. Review of the Statement of Work scope and requirements, special issues - Comments provided by Technical Personnel as follows:

- ORNL- Project Personnel (Introductions)  
Project Manager (Norm Durfee)
- Construction Field Representative Norm Durfee, Curt Maxey  
Statement of Work Review  
General Conditions  
Invoicing Requirements and Format – Joel Poteat  
(Progress Payments are to be submitted on the Construction Pay Application Form) Retention is to be withheld.
- Safety and Health (S&H) John Czachowski  
On site Safety and Health Orientation - Reporting- Job Specific JHA

Question/Answer Period-  
Site Visit