A total of 26 parties were on the teleconference held on April 7, 2016. The following attendees acknowledged their attendance:

**Forest Service:**
- Mari Meiners – Contracting Officer
- Eric Ouderkirk – Regional Landscape Architect
- Danielle Snyder – Landscape Architect, Tongass National Forest
- John Neary – Director, Mendenhall Glacier Visitor Center
- Brad Orr – Ranger, Juneau Ranger District

**Vendors:**
- Alta Planning & Design – Steve Durrant
- Atelier ps – Alex Shkerich
- Bratslavsky Consulting Engineers
- Corvus Design – Chris Mertl, Peter Briggs
- Design Alaska – John Rowe
- Earthscape – M. Elise Huggins
- Herrera, Inc. – Jill Patterson
- JM Thompson Landscape Architecture – Jeannie Thompson
- Robert Peccia & Associates, Inc. – Phil Hendricks
- SERA Architects – Erin Reome, Jeff Roberts
- Sheinberg Associates – Barb Sheinberg, Sarah Bronstein
- SWCA Environmental Consultants – Jamie C.M. Young
- TBC Inc. – Kim Graham
- Zehren and Associates – Zack Zehren

**Topics Discussed:**

**Announcement** – Mari Meiners pointed out noteworthy items related to FedBizOpps and the announcement:

1. **FedBizOpps:** FedBizOpps has a notification system built in where you can get a notice anytime a change (amendment, updated reply due date, etc.) is made to an announcement. Choose the “Watch This Opportunity” from the opportunity you want to “watch.” Questions regarding the “Watch This Opportunity” feature should be directed to the FBO Help Desk.
2. **NAICS and Set-Aside:** The NAICS for this requirement is 541320 “Landscape Architectural Services” with a small business size standard of $7.5M. FAR 52.219-14 Limitations on Subcontracting applies to the resulting contract (see posted questions and answers for more information on Limitations on Subcontracting Clause).
3. **Due Date and Time:** Submissions are due not later than 3:00 p.m. Alaska Time on May 3, 2016. E-mail submissions are not acceptable. Delivery of one (1) original and two (2) copies is required as well as one electronic copy on electronic media such as a flash drive, compact disk, etc.
Original must be marked “original.” If any discrepancies exist between the original and the copies (hard copy or electronic copy), the Original will be used.

4. **Hard Copy Submission**: Delivery addresses for US Postal Service and Express Package/Hand Delivery are different. The addresses are shown on page 6 of the announcement.

5. **Page Limit**: Submissions are limited to 75 single sided pages. Any pages past #75 will be removed for evaluation purposes. All pages of the submission count towards the 75 page limit. 

   **NOTE**: Announcement has been amended to allow submission of 11x17 portfolio samples.

**Requirement** – Eric Ouderkirk gave a brief summary regarding the requirement. Questions asked and answered as part of this discussion have been posted as a separate question/answer document on FBO.

**Publicly Available Information** – John Neary spoke about publicly available information. Links to web based public information have been posted as a separate document to FBO.

**Questions** – All questions that have been asked to date have been posted to FBO. If anyone feels their question has not yet been answered, please contact Mari Meiners at mmeiners@fs.fed.us.