Harrisburg Area Community College  
Renovations to College Service Center and Overholt Book Store  

Pre-Bid Meeting  
November 1, 2007

| Attendees:                                                                                   |
| Bill Byers – Orbit Technologies                                                               |
| Dustin Avery – eci Construction                                                                |
| Barry Cassel – W.S. Miller                                                                    |
| Allen Brandt – John E. Fullerton                                                              |
| Robert Leader – Dorgan & Zuck                                                                 |
| Mike Shive – Herre Brothers                                                                   |
| Kevin Stechman – Shannon A. Smith                                                              |
| David Musser – COR Construction Services                                                      |
| Shawn Rowe – Premier Construction Group                                                       |
| Daniel Mayer – OPA                                                                            |
| Jeffrey Balan – IES                                                                          |
| William P. Morgan – Eastern pcm                                                                |
| John Tinner – LR Costanzo                                                                    |
| James Greathouse – Pyramid Construction                                                       |
| Tony Breon – McCoy Brothers                                                                   |
| Dustin Potteiger – Triangle Fire Protection                                                   |
| Philip Briggs – Herre Brothers                                                                |
| Rick Martz – T.L. Rowe                                                                      |
| Brian Murphy – Mid-State                                                                      |
| Ryan Silvagio – Miller & Norford                                                              |
| Nick Kostelac – East Coast Contracting                                                       |
| Mark Weaver – OPA                                                                            |
| Robert Finley – HACC                                                                         |
| Ray Wright – Eastern pcm (Author)                                                             |

1. **Introductions**

   a) **Owner - Harrisburg Area Community College:**
      Joseph Wojtysiak – Executive Director, Facilities  
      Jay Ellison – Director, Facilities
   b) **Architect – Office for Planning & Architecture (OPA):**
      Mark Weaver – Project Architect
   c) **Construction Manager - Eastern pcm, LLC:**
      William Morgan – President

2. **Bid Documents**

   a) **Bid documents - Available through Eastern pcm, LLC**
   b) **Bid Form – 3 Pages**
   c) **Bid Security – Bid Bond required**
   d) **Non-Collusion Affidavit**
   e) **MBE/WBE Utilization Form**

3. **Schedule**

   a) **Bid Date: November 13, 2007; 2:00 pm at Harrisburg Campus; Rm. 130 Whitaker Hall**
   b) **Contract Award: No later than December 11, 2007**
   c) **Substantial Completion: May 15, 2008.**
   d) **Overholt Book Store: No work prior to February 1, 2008**
   e) **All demolition and OBS platform modifications must be performed 6:00 pm – 6:00 am**
4. Questions
   a) All questions must be submitted formally, in writing, to Architect, cc: Eastern pcm, LLC.
      OPA   Phone: (717) 230-9660
      Fax: (717) 230-9664
      Email: dcm@oparchitecture.com or mweaver@oparchitecture.com
   b) Last day for questions: November 7, 2007, 12:00 Noon

5. Addenda
   b) Addendum #2
      i) Pre-bid Meeting Notes
      ii) Clarifications
      iii) Plan fee – Non Refundable
      iv) Performance & Payment Bond required over $50,000
   c) Addendum #3
      i) Questions raised through November 7, 2007
      ii) Additional clarifications, if any.

6. Miscellaneous
   a) This is a prevailing wage project. Wage rates have been provided. Please refer to Spec.
      Section 00820
   b) The building will be occupied during the work schedule.
   c) The contract is a single prime contract.
   d) Facility can be visited at any time during the bid period. Please contact Eastern pcm, LLC to
      schedule a visit

7. Project Overview
   a) College Service Center
      • Selective demolition
      • Construction of new FMD coordinators offices, plan & copy room
      • Construction of new Maintenance Shop
      • Construction of new offices – High density file storage system by HACC
      • New storage area above offices
      • New stairs and infill at existing mezzanine
      • Palletized items need to be moved by Contractor
Harrisburg Area Community College  
Renovations to CSC/Overholt Bookstore  
Pre-Bid Meeting  
November 1, 2007  
Page 3

a) College Service Center (continued)

- Small Tools Area, Wood Shop: Equipment from these areas needs to be moved out and put back in place
- HACC will move some of the warehouse items prior to start of work
- Contractor will be responsible for damage to equipment

b) Overholt Book store

- Expansion of raised platform – sales area
- Provide new carpeting at platform
- Partitions & shelving in receiving area
- Asphalt overlay at truck dock – Mill edge and seal joint

8. Site Tour

Immediately followed meeting

The above summations are the interpretation of the writer as to the items discussed and the decisions reached. Corrections or additions to these minutes are to be made in writing and sent to the attention of the writer no later than 5 days after receipt; otherwise, these minutes will stand as written.

Sincerely,

Raymond A. Wright  
Senior Project Manager

Distribution: All Attendees  
HACC Facilities Department