

**HACC, Central Pennsylvania's Community College  
Whitaker Hall Fan/Coil Replacement**

**09-13**

**Pre-Bid Meeting**

November 4, 2008

9:00 am

**Meeting Minutes**

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Attendees:

George Gracey – Heim

Chris Croman – Enginuity

Chris Collins – Herre Bros., Inc

Jon Flax – MidState Mechanical

Carl Feaser – H.B. McClure

Jay Ellison – HACC

Gig Settle – Gannett Fleming

Bob Miller – Coward Environmental System, Inc

Bill Euker, Jr. – Herre Bros., Inc

Mike Beshore – George Boyer & Sons

Randy Klase – McClure Mechanical

Rich Wille – Eastern pcm

Mark McCammon – Eastern pcm (author)

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1.0 Team Introductions

- Jay Ellison – Facilities Director, HACC Harrisburg
- Larry Livingston – HVAC Coordinator HACC
- Gig Settle – Gannett Fleming, Engineer
- Rich Wille – Eastern pcm, Associate
- Mark McCammon – Eastern pcm, Project Manager

1.1 Epcm reviewed the bid documents and critical dates:

- 11.05.08 – Addendum 1 will be issued
- 11.10.08 @ 12:00pm – Last day for questions
- 11.13.08 @ 2:00pm – Bids due in Room 130 Whitaker Hall
- 12.05.08 – Project award subject to Board of Trustees Approval

1.2 Epcm noted that all questions concerning the bid are to be in writing and faxed or emailed to Epcm.

1.3 Epcm stated that the project is subject to prevailing wage rates and the project would be registered with PA Department of Labor & Industry by Epcm.

1.4 Epcm reviewed the project scope with Gig Settle of Gannett Fleming. The basis of design is Fanwall Technology and an Addendum is being prepared to include modifications to the Specifications.

1.5 Epcm explained that the intent is to begin the project on a Friday evening and complete the following week. This will allow the project to be completed over the Spring Break from March 9, 2009 – March 15, 2009.

1.6 Bidders were instructed that all controls must be compatible with Johnson Controls (JCI) Metasys Technology. HACC will complete final programming of the Johnson Controls under the HACC Master Contract but the Contractor is responsible for coordination with JCI and for proper operation of the equipment.

- 1.7 Epcm noted that consideration was given to equipment access through existing openings. The contractor is responsible to modify new equipment as necessary to get the material into the work areas.
- 1.8 Contractors were advised that they may use the building restrooms during construction.
- 1.9 HACC will work with the Contractor to provide staging areas to hoist material to the penthouse.
- 1.10 Contractors are responsible for protection of the roof during hoist operations and during the duration of the project.

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Respectfully Submitted,  
Mark McCammon, Eastern pcm, LLC

The above summations are the interpretation of the author 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.

cc: All Attendees

