HACC, Central Pennsylvania’s Community College  
Midtown 1 – CCTA Phase 2 Renovations

Pre-Bid Meeting

April 24, 2009  
9:00am

**Meeting Minutes**

**Attendees**

Chuck Via – HACC  
Matt Musser – eciConstruction

Sharon Wansley – HACC  
Scott Snyder – George D. Boyer & Sons, Inc.

Benedict Dubbs – Murray Associates  
Mike Beshore – George D. Boyer & Sons, Inc.

Rich Kreiger – Gatter & Diehl  
Rick Ehrenzeller – A.P. Williams, Inc.

Rob Henning – Gatter & Diehl  
Allen Sangree – Sangree Construction, Inc.

Joe Roudebusch – Gatter & Diehl  
Tony Breon – R.S. Mowery

Terry Saad – WBCM  
Shawn Rowe – Premier Construction, Inc.

Ray Wright – Eastern pcm  
Jon McCullough – Lawson’s

Dave Chonoski – Eastern pcm  
Tim McClure – JEM Group

Kelly Foreman – Eastern pcm  
Don Beinhaur – McCoy Bros, Inc

Melissa Yealy – Poole Anderson  
Larry Mitchell – Webb Enterprise

Don Ryan – H.B. McClure  
Jay Morgan – Morgan Brother

Tom Wealand – H.B. McClure  
Vernard Mitchell – Allsafe Construction

Josh Kendig – Wohlsen  
Jeremy Daub – PCS, Inc.

Randy Pentz – Cheraan  
Ed Grimm – Heim Corporation

Jeff Kimmel – CV Services  
John Hippensteel – BBEC, Inc.

---

1.0 **Team Introductions**

a) **Owner**  
HACC, Central Pennsylvania’s Community College  
William Thompson – Academic Dean, Harrisburg Campus  
Joe Wojtysiak – Senior Campus Facilities Director

b) **Architect**  
Murray Associate Architects, P.C.  
Benedict Dubbs – Principal / Project Architect  
Allison Santos – Project Manager  
Joe Sitcosky – Construction Administrator

c) **Structural Engineer**  
Whitney, Bailey, Cox & Magnani  
Terry Saad – Project Engineer

d) **MEP Engineer**  
Gatter & Diehl, Inc.  
Richard Kreiger – Mechanical Engineer

e) **Construction Manager**  
Eastern pcm, LLC  
Ray Wright – Senior Project Manager  
Dave Chonoski – Project Manager

1.1 Dave Chonoski will be the on-site project manager throughout the entire project.
1.2 Bids are due by 2:00pm on May 12, 2009.

1.3 A tour of the building was conducted by Dave Chonoski after the meeting.

1.4 All questions asked today and the pre-bid meeting minutes will be included in Addendum No. 1.

1.5 As stated in the bid documents, bids will be received for the following seven (7) prime Contracts:
   1 - Selective Demolition
   2 - General Trades
   3 - Plumbing
   4 - Fire Protection
   5 - HVAC and Controls
   6 - Electrical
   7 - Testing & Balancing

1.6 A separate bid form for each Contract is included in Volume 1 of the Project Manual.

1.7 Bid Documents
   a) Bid Form – By Contract, 4 pages
   b) Bid Security – Bid Bond required > $10,000
   c) Non-Collusion Affidavit
   d) MBE/WBE Utilization Form

1.8 Schedule
   a) Bid Date: Tuesday, May 12, 2009, 2:00 PM EST at Harrisburg Campus; Rm. 130 Whitaker Hall
   b) Contract Award: June 3, 2009; subject to Board of Trustees approval at June 2, 2009 meeting
   c) Notice to Proceed: June 3, 2009
   d) Substantial Completion: May 15, 2010, though some areas must be completed prior to that date (i.e. Welding Shop – March 15, 2010).

1.9 Questions to Construction Manager (attn: Ray Wright) in writing via fax or e-mail, with a copy sent directly to Murray Associates (attn: Benedict Dubbs and Allison Santos):
   a) EPCM Fax: 717-233-1666
   b) EPCM E-mail: epcm@easternpcm.com
   c) Murray Fax: 717-234-1201
   d) Murray E-mail: bhd@murrayassoc.com and als@murrayassoc.com
   e) Last day for questions: May 5, 2009 by Noon

1.10 Addenda - Expected to be issued via fax or UPS (depending on size) on or about the following dates:
   a) Addendum No. 1 – April 28, 2009
   b) Addendum No. 2 – May 7, 2009 (if required)

1.11 Prevailing Wage Rates are located in section 00820 of the Project Manual.

1.12 Building Permit
   a) Building Permit will be obtained and paid for by Owner
b) Trade specific permits (i.e. Electrical, Plumbing, etc.) are to be obtained and paid for by applicable contractors in accordance with jurisdictional requirements

1.13 Project Overview
   a) General: Work will be performed under Multiple Prime Contracts including Selective Demolition, General Trades, Plumbing, Fire Protection, HVAC and Controls, Electrical, and Testing & Balancing. The work consists of selective demolition, and a complete renovation of the interior of the building, including new mechanical and electrical systems and a new elevator. New exterior brick facades will be constructed on the north and east elevations.

   b) Phasing Plan: A diagrammatic Phasing Plan is included in the Bid Documents to identify the delineation between the Welding Shop, which will remain operational during the majority of construction, and the construction areas. Minor modifications to this plan may be made as necessary to accommodate specific installations, utility issues and occupancy requirements.

   c) Alternates: Designated drawings for Alternates are included in the Bid Documents.

1.14 The existing Welding Shop is to be isolated and remain operational until March 15, 2010. The existing Welding Shop equipment will then move to the new Welding Shop.

1.15 The Construction Schedule will be compiled by the General Trades Contractor at the start of the project, based on mutually accepted dates, durations and sequencing.

1.16 The mezzanine is to be demolished, as well as the concrete ramp located in the northwest corner of the building.

1.17 Existing equipment and furnishings, excluding the equipment in the Welding Shop, will be removed by others, prior to the start of the project.

1.18 The first floor primarily contains technology programs and the second floor is primarily classrooms and administration.

1.19 Removal of insulation in the attic is included in the scope, as well as removal of wood framing. Mechanical equipment located in the attic shall be turned over to HACC.

1.20 The chimney removal is included in this scope.

1.21 Volume 1 of the Project Manual lists the following six (6) Alternates:
   Alternate No. 1 – Add Aluminum Sloped Glazing Units
   Alternate No. 2 – Add Aluminum Windows at Welding Shop 115
   Alternate No. 3 – Add Elevator 2 and Machine Room
   Alternate No. 4 – Add Loading Dock Improvements
   Alternate No. 5 – Add Oxygen Storage and Acetylene Storage
   Alternate No. 6 – Install Carpet Tile in lieu of VCT

1.22 The parking lot located at the north of the building can be used for material staging. The parking lot
across the street to the west may be used for contractor parking.

1.23 The new elevator(s) are to have a 4'-0" foundation.

1.24 Power is provided only to the panels for the Welding Shop and Machine Shop. Connection to the equipment is not included in the contract.

1.25 The dust collection system is not included in this contract.

1.26 Q: Is the owner covering the utility fees?

A: Addendum No. 1 will note which fees will be covered by the owner. The owner will cover PPL costs.

1.27 Q: What is the thickness of the concrete slab?

A: The concrete slab ranges from 3.5" to 4" thick.

Respectfully Submitted,
Raymond A. Wright, 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