HACC, Central Pennsylvania’s Community College
York Campus Library Renovations

Pre-Bid Meeting

March 10, 2009
9:00am

Meeting Minutes

Attendees

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Company/Position</th>
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</thead>
<tbody>
<tr>
<td>Keith Rufalo – HACC</td>
<td>Eric Hoffman – Real Services, Inc.</td>
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<td>Paul Monko – HACC</td>
<td>Randy Wingenroth – E.F. Martzall, Inc.</td>
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<td>Bill Morgan – Eastern PCM, LLC</td>
<td>Chad Lam – Kinsley Custom</td>
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<td>Greg Lamay – Eastern PCM, LLC</td>
<td>Rick Ewgles – Ewgles &amp; Fahs</td>
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<td>Justin Kovaleski – Eastern PCM, LLC</td>
<td>Mike McKay – Premier Construction Group</td>
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<td>Dave Cowan – Nutec Design Associates, Inc.</td>
<td>Josh Lawrence – Swam Electric</td>
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<td>Matt Knight – Keystruct Construction</td>
<td>Bob Lehman – Dietz-Nauman</td>
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<td>Dave Wolfrays – Energize Electric</td>
<td>Paul Larrea – Penncrest Construction Corp</td>
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<td>Kevin Schropshier – James Craft and Son</td>
<td>Brad Putz – BBEC</td>
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<td>Robin Stiles – Proelectric</td>
<td>Frank Polan – Richard D. Poole, LLC</td>
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<tr>
<td>Skip Konnick – Proelectric</td>
<td>Frank Herring – Richard D. Poole, LLC</td>
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<tr>
<td>Terry Horn – Markey Builders, Inc.</td>
<td>Jeff Packard – Richard D. Poole, LLC</td>
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<tr>
<td>Mike Boritz – Ascom Electric</td>
<td>Jeff Jones – Construction Services Unlimited</td>
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<tr>
<td>Dan Swearingen – McCoy Bros, Inc.</td>
<td>Brian Zook – Haller Enterprises, Inc.</td>
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<td>Mike Roser – G. Perez Financial</td>
<td>Jon Waltemy – Spangler &amp; Boyer</td>
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<tr>
<td>Jerry Espenshade – Hogg Construction</td>
<td>Doug Detulon – DeRock Electric</td>
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1.0 Team Introductions

- **Owner:** HACC, Central Pennsylvania’s Community College
  - Keith Rufalo: Facilities Director
  - Paul Monko: HACC IT Director

- **Architect:** NuTec Design Associates Inc.
  - Dave Cowan: Architect

- **Engineer:** JDB Engineering

- **Construction Manager:** Eastern pcm, LLC
  - Greg Lamay: Project Manager

1.1 Bid Documents

a) Plans Dated February 24, 2009

- Architectural Plans CS1– A4
- Fire Protection Plan FP1
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- Plumbing Plan P1
- HVAC Plans M1-M2
- Electrical Plans E1-E4

b) Project Manual Dated February 24, 2009
- Volumes 1 and 2
- Bid Form – Stipulated-Sum Bid, acknowledge addenda
- Non-Collusion Affidavit
- Performance and Payment Bonds
- Prevailing Wages

1.2 Schedule
a) Bid Date: Thursday, March 19, 2009, 2:00 PM prevailing time; at Harrisburg Campus; Rm. 130 Whitaker Hall
b) Notice of Intent to Award: March 31, 2009; subject to HACC approval.
c) Substantial Completion: Phase 1 – May 15, 2009
   Phase 2 & 3 – June 19, 2009

1.3 Questions to Construction Manager (attn: Greg Lamay) in writing via fax or e-mail
a) EPCM Fax: 717-233-1666
b) EPCM E-mail: epcm@easternpcm.com
c) Last day for questions: March 16, 2009 at 10:00 AM.

1.4 Project Overview
a) The work will be performed under a Single Prime Contract and consists of interior renovations to approximately 6,400 sf of institutional space consisting of library, office and common areas. The work includes selective demolition, flooring, partition walls, ceiling, doors, paint, and electrical and mechanical systems to support the proposed renovations.
b) Clarification: 10,000 gsf renovation

1.5 Temporary Facilities
a) Campus restrooms available conditionally.
b) Equipment/Material staging at facilities director’s (Keith Rufalo) designated locations.
c) Building access – Keith Rufalo
d) General Contractor is to provide dumpsters – To be located behind unoccupied space near loading deck

1.6 Smoking is permitted at designated smoking gazebo ONLY.

1.7 Paint all new exposed conduit.

1.8 HACC Security will be on staff from 6:00 am to 2:00 am. Contractor will be responsible for security if needed during hours when HACC security is not staffed. Additional clarification will be provided in Addendum.

1.9 Coordinate all utility shut downs with EPCM and HACC.
1.10 Dust Partitions: detail will provided in addendum.

1.11 Vending Machines removal will be performed by HACC prior to the commencement of work.

Respectfully Submitted,
Greg Lamay, 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