

**HACC, Central Pennsylvania's Community College
York Campus Library Renovations**

Pre-Bid Meeting

March 10, 2009
9:00am

Meeting Minutes

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

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



- 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.



HACC, York Library Renovations
Pre-Bid Meeting Minutes
March 10, 2009
Page 3

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

