

**HACC, Central Pennsylvania's Community College
Hall Tech Electrical Upgrades**

Pre-Bid Meeting

March 12, 2009
9:00 am

Meeting Minutes

Attendees:

Todd Runkle – ElecTech
Chris Collins – Herre Bros, Inc.
John Hippensteel – BBEC, Inc.
Matt Luttrell – AUM Architecture

Skip Komwick – Pro Electric
Robin Stiles – Pro Electric
Ray Wright – Eastern pcm, LLC
Mark McCammon – Eastern pcm, LLC

1.0 Team Introductions:

- Owner – HACC, Central Pennsylvania's Community College:
Joseph Wojtysiak – Executive Director, Facilities Management
Jay Ellison – Director, Facilities Maintenance & Operations
Sean Beaver – Electrical Coordinator
- Architect – AUM Architecture – Matt Luttrell
- Engineer – Gatter & Diehl
- Construction Manager – Eastern pcm, LLC:
Mark McCammon – Project Manager

1.1 EPCM reviewed the bid documents and instructed bidders that two (2) original sets of bid documents are required.

- Bid Form
- Bid Security – Bid Bond if over \$10,000.00
- Non-Collusion Affidavit
- MBE/WBE Utilization Form

1.2 EPCM instructed bidders that bid security is required if the project cost exceeds \$ 10,000.00.

1.3 EPCM reviewed the bid and project schedule and provided directions to Whitaker Hall Room 130 where bids are to be delivered.

- Bid Date: March 19, 2009; 2:00 pm at Harrisburg Campus; Room 130 Whitaker Hall
- Contract Award: No later than March 20, 2009
- Substantial Completion: April 17, 2009
- Regular working hours Mon-Fri, 7:00 am – 5:00 pm or as required, with approval.

1.4 EPCM discussed working hours and noted that the building would be occupied during construction.

- 1.5 EPCM instructed bidders that they are required to protect the work area due to building occupancy and maintain a clean and safe work area.
- 1.6 EPCM noted the short time for the project and a bid extension would not be considered.
- 1.7 EPCM stated that all questions must be in writing and may be faxed or emailed to EPCM.
Fax: (717) 233-1666
- 1.8 EPCM instructed bidders that the project was subject to prevailing wage rates.
- 1.9 EPCM provided a project overview. This included a clarification of the following items:
 - The wall in Room 222 will be completed by others
 - New smoke detector will be completed by others
 - All data wiring will be completed by others
 - Relocation of existing smoke detector is part of the Scope of Work
 - Contractor shall provide 4" core drilled hole to allow Owner a pathway for data cabling from the first floor IT Room.
 - No shared neutrals are permitted
 - No oversized conductors are required
 - The existing switchgear will not accept a 300 amp breaker. This will be changed to a 225 amp breaker and will be detailed in the addendum.
- 1.10 A question was raised concerning the size of the grounding conductors due to parallel feeders. EPCM noted the question and will review with the engineer.
- 1.11 EPCM stated that an addendum would be issued on Friday, March 13, 2009 which would include a copy of the pre-bid meeting minutes.
- 1.12 EPCM conducted a site tour which included the penthouse Switchgear Room, and Rooms 222-226 inclusive.

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 author no later than 5 days after receipt; otherwise, these minutes will stand as written.

cc: All Attendees
George A. Franklin, Jr.

