

**HACC, Central Pennsylvania's Community College
Renovations to York Campus Cytec Facility**

Solicitation 09-38A and 09-38B

Pre Bid Meeting

June 4, 2009
9:00am

Meeting Minutes

Attendees

David McInay – Office for Planning and Architecture	Jerry Cohick – Tuckey Mechanical
Eric Eytcheson – Office for Planning and Architecture	Ryan Ballerstein – IB Abel, Inc
Jeffrey Balan – Dewberry/IES	Jeff Frombach – Clark Mechanical
Greg Lamay – Eastern pcm	Bob Lefeuer – Frey Lutz Corporation
John Page – Eastern pcm	Rick Engles – Engles & Fahs
Kelly Foreman – Eastern pcm	Keith R Bushy – BBEC, Inc
Barry Mongold – H&R Mechanical	Ed Grimm – Heim Company
Mike Kearns – James Craft & Son	

1.0 Team Introductions

- | | |
|-------------------------|---|
| a) Owner | HACC, Central Pennsylvania's Community College
Jean Treuthart – Vice President/Dean, York Campus
Keith Rufalo – Campus Facilities Director |
| b) Architect | Office for Planning and Architecture (OPA)
David McInay– Principal / Project Architect
Eric Eytcheson – Project Manager
Mark Weaver – Construction Administrator |
| c) Structural Engineer | Providence Engineering Corp. |
| d) MEP Engineer | John Azemar – Project Manager
Jeffrey Balan – Electrical Engineer |
| e) Construction Manager | Eastern PCM, LLC
Bill Morgan– Project Executive
Greg Lamay – Project Manager
John Page – Construction Manager
Kelly Foreman – Project Engineer |

1.1 Bid Documents – New language in supplementary instructions to bidders Section 4.3.5

- a) Drawings/Specifications dated April 10, 2009
- b) *Bid Form – By Contract, 5 pages
- c) *Bid Security – Bid Bond required > \$10,000
- d) *Non-Collusion Affidavit
- e) *MBE/WBE Utilization Form

*Must be properly and completely filled out and made part of the bid package

1.2 Schedule

- a) Bid Date: Thursday, June 18, 2009, 2:00 PM EST at Harrisburg Campus; Rm. 130 Whitaker Hall
- b) Contract Award: June 22, 2009; subject to Board of Trustees approval
- c) Notice to Proceed: June 22, 2009
- d) Substantial Completion: December 1, 2009

1.3 Bids shall reflect any and all costs needed to assure the substantial completion date of December 1, 2009.

1.4 Questions to Construction Manager (attn: Greg Lamay) in writing via fax or e-mail, with a copy sent directly to OPA (attn: Eric Eytcheson):

- a) EPCM Fax: (717) 233-1666
- b) EPCM E-mail: epcm@easternpcm.com ; Re: York CyTec
- c) OPA Fax: (717) 230-9664
- d) OPA E-mail: ese@oparchitecture.com
- e) Last day for questions: Friday, June 12, 2009

1.5 Addenda

Expected to be issued via fax or UPS (depending on size) on the following dates subject to number and substance of questions received:

- a) Addendum No. 1 – Will include minutes from pre-bid meeting
- b) Addendum No. 2 – If required

1.6 This project is subject to prevailing wage rates, which can be found in Section 00820 in the project manual.

1.7 The building permit is in currently in process, and is obtained and paid for by Owner.

1.8 The General Trade's contractor, Plumbing contractor, and Fire Protection contractor have already been assigned from the previous bid.

1.9 The work consists of selective demolition, and a complete renovation of the interior of the building, with an addition of approximately 2500 sq. ft. including new mechanical and electrical systems. A new exterior façade and entrance will be constructed on the south elevation.

1.10 As stated in specifications section 1230, only Alternate 4 applies to this bid.

1.11 The portion of the building to be renovated is vacant, though there are other tenants at the west end of the building. Utilities may not be interrupted without proper coordination.

1.12 The east end of the parking lot can be used for contractor parking, material staging, and dumpster locations.

1.13 Eastern pcm's construction manager, John Page, has an office across the street. All site visits may be scheduled through John Page and Greg Lamay. All questions asked at the site visits will not be published in an addendum and therefore all answers are not considered binding. All questions are to be faxed or emailed as stated above.



- 1.14 The General Trades contractor is to perform all the saw cuts and patching and is to coordinate with the specific trades. The contractor is to be aware of the tie rods in the concrete slab, which is shown on the drawings.
- 1.15 Bidders are to be aware of lead times. Substitutions must be equal in order to keep the submittal process quick.
- 1.16 This re-bid has no changes in the drawings from the initial bid.
- 1.17 Q: Are there liquidated damages?
A: No, classes are already scheduled for the Spring 2010 semester and the schedule must be met.

Respectfully Submitted,
Kelly L. Foreman, 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