

**HACC, Central Pennsylvania's Community College
Biology Lab Relocation**

Prebid Meeting

April 30, 2009
9:00 am

Meeting Minutes

Attendees:

Sean Beaver – HACC Facilities	Addia Webb – Webb Enterprise Companies
Robert Hairston – HACC Biology Chair	Brett McKay – Webb Enterprise Companies
Sarahi Ramirez – HACC Biology Instructor	Rodney Crawford – Hogg Construction
Len Nadolny – AUM Architecture	Earl Hummer – M.L. Acri, Inc
Chuck Johnson – Century Engineering	Jim Linn – Construction Services
Mark McCammon – Eastern pcm, LLC	Bradley Putt – BBEC, Inc.
Ray Wright – Eastern pcm, LLC	Tom Faulker – Construction Services Unlimited
Brian Enterline – Miller & Norford Inc.	Tim Wermer – JEM Group
Ryan Silvagio – Miller & Norford Inc.	

1.0 Team Introductions

- | | |
|-------------------------|---|
| a. Owner | HACC, Central Pennsylvania's Community College
Joe Wojtysiak – Senior Campus Facilities Director |
| b. Architect | AUM Architecture
Matt Luttrell – Principle/Project Architect
Len Nadolny – Project Manager |
| c. MEP Engineer | Century Engineering
Chuck Johnson – Mechanical Engineer |
| d. Construction Manager | Eastern pcm, LLC
Raymond Wright – Senior Project Manager
Mark McCammon – Project Manager |

1.1 Bid Documents

- a. Bid Form – 4 Pages
- b. Bid Security – Bid Bond if over \$10,000.00
- c. Non-Collusion Affidavit
- d. MBE/WBE Utilization Form

1.2 EPCM noted that the project is prevailing wage and rates were listed in specification section 00820.

1.3 Schedule:

- a. Bid Date: May 12, 2009; 1:00 pm at Harrisburg Campus; Rm. 130 Whitaker Hall
- b. Contract Award: No later than June 3, 2009
- c. Substantial Completion: August 15, 2009

- d. Working hours (See Section 00150 – Information for Bidders):
- i. Phase 1 (Hall Technology) - Mon-Fri, 10:00pm – 6:00am
or as required, with approval.
 - ii. Phase 2 –
Penn Center – Mon-Fri, 7:00am – 5:00pm casework removal & utility work
Hall Technology - Mon-Fri, 10:00pm – 6:00am – Casework delivery
Hall Technology - Mon-Fri, 7:00am – 5:00pm – Casework installation & Utilities

- 1.5 EPCM indicated that questions must be emailed or faxed to the Construction Manager (attn: Mark McCammon), with a copy to AUM Architecture (Attn: Matt Luttrell). Last day for questions is May 7, 2009.
- e. EPCM Fax: (717) 233-1666
 - f. EPCM E-mail: epcm@easternpcm.com ; Re: Biology Lab Relocations
 - g. AUM Fax: (717) 236-1655

- 1.6 EPCM provided an overview of the project which included:
- Demolition at 3 Penn Center including utilities
 - Relocation of Casework
 - All data work by others
 - Renovations required at Hall Technology
 - Relocation of eyewash station and installation, mixing valve, and floor drain
 - Installation of gas piping with safety shut off valves. Changes to gas piping will be addressed in Addendum 1
 - Installation of hot water loop and circulator pump
 - Installation of water and sewer to casework
 - Installation of rooftop make-up air unit (MAU), exhaust fan and ventilator. Changes to MAU, duct work and controls will be clarified in Addendum 1

- 1.7 EPCM reviewed Alternate #1 for ceiling tile replacement cleaning of exiting grid and cleaning and relamping existing lighting fixtures.

- 1.8 Following the meeting a site tour of Hall Technology and 3 Penn Center was conducted.

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.

