

**HACC, Central Pennsylvania's Community College  
Professional Design Services for Repairs to the Evans Gym**

**Pre-Proposal Meeting**

August 7, 2009  
10:00am

**Meeting Minutes**

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Attendees:

Joe Wojtysiak – HACC	Wayne Howe – Paragon Engineering Services
Erica Wood- HACC	Rick Minnich – Wade Associates
Jen Smyers – MKSD Architects	Joe Rocchi – Integrated Aquatics Engineers
Becky Gildea – Wallover Architects Inc.	Chris Sespico – CHA Inc.
Robert Loftin – McKissick Associates	Brent Boyer – Aquatic Facility Design, Inc.
Jack Burton – Century Engineering	Michael LeVan – KCI Technologies
Katie Becker – MM Architects, Inc.	Mark McCammon – Eastern, pcm LLC
Gail Dennis – Murphy and Dittenhafer	Bill Morgan – Eastern, pcm LLC

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- 1.0 Bill Morgan with Epcm introduced the team for the project:
    - a) Owner – HACC, Central Pennsylvania's Community College  
Joseph Wojtysiak – Senior Campus Facilities Director  
Lisa Cleveland – Director of Athletics and Recreation (not present)
    - b) Construction Manager - Eastern pcm, LLC  
Mark McCammon – Project Manager  
Bill Morgan – Project Executive
  - 1.1 Epcm explained that questions and clarifications must be submitted in writing to Epcm and that Epcm would issue Addenda to the RFP as required.
  - 1.2 Epcm asked that all firms submitting a proposal check the HACC website regularly for updates to the RFP.
  - 1.3 Epcm reviewed Section 6 of the RFP for the format of the proposal. Epcm indicated that proposals are to be concise and need not be voluminous. Proposing firms need to ensure that they note that the proposer has the qualifications to complete the project. Epcm asked all proposing firms to complete the response page and fax to Epcm.
  - 1.4 Epcm reviewed the Bid Form and noted that a qualified individual who can bind the proposing firm contractually must sign the proposal.
  - 1.5 Epcm asked that proposing firms note any exceptions on the bid form.
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- 1.6 Epcm and HACC reviewed the proposal approval process. HACC noted that a list would be developed based on proposing firms' qualifications. Interviews (optional) will then be conducted by HACC with the proposing firms. The final decision to award will be based on qualifications, interview and costs. HACC noted that the proposing firm with the lowest bid is not guaranteed award of the Project.
- 1.7 Epcm reviewed the project schedule. Epcm noted that a second non-mandatory pre-proposal meeting will be held Thursday, August 13, 2009 at 10:00 am at Evans P.E. Center.
- 1.8 Epcm noted that the due date for the RFP has been extended to August 27, 2009 at 2:00 pm. All proposals are to be delivered to the HACC Purchasing Office at Room130 Whitaker Hall.
- 1.9 Epcm noted that a recommendation for the successful proposing firm would be submitted for approval at the October 6, 2009 Board of Trustees Meeting. The schedule for the Project is as follows:
  - a) Notice of Intent to Submit: August 5, 2009
  - b) Pre Proposal Meeting #1: August 7, 2009
  - c) Pre Proposal Meeting #2: August 13, 2009
  - d) Response Date: August 27, 2009 at 2:00 pm
  - e) Contract Award: No later than October 6, 2009
  - f) Contract Issued: October 15, 2009
  - g) Bid Documents to HACC: December 18, 2009
  - h) Bids Received: January 28, 2010 (tentative)
- 1.10 Mark McCammon of Epcm reviewed the scope of work. Professional Design Services are to generally include the following items:
  - a) Replacement of all ceramic tile in the pools and decks
  - b) Replacement of the pool vacuuming system
  - c) Patch and paint walls in pool area
  - d) Replacement of acoustical wall tiles
  - e) Replacement of HVAC system in pool area
  - f) Relocation of pool fill tank to basement
  - g) Relocate lighting, life safety and all other equipment from above the pools
  - h) Provide access hatch in balance tank
  - i) Retrofit pool lighting
  - j) Automated pool management system
  - k) ADA Compliance
  - l) Virginia Graeme Baker Act Compliance
- 1.11 Epcm noted that drawings for the original building construction as well as 1996 renovations are available in .tif format. Epcm asked proposing firms to supply mailing, contact, and shipping account information and a disc containing the drawings would be mailed to the proposing firms.
- 1.12 Epcm noted that the RFP requires \$ 3 Million for insurance covering errors and omissions. Epcm is working with HACC to clarify this requirement.

- 1.13 Epcm and HACC noted that the entire Evans Physical Education Facility is slated for expansion and that as a result, specific scope items may not be performed.

## Questions and Clarifications

- 1.1 Q: Section 5, Item C – Please clarify the signatory  
A: Fee proposals must be signed by an authorized individual who is able to legally enter the proposing firm into a contract with HACC.
- 1.2 Q: Is ADA compliance limited to the pool area or entire facility?  
A: Pool area only.
- 1.3 Q: Please clarify retro-fit of the pool lighting.  
A: HACC is seeking energy savings and ease of maintenance for both the existing below surface pool lighting and existing ceiling mounted metal halide lighting.
- 1.4 Q: Are hydrostatic pressure sensors required as part of this project?  
A: No.
- 1.5 Q: Is the existing solar system on the roof to be considered as part of this project.  
A: No.

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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