

**HACC, Central Pennsylvania's Community College  
Rose Lehrman Arts Center Jewelry and Bead Making HVAC Repairs  
Harrisburg Campus**

Pre-Bid Meeting

October 23, 2009  
10:00am

**Meeting Minutes**

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**Attendees**

Jerry Cohick – Tuckey Mechanical  
Robert Bailey – H&R Mechanical  
Ed Grimm – Heim Company  
David Johnson – McClure Company  
Ken Lintelman – SSM Industries

Chuck Johnson – Century Engineering  
Kurt Hendershott – Forefront Construction  
Larry Livingston – HACC  
Greg Lamay – Eastern pcm  
Carly Peters – Eastern pcm

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1.0 Team Introductions

- a) Owner  
HACC, Central Pennsylvania's Community College  
Joe Wojtysiak – Senior Campus Facilities Director  
Larry Livingston – HVAC Coordinator
- b) Engineer  
Century Engineering  
Chuck Johnson P.E.– Project Manager
- c) Construction Manager  
Eastern pcm, LLC  
Greg Lamay – Project Manager

1.1 Bid Documents

- a) Bid Form – 4 Pages
- b) Bid Security – Bid Bond required > \$10,000
- c) Non-Collusion Affidavit
- d) MBE/WBE Utilization Form

1.2 2. Schedule

- a) Bid Date: Thursday, November 5, 2009, 2:00 PM EST at Harrisburg Campus; Rm. 130 Whitaker Hall
- b) Contract Award: December 3, 2009; subject to Board of Trustees approval at December 1, 2009 meeting
- c) Construction Start: December 7, 2009
- d) Construction Complete: April 15, 2010

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](mailto:epcm@easternpcm.com)
- c) Last day for questions is October 30, 2009

- 1.4 This is a Prevailing Wage Rate Project as indicated in Spec. Section 00820.
- 1.5 Johnson Controls scope of work is a part of this contract. The contact at Johnson Controls is Scott Schmittal.

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Respectfully Submitted,  
Carly Peters, 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