

**HACC, Central Pennsylvania's Community College  
Gettysburg Campus  
Welcome Center and Facilities Office Renovations**

Pre-Bid Meeting

October 22, 2009  
10:00am

**Meeting Minutes**

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**Attendees**

Larry Lemin – Althramar	David Green – Gettysburg Construction
Dan Swearingen – McCoy Bros., Inc.	Tim Werner – JEM Group
Jim Linn – Construction Services Unlimited	Ron Cline – HACC
Tom Faulkner – Construction Services Unlimited	Gary Crider – HACC
Tony Vaughn – Hogg Construction	Hannah Weikel – Zavos Architecture + Design
Todd Hostetter – Mid - State	Bill Morgan – Eastern pcm
Jim Arcuri – Swam Electric	Justin Kovaleski – Eastern pcm
Joe Holland – Hostetter Construction	Carly Peters – Eastern pcm

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1.0 Team Introductions

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|-------------------------|--|
| a) Owner                | HACC, Central Pennsylvania's Community College<br>Jennifer Weaver – Dean<br>Ron Cline – Facilities Director<br>Pat Conklin - Campus Exec Dir, Business Affairs<br>Gary Crider – Purchasing Manager |
| b) Architect            | Zavos Architecture + Design, LLC<br>Hannah Weikel  |
| c) Engineer             | Paragon Engineering Services   |
| d) Construction Manager | Eastern pcm, LLC<br>Bill Morgan – Project Executive<br>Justin Kovaleski – Project Engineer<br>Carly Peters – Project Coordinator   |

1.1 Bid Documents

- a) Bid Form – 5 Pages
- b) Bid Security – Bid Bond required > \$10,000
- c) Non-Collusion Affidavit
- d) MBE/WBE Utilization Form – Needs to be filled out and signed
- e) Submit two (2) copies of all documents.

1.2 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) Substantial Completion: April 7, 2010
- 1.3 Questions to Construction Manager (attn: Justin Kovaleski) in writing via fax or e-mail, with a copy sent directly to Zavos Architecture + Design (attn: Hannah Weikel):
- a) EPCM Fax: 717-233-1666
  - b) EPCM E-mail: [jkovaleski@easternpcm.com](mailto:jkovaleski@easternpcm.com)
  - c) Zavos Fax: 301-698-0920
  - d) Zavos email: [hweikel@zavosarchitecture.com](mailto:hweikel@zavosarchitecture.com)
  - e) Last day for questions: October 30, 2009
- 1.4 Addenda - Expected to be issued via fax or UPS (depending on size) on the following dates:
- a) Addendum No. 1 – October 27, 2009
  - b) Addendum No. 2 – November 2, 2009 (if needed)
- 1.5 This is a Prevailing Wage Rate Project as indicated in Spec. Section 00820.
- 1.6 Building Permit
- a) Building Permit will be obtained and paid for by the Owner
  - b) Trade specific permits (i.e. Electrical) will be obtained and paid for by applicable contractors in accordance with jurisdictional requirements
- 1.7 Project Overview
- a) General: Work will be performed under a Single Prime Contract and consists of work performed in two areas:
    - Area 1 – Welcome Center: Interior renovations to approximately 1,200 SF of existing office space including demolition,
    - Area 2 – Facilities Office: Interior renovations to provide approximately 1,000 SF of new office space. Exterior addition of a new 80 SF vestibule, and minor landscaping.
  - b) Welcome Center is considered the priority and should be completed by the end of February 2010.
- 1.8 Temporary Facilities and Controls:
- a) Protection: The building will remain occupied during construction and, as such, temporary protection of occupied areas, finishes and installations is required, as is maintaining systems so that operation is uninterrupted. Means and methods will be the responsibility of the Contractor.
  - b) Staging/parking/toilets/dumpsters area: The parking area in front of the Facilities Office Renovation. Should additional space be required, the stone area behind the Facilities Office can be used.

- 1.9 The selected Contractor must take in consideration the safety of students, staff, and faculty during construction.
- 1.10 There is no smoking permitted on campus.
- 1.11 Noise levels must be kept to a minimum the campus will be operating during normal business hours and classes will be conducted during construction. The selected Contractor must coordinate scheduling of high noise level work with HACC and Eastern pcm.
- 1.12 Workers are not to eat lunch in student areas.
- 1.13 Working hours are 7am to 5pm. If the selected contractor will be working different hours they must notify Eastern pcm to coordinate. Any hours worked during nights, weekends, or holidays must be coordinated with HACC security in advance. Contractor will be responsible for the costs of additional security (\$36.00 an hour).
- 1.14 The doors to the entrance of the Welcome Center will remain open for students, staff, and faculty during the project and will only be closed for the demolition and construction of the new linoleum flooring.

#### General Clarifications

- 1.15 The Contractor should assume there are no hazardous materials in the spaces being renovated.
- 1.16 The Contractor is not to use common corridors for access to the Welcome Center and is expected to use only the front doors.
- 1.17 EPCM will apply for the Building Permit once a Contractor has been selected. The permit will be obtained and paid for by the Owner.
- 1.18 The Owner has no intention of salvaging light fixtures in areas scheduled for demolition.
- 1.19 Berkshire is the proprietary fire alarm Contractor and Johnson Controls, Inc. is the proprietary HVAC controls Contractor.
- 1.20 The Contractor may place a dumpster near the Welcome Center during demolition only.
- 1.21 The Owner will supply power and water for the Contractor to use.
- 1.22 Landscaping outside the Facilities Office will be deleted.
- 1.23 A project sign will not be required for this project.

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Respectfully Submitted,  
Justin Kovaleski, 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