

**HACC, Central Pennsylvania's Community College  
Lebanon First Floor Renovations**

**Pre-Proposal Meeting**

October 16, 2009  
10:00 am

**ADDENDUM #4**

**Meeting Minutes**

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Attendees:

Please see attached sign-in sheet

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1.0 Team Introductions:

Owner :

Harrisburg Area Community College:  
Dr. Kathleen Kramer – Lebanon Campus Vice President  
Patricia Verdon - Lebanon Campus Executive Director, Business Affairs  
Dennis Deslongchamp – Lebanon Campus, Campus Facilities Director  
Thomas Fogarty – Executive Director, Business & Auxiliary Services

Program/Construction Manager: Bill Morgan – Eastern pcm, President

1.1 Schedule:

- a) Last day for Questions: October 26, 2009
- b) Responses Due: October 29, 2009, 2:00pm
- c) Interviews (if required): November 9-10, 2009
- d) Award of Contract: December 1, 2009
- e) Bid Documents: February 10, 2010

1.2 The major elements of the building program was reviewed:

- a) Expanded administration area
- b) Expanded welcome & registration area
- c) New security office area & security counter
- d) Modifications to the existing locker & toilet rooms
- e) Modifications to the existing HVAC, electrical and plumbing systems to accommodate the planned renovations
- f) Modifications to the existing community room and kitchen
- g) Second level Student Life Area
- h) New bookstore
- i) New café

- 1.3 A discussion was held regarding HACC's philosophy on green building components and sustainable design and how these components might be incorporated into this project. The project will not be LEED certified, however, the sustainable/green building components are to be incorporated into the project.
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- 1.4 Questions must be submitted in writing and emailed to Gary Crider at [cgcrider@hacc.edu](mailto:cgcrider@hacc.edu). Last day for questions is October 26, 2009 at 5:00 pm. Questions will be answered by Addendum and posted on the HACC website.

The following questions were addressed during the question and answer portion of the meeting:

- 1.5 Q: What is the difference between the café and kitchen?  
A: The café will be used to prepare foods, possibly fried food to sell to students. The existing kitchen will remain and only be used preparing foods delivered from an outside cater. The existing kitchen is also used a break room for faculty and staff. There are no major renovations planned for the kitchen.
- 1.6 Q: What type of drawings do you have of the building?  
A: Original building drawings are available in .pdf format. Renovations to the building over the past 5 years are available in .dwg format.
- 1.7 Q: Does the college want to incorporate the MEP equipment they have now in the renovation?  
A: Yes. Any changes that have to be made due to code issues should be addressed, as well as, modifications to the existing HVAC, electrical and plumbing systems to accommodate the planned renovations.
- 1.8 Q: Will there be an outside Vendors involved in the project:  
A: Yes. Johnson Controls will be a second prime contract for CCTV and access security. This work is not the architects' responsibility to design or specify.
- 1.9 Q: Will the architect be responsible for the furniture plan?  
A: The Architect will be responsible for plotting a foot print of the purposed furniture on the plan. They are not responsible writing specifications for the furniture.
- 1.10 Q: Is the bookstore internally managed?  
A: Yes.
- 1.11 Q: How was the completion date for the bid documents selected?  
A: The completion date was established based on critical occupancy dates and Board Approval.
- 1.12 Q: Will the project need to be completed in phases?  
A: The project will need to take in to consideration swing spaces for faculty, staff and students. The school will continue to operate under normal business hours during construction.
- 1.13 Q: Is the cost of the moves incorporated in the construction budget?  
A: The costs of the moves are not incorporated in the construction budget.
- 1.14 Q: Does the estimate include contingency?  
A: Yes
- 1.15 Q: How will the proposals be evaluated?  
A: The proposals will be evaluated by a selected group of HACC Personnel and Eastern pcm. The proposal will be evaluated by the criteria in the RFP. The criteria will be weighted. The proposals will not

be selected on fees alone. There will be a select amount of firms that will be asked back for an interview and once the interviews are conducted a firm will be selected.

1.16 Q: Will you consider LEED proposals or other Green Certifications?

A: The responses should address the criteria outlined in the RFP. Any recommendations related to LEED or Green should be covered in the narrative dealing with Green Components and Sustainable Design.

1.17 Q: Who will do the cost estimates?

A: Eastern pcm will conduct the cost estimates. There will be one cost estimate completed at the schematic design phase and another one completed at 50-60% completion. If necessary, additional cost estimates can be conducted.

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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 author no later than 5 days after receipt; otherwise, these minutes will stand as written.

cc: All Attendees  
George A. Franklin, Jr.

