

**HACC, Central Pennsylvania's Community College
Senator John J. Shumaker – Public Safety Center**

Architectural Services

Pre-Proposal Meeting

December 21, 2009
9:00 am

Meeting Minutes

Attendees:

Please see attached sign-in sheet

1.0 Team Introductions:

Owner : Harrisburg Area Community College:
Tom Powers – VP, College & Community Development
Cynthia Reiner – Dean, Public Safety Center
Beth Dombrowski – Director, Public Safety Center
Joseph Wojtysiak – Harrisburg Campus, Sr. 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: January 6, 2010; 11:00pm
- b) Answers to Questions: January 8, 2010; 4:00pm
- c) Responses Due: January 12, 2010; 2:00pm
- d) Interviews: February 2-3, 2010
- e) Board of Trustees Approval: March 2, 2010
- f) Contract Issued: March 28, 2010

1.2 General Criteria:

- a) Full Service – Architectural, Structural, Geotechnical, Mechanical, Electrical, Plumbing, Fire Protection, etc.
 - b) Design to LEED Silver Certification, Minimum.
 - c) Scope limited to five feet outside the building footprint. Land Development and Site Improvement Plan will be prepared under a separate contract, Architect to coordinate.
 - d) Master Plan Option 1B will be implemented, Refer to Concept Plan and Construction Cost Breakdown (See Attachments).
 - e) Incorporation of Site Training Elements (STE), Architects responsibility; Site Improvements to support STE, Land Development Engineer
 - f) Eastern PCM, LLC, HACC's Program and Construction Manager will provide services consistent with AIA-B801 CM/a Agreement including cost estimating and administration of bid process.
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- g) Architects Agreement, AIA-B141 CM/a Agreement
- h) HACC will provide Division 0 and 1 of the Project Manual. Architect to provide Technical Specifications to HACC/EPCM in Word Format for incorporation into Project Manual.
- i) Plans and Specifications prepared for use in a “Public Bid – Multiple Prime, Design-Bid-Build” project delivery system.

1.3 Phase 1 Master Plan – Option 1B:

- a) New Law Enforcement Complex Building, including indoor firing range (47,000 sf)
- b) Existing building renovations; General finishes upgrades
- c) Six Story Training Tower Renovations
- d) Specialty construction within Firing Range
- e) Site Training Elements – Exclusive of Burn Building Upgrades

1.4 All questions concerning the RFP are to be directed to Garry Crider, Director of Purchasing:
E-mail: cgcrider@hacc.edu Fax: (717) 780.2325

1.5 Submission of Responses:

- a) Responses due January 12, 2010 by 2:00pm.
- b) Address and Deliver to:
Thomas Fogarty, Exec. Director Procurement & Business Svs
HACC, Central Pennsylvania's Community College
Whitaker Hall, Room 130A
One HACC Drive
Harrisburg, PA 17110
- c) Nine (9) copies to be submitted.
- d) Content limited to 30 single sided pages (15 double sided pages) exclusive of front and back covers and tabs/dividers.
- e) Fee Proposal: **SUBMIT IN SEPARATE SEALED ENVELOPE.** Each firm only needs to submit one copy of the Fee Proposal.

1.6 Tom Fogarty reviewed and explained the approach in evaluating the responses. Each proposal will be evaluated using the Evaluation Matrix. The proposals will be evaluated by their Qualifications, History, Project Approach, and Fee. Once each proposal has been evaluated, there will be a select number of firms invited to interview.

1.7 The following attachments to the RFP were discussed:

- a) Boundary & Topographic Survey of Harrisburg Campus – The successful firm will be provided with the most recent site plan.
- b) Site Plan of John J. Shumaker Public Safety Center
- c) Public Safety Center Master Plan – 2009
- d) Evaluation Matrix

1.8 There was a period of discussion, during which time questions were raised by the attendees. The following is a list of these questions that were definitively answered at the meeting.



- 1.9 Q: Will the successful Architect be able to make changes to the floor plan?
A: HACC would like to keep the functionality of the building layout. If changes need to be made to have the building be LEED Certified they will be considered.
- 1.10 Q: Does the LEED Certificate apply only to the New Law Enforcement Complex Building?
A: No. The entire project will need to be certified.
- 1.11 Q: Who did the Master Plan?
A: Crabtree, Rohrbaugh & Associates, K & W Engineers, and G 2 Solutions Group.
- 1.12 Q: When was the Master Plan completed?
A: The Master Plan was completed in Fall of 2009 and the cost estimate was completed in the last six months.
- 1.13 Q: Was the Master Plan developed with LEED in mind?
A: No
- 1.14 Q: Who will be responsible for the LEED points for site work?
A: The Architect and Civil Engineer will be responsible to work together to obtain LEED points for site work. The Civil Engineer will lead the site effort.
- 1.15 Q: Does the college have an anticipated date for occupancy?
A: There is a schedule in the Master Plan, but the occupancy date will be determined by the Architect.
- 1.16 Q: Who will be registering the building for LEED, the Architect or the Civil Engineer?
A: The Architect will be responsible for registering the building for LEED.
- 1.17 Q: Who will be responsible for the utilities?
A: The Civil Engineer will be responsible for the utilities to serve the project including but not limited to sewer, water, and electric.
- 1.18 Q: Are there any environmental problems with the existing building that will be renovated?
A: No, not that the college is aware of.

Respectfully Submitted,
Carly Peters, Eastern pcm, LLC
Project Coordinator

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.

