

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

**Civil Engineering Services**

**Pre-Proposal Meeting**

December 21, 2009  
1:00 pm

**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:  
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; 11:30 pm
- b) Answers to Questions: January 8, 2010; 4:30 pm
- c) Responses Due: January 12, 2010; 2:30 pm
- 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 – Civil, Structural, Geotechnical, Traffic, and any other design discipline required to provide a fully approved Land Development Plan/Permit Ready Construction Documents
  - b) Project will be designed to LEED Silver Certification, Minimum. The President of the College has signed the
  - c) Design of Law Enforcement Complex Building by Architect under a separate contract. Coordinate site design with building design.
  - d) Master Plan Option 1B will be implemented, Refer to Site 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) Incorporate rerouting/extension of the Capital Area Green Belt into the design of the LDP.
  - g) Eastern PCM, LLC, HACC's Program and Construction Manager will provide services consistent
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with AIA-B801 CM/a Agreement including cost estimating and administration of bid process.

- h) Engineer's Agreement, AIA-B141 CM/a, modified to reflect Engineer.
- i) 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.
- j) 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) Land Development & Related Site Improvements to support the construction of a New Law Enforcement Complex Building.
- b) New Driving Track/Skid Pad
- c) Re-routing of the Capital Area Green Belt
- d) New Parking Areas
- e) Expanded Wetlands
- f) Site Training Elements/Props
- g) **Alternate:** Pedestrian Bridge across Paxton Creek [See **Option 1C**] including walk paths from Evans Gym to the PSC. Each firm is to provide a separate fee to for this Alternate.

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

1.5 Submission of Responses:

- a) Responses due January 12, 2010 by 2:30pm.
- b) Address and Deliver to:  
Thomas Fogarty, Exec. Director Procurement & Business Svcs  
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 your 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: What type of material does the running track need to be constructed of?  
A: The intent of the track is to provide a surface for general exercise and training for the Fire and Police Academy. The surface must be able to be maintained for this purpose. Compacted stone or gravel may be acceptable. The track will not be used for collegiate competition. Engineer is to specify.
- 1.10 Q: How will the site electric be handled?  
A: All utilities will be apart of the Civil Engineer's contract.
- 1.11 Q: Are there any details that exist for the bridge Alternate?  
A: No, the sketch is the only available detail.
- 1.12 Q: Is there an IT component?  
A: No, not at this time.

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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.

