HACC, Central Pennsylvania’s Community College
Repairs to the Evans Gym Pools

Pre-Bid Meeting

January 19, 2010
1:00 PM

Meeting Minutes

Attendees:
*See Attached Sign In Sheet

1.0 Introduction of Team

a) Owner
   Harrisburg Area Community College
   Joseph Wojtysiak – Campus Sr. Director, Facilities Management
   Lisa Cleveland – Director of Athletics and Recreation
   Lynette DiBrito – Campus Sr. Director of Student Life
   Erica Wood – Athletics and Recreation Specialist

b) Architect/Engineer
   Johnson, Mirmiran, and Thompson
   Mike Sichel – Senior Associate

c) Pool Specialist
   Atlantic Aquatic Engineering, Inc.
   John Bray – President

d) Construction Mgr
   Eastern PCM, LLC
   Bill Morgan – Project Executive
   Mark McCammon – Project Manager
   Dave Chonoski – On-Site Project Manager
   Kelly Foreman – Project Engineer

1.1 EPCM review the Bid Documents
   a) Bid Form must be completed in their entirety (four pages)
   b) Bid Security is required in the amount of 10% of the base bid; see bid documents
   c) Non-Collusion Affidavit must be completed
   d) MBE/WBE Utilization Form must be completed and signed

1.2 EPCM reviewed the Schedule
   a) Bids are due on Thursday, February 4, 2010 at 3:00 PM EST at Harrisburg Campus; Rm. 130 Whitaker Hall
   b) Contract Award: Wednesday, March 3, 2010
   c) Construction Start Date: Monday, May 17, 2010
   d) Substantial Completion: Friday, August 13, 2010
1.3 Questions regarding the bid are to be submitted to Eastern PCM (attn: Mark McCammon) in writing.
   a) EPCM Fax: (717) 233-1666
   b) EPCM E-mail: epcm@easternpcm.com; Re: Repairs to Evans Pool
   c) Last day for questions: Friday, January 29, 2010, 12:00pm

1.4 EPCM will issue Addenda
   Expected to be issued via fax or UPS (depending on size) on the following dates subject to number and substance of questions received:
   a) Addendum No. 1 - Friday, January 22, 2010
   b) Addendum No. 2 (if required) - Monday, February 1, 2010

1.5 This project is subject to Department of Labor Prevailing Wage Rate – Spec. Section 00820.

1.6 Permits
   a) Building Permit (General) will be obtained and paid for by Owner
   b) Trade specific permits (i.e. Electrical, Plumbing, etc.) are to be obtained and paid for by applicable contractors in accordance with jurisdictional requirements

1.7 EPCM Project Overview
   a) The work will be performed under a Single Prime Contract.
   b) Existing installations, shown for information purposes, must be protected from damage.
   c) Building is occupied during the regular class schedule, 7:00 AM – 9:30 PM.

1.8 Mike Sichel from JMT reviewed the General Scope of the project and the Alternates. The general scope of the work includes, but is not limited to:
   a) Replacement of the Desert Aire HVAC System
   b) Replacement of the pool tile and deck tile
   c) Electrical and lighting modifications
   d) Plumbing changes for Virginia Graeme Baker Act
   e) Installation of a pool water level management system and removal of existing fill tank
   f) Installation of a UV system
   g) Replacement of the pool vacuum system
   h) Repair of acoustical tiles
   i) Installation of control joints and painting

1.9 Temporary Facilities & Controls:
   a) Temporary construction entrance, temporary dust barriers and partitions, and temporary signage in accordance with the Bid Documents or as required.
   b) Occupied areas must be left in existing condition at all times.
   c) Contractor Parking: Designated parking will be established prior to start of project.

1.10 The last day of classes is on May 15, 2010.

1.11 The Owner will drain the pool. The Contractor is responsible for filling and balancing the pool once the renovations are complete.
1.12 Contractors are to isolate their work area and are to stay out of the locker rooms.

1.13 The building will be occupied during construction.

1.14 EPCM will work with the contractor on the location of dumpsters.

1.15 Contractors who would like to schedule a site visit are to contact Mark McCammon. (717-233-3816)

Questions and Clarifications

1.16 Q: What type of roof if currently installed?

1.17 A: Roof Information:
   a) Manufacturer: Sika/Sarnafil
   b) Type: White Single Ply-Fully Adhered
   c) Install Date: 2002-2004
   d) Warranty: Yes

1.18 Q: Does the HVAC System need to be Desert Aire?

   A: No, Desert Aire is the Basis of Design; other manufacturers are noted in the specifications.

1.19 Q: Is the tile being replaced in the pool gutters?

   A: No, refer to detail on the plans.

Respectfully Submitted,
Kelly Foreman, 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
**HACC, Central Pennsylvania’s Community College**  
Evan’s Gym Pool Repairs

**Pre-Bid Meeting**  
January 19, 2010  
1:00 PM

**Sign In Sheet**

<table>
<thead>
<tr>
<th>Name</th>
<th>Company Name</th>
<th>Phone</th>
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<tbody>
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<th>Name</th>
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