

**HACC, Central Pennsylvania's Community College
Lancaster Campus
Electrical Testing and Preventative Maintenance Program**

Solicitation # 10-29

Pre-Bid Meeting

January 27, 2010
9:00am

Meeting Minutes

Attendees

Ernie Peters – HACC
Mark McCammon – Eastern PCM

Dan Goodwin – Reuter Hanney
Dick Mansberger – Heim Company
Glenn Reichardt – G.R. Sponaugle

- 1.0 Eastern PCM introduced the project team members
- a) Owner HACC – Lancaster Campus
Ernie Peters – Campus Facilities Director
 - b) Construction Manager Eastern pcm, LLC
Mark McCammon – Project Manager
- 1.1 Eastern PCM reviewed the bid documents
- a) Bid Form – 4 Pages
 - b) Bid Security via Bid Bond is required if base bid is greater than \$10,000
 - c) Bidders are required to complete and submit the Non-Collusion Affidavit with bid.
 - d) Bidders are required to complete the MBE/WBE Utilization Form regardless of whether MBE/WBE firms were solicited
 - e) Bidders were instructed that the project shall be based on prevailing wage rates. A copy of the prevailing wage rates are included as Exhibit E
- 1.2 Eastern PCM reviewed the project schedule
- a) Bids Due: February 4, 2010, 2:00 PM EST at Harrisburg Campus; Rm. 130 Whitaker Hall
 - b) Contract Award: March 4 2010; subject to Board of Trustees approval
 - c) Construction Start: March 9, 2010
 - d) Construction Complete: June 18, 2010
- 1.3 All questions regarding the bids are to be submitted in writing to Mark McCammon:
- a) EPCM Fax: 717-233-1666
 - b) EPCM E-mail: ePCM@easternpcm.com
- 1.4 Greg Lamay was listed in the RFB as the Project Manager for this project, but this has been changed to Mark McCammon.
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- 1.5 Eastern PCM explained that the intent of the project is to complete infrared testing on the entire electrical system, including branch panels. This shall include the 15 KV outdoor switchgear, Main Building – switchgear, transformers, and branch panels, East Building – main switchgear, transformers, and branch panels, and the maintenance building panels and transformers.
- 1.6 The de-energized cleaning and preventative maintenance shall include the outdoor 15 KV switchgear, Main building – main switchgear and transformers, East Building – main switchgear and transformers, and the Facilities building – distribution panel and transformers. The de-energized portion of the project is listed as Alternate #1 on the bid form.
- 1.7 Eastern PCM reviewed the protocol for working on HACC property and informed bidders the energized testing will be performed while the college is open. Bidders shall provide all manpower, tools, and PPE as required to comply with all applicable codes and regulations. It was noted that the branch distribution panels in the Main Building are located in the corridors and bidders will need to establish safe working areas to protect students. Bidders shall attempt to complete test of panels located in corridors during class sessions.
- 1.8 Bidders shall provide at least one additional safety person during all energized testing and comply with all Arch Flash Requirements.

Questions

- 1.9 Q: How will the panels be accessed in secured areas?

A: HACC will provide a Facilities Representative to provide guidance on the location of equipment and access to secured areas.
- 1.10 Q: What are the work hours?

A: Energized testing shall be performed Monday through Friday from 7:00am to 5:00pm or as approved by Owner.
- 1.11 Q: What pictures need to be included in the final energized testing report and how is the report to be presented?

A: The testing report shall include colored pictures of any problems discovered; Problems found shall be brought to the attention of the Owner immediately. Upon completion of the energized testing, provide the Owner with two (2) colored hard copies and one (1) electronic copy of the findings of the report.
- 1.12 Q: What is meant by the history of the electrical panel?

A: Note any abnormalities discovered during the inspection which may indicate past or intermittent problems. An example would be discoloring from overheating or physical damage to the breaker panel.

1.13 Q: What is required of bidders for utility shutdown?

A: Under Alternate #1, the successful bidder will be required to assist the Owner in coordination of the utility shutdown. All utility fees for the shutdown will be paid for by the Owner.

1.14 Q: How many power shutdowns are allowed?

A: Owner requests that power interruptions be kept to an absolute minimum but will allow for one (1) main utility shutdown and one (1) additional shutdown at each building.

1.15 Q: Are emergency power systems and associated panels and transfer switches included in the base bid or alternates?

A: No.

1.16 Q: Will temporary power be available during de-energized testing and preventative maintenance?

A: No, temporary power will need to be provided by the successful bidder. No combustion engines are allowed inside the buildings.

1.17 Q: What testing and is required on the transformers?

A: The Owner has requested that a turns ratio test and meggering of the windings be completed at a minimum on all transformers. The Owner also requests a report on actual load versus capacity on all transformers to allow the Owner to evaluate the energy savings potential by combining and/or eliminating under-used transformers.

Clarifications

1.18 Second injection testing shall be performed on all solid state breakers in main switchgear (all locations).

1.19 Insulation and contact resistance testing shall be performed on all breakers in the main switchgears (all locations).

1.20 Provide before and after colored photographs and a written report on all cleaning and preventative maintenance for each piece of equipment which is serviced.

1.21 Pumps and motors are not included in the scope of work.

1.22 Cleaning and preventative maintenance shall be performed on all switchgear and 480V panels.

1.23 Delete the following:

- Page 15, Section D, Item 1
- Page 15, Section D, Item 2



- Page 15, Section E, Item 1

1.24 Substantial Completion for work performed under the base shall be June 18, 2010. See Revised Bid Form.

Respectfully Submitted,
Mark McCammon, 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

