

**HACC, Central Pennsylvania's Community College
Professional Design Services for Repairs to the Evans Gym**

Pre-Proposal Meeting # 2

August 13, 2009
10:00am

Meeting Minutes

Attendees:

Joe Wojtysiak – HACC	Robert Hutchins Jr. – Murray Associates
Larry Livingston – HACC	Karen Norris – Michael Norris & Associates Inc.
Michael Sicher – JMT	Rick Minnich – Wade Associates
Douglas Graby – Burchart Horn/BASCO Associates	Mike Taylor – Zavos Architecture and Design
Sarah Leisey – LSC Design	Brent Boyer – Aquatic Facility Design Inc.
Bret Peters – OPA	Mark McCammon – Eastern, pcm LLC
Meghan Rohrbaugh – Crabtree, Rohrbaugh & Associates	Carly Peters – Eastern, pcm LLC

- 1.0 Mark McCammon with Epcm introduced the team for the project:
 - a) Owner – HACC, Central Pennsylvania's Community College
 - Joseph Wojtysiak – Senior Campus Facilities Director
 - Larry Livingston – HVAC Coordinator
 - Lisa Cleveland – Director of Athletics and Recreation (Not Present)
 - b) Construction Manager - Eastern pcm, LLC
 - Mark McCammon – Project Manager
 - Bill Morgan – Project Executive (Not Present)
 - 1.1 Epcm reviewed Section 6 of the RFP for the format of the proposal. Epcm indicated that proposals are to be concise. Proposing firms need to ensure that they note that the proposing firm has the qualifications to complete the project. Epcm asked all proposing firms to complete the response page and fax to Epcm.
 - 1.2 Epcm asked that all firms submitting a proposal check the HACC website regularly for updates to the RFP.
 - 1.3 Epcm and HACC reviewed the proposal approval process. HACC noted that a list would be developed based on proposing firms' qualifications. Interviews (optional) will then be conducted by HACC with the proposing firms. The final decision to award will be based on qualifications, interview and costs. HACC noted that the proposing firm with the lowest bid is not guaranteed award of the Project.
 - 1.4 Epcm reviewed the Bid Form and noted that a qualified individual who can bind the proposing firm contractually must sign the proposal.
 - 1.5 Epcm asked that proposing firms note any exceptions on the bid form.
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- 1.6 Epcm explained that questions and clarifications must be submitted in writing to Epcm and that Epcm would issue Addenda to the RFP as required.
- 1.7 Epcm noted that the due date for the RFP has been extended to August 27, 2009 at 2:00 pm. All proposals are to be delivered to the HACC Purchasing Office at Room130 Whitaker Hall.
- 1.8 Epcm noted that a recommendation for the successful proposing firm would be submitted for approval at the October 6, 2009 Board of Trustees Meeting. The schedule for the Project is as follows:
 - a) Notice of Intent to Submit: August 5, 2009
 - b) Pre Proposal Meeting #1: August 7, 2009
 - c) Pre Proposal Meeting #2: August 13, 2009
 - d) Response Date: August 27, 2009 at 2:00 pm
 - e) Contract Award: No later than October 6, 2009
 - f) Contract Issued: October 15, 2009
 - g) Bid Documents to HACC: December 18, 2009
 - h) Bids Received: January 28, 2010 (tentative)
- 1.9 Mark McCammon of Epcm reviewed the scope of work. Professional Design Services are to generally include the following items:
 - a) Replacement of all ceramic tile in the pools and decks
 - b) Replacement of the pool vacuuming system
 - c) Patch and paint walls in pool area
 - d) Replacement of acoustical wall tiles
 - e) Replacement of HVAC system in pool area
 - f) Relocation of pool fill tank to basement
 - g) Relocate lighting, life safety and all other equipment from above the pools
 - h) Provide access hatch in balance tank
 - i) Retrofit pool lighting
 - j) Automated pool management system
 - k) ADA Compliance
 - l) Virginia Graeme Baker Act Compliance
- 1.10 Epcm noted that drawings for the original building construction as well as 1996 renovations are available in .tif format. Epcm asked proposing firms to supply mailing, contact, and shipping account information and a disc containing the drawings would be mailed to the proposing firms.
- 1.11 Epcm noted that the RFP requires \$ 3 Million for insurance covering errors and omissions. Epcm is working with HACC to clarify this requirement.
- 1.12 Epcm and HACC noted that the entire Evans Physical Education Facility is slated for expansion and that as a result, specific scope items may not be performed.

- 1.13 Epcm noted that Addendum # 1 was issued on August 12, 2009 and included the meeting minutes from the first Pre-Proposal Meeting and any questions that were answered.

Questions and Clarifications

- 1.1 Q: Are the additional spot lights on the south wall above the completion pool to be considered In the scope of the work?
A: Yes, all lighting in the pool area should be considered for energy savings, maintenance cost reduction, and quality of lighting.
- 1.2 Q: Is there a ventilation system in the chemical storage room?
A: No, proising firms should include costs in their proposal to provide recommendations and designs to ensure code compliance and improved safety.
- 1.3 Q: When was the roof installed and is it under warranty?
A: The TPO Roof is less then 15 year old and is currently under warranty.
- 1.4 Q: Can HACC provide any data on the Desert Aire System?
A: - Model #ND-30
- 30 Ton
- 14,200 CFM Supply
- 4,000 CFM Outside Air
- 173 lbs/H2O per hour at 82°F and 60% Relative Humidity

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

cc: All Attendees