HACC, Central Pennsylvania’s Community College
Blocker Hall Allied Health Renovations
Contract No. 1 – Interior Selective Demolition

Pre-Bid Meeting

January 5, 2010
9:00am

Meeting Minutes

Attendees
Please see attached sign in sheet.

1.0 Team Introductions

a) Owner  Harrisburg Area Community College
Joseph Wojtysiak – Campus Senior Director, Facilities Management

b) Architect  AUM Architecture, LLC
Matt Luttrell – Principal

c) MEP Engineer  Century Engineering
Steve Heidlauf – Electrical Engineer
Chuck Johnson – Mechanical Engineer

d) Construction Mgr  Eastern PCM, LLC
Bill Morgan – Project Executive
Ray Wright – Sr. Project Manager
Dave Chonoski – On-Site Project Manager

1.1 Bid Documents - All of the following documents must be included with your bid:

a) Bid Form – 4 pages
b) Bid Security – 10% of amount bid; see bid documents

c) Non-Collusion Affidavit

d) MBE/WBE Utilization Form: Ray Wright noted to please be sure to sign and fill out the form completely. HACC encourages bidders to solicit MBE/WBE contractors and vendors. If your company will be performing all of the work please make it clear on the form.

1.2 Schedule

a) Bid Date: Thursday, January 14, 2010, 2:00 PM EST at Harrisburg Campus; Rm. 130 Whitaker Hall. Bids will be publicly opened.

b) Contract Award: Wednesday, February 3, 2010

c) Construction Start Date: Thursday, February 4, 2010

d) Substantial Completion: Monday, March 15, 2010

1.3 Contractors were informed that the completion date is critical because there will be another contract for the renovations to the space beginning within one week after the demolition is complete.
1.4 Questions to Construction Manager (attn: Ray Wright) in writing via fax or e-mail
   a) EPCM Fax: 717-233-1666
   b) EPCM E-mail: epcm@easternpcm.com
   c) Last day for questions: Monday, January 11, 2010

1.5 Addenda will 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 8, 2010
   b) Addendum No. 2 (if required) - Tuesday, January 12, 2010

1.6 Prevailing Wage Rates are located in section 00820 of the Project Manual.

1.7 Building Permit
   a) Building Permit (Demolition) 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

1.8 Project Overview
   a) The work will be performed under a Single Prime Contract and consists of the Interior Selective Demolition of approximately 10,000 sf of the South Wing of Blocker Hall including the removal of drywall and masonry partition walls, carpet, base, acoustical ceiling time and grid, electrical wiring and devices, lighting, mechanical systems and other related items to provide for the reconstruction of the space for the Allied Health Department.
   b) Work includes requirements for recycling, salvaging and reuse of demolition waste and existing materials and equipment as specified. Specification Section 01524 – Construction Waste Management includes specific administrative and procedural requirements for this work. Existing installations, shown for information purposes, must be protected from damage.
   c) Building is occupied during the regular class schedule, 8:00 AM – 9:30 PM. All work must be performed between 10:00 PM and 6:30 AM.

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) Provide temporary heat as indicated in Specification Section 01500. (See Addendum No.1 for clarifying information.)
   c) Occupied areas must be left in existing condition at all times.
   d) Contractor Parking: Designated parking will be in Lot E3.

1.10 It was noted that the contractor will have to protect any existing materials or installations that will remain. There are existing plumbing lines that will have to remain untouched. Any electric or HVAC equipment that will be removed must be packaged and labeled according to the specifications, and will be delivered to box trailers that are located near the north parking lot.

1.11 Chris Fuller from HACC noted that the data center that services the entire college is located in Blocker Hall and the fiber optic cable runs through the space being demolished. The contractor will need to coordinate with HACC to ensure that these lines are properly protected.
1.12 Bidders may visit the site at any time during the bid period, but must contact Ray Wright from Eastern pcm to schedule a site visit.

Questions and Answers:

1.13 Q: Are there liquid damages?
A: No.

1.14 Q: Are there any environmental issues related to the building?
A: The building has undergone numerous renovations and known hazardous materials have been abated. HACC will arrange for an environmental survey to be performed immediately, however, bidders should assume that no hazardous materials are present.

1.15 Q: Will all of the furniture be removed by the college?
A: Yes.

1.16 Q: Will temporary lighting be required? Will it need to remain in place upon completion of the demolition work?
A: Temporary lighting will be the responsibility of the contractor. All temporary lighting shall be removed upon completion of the work.

1.17 Q: Will temporary heat be required? Can the existing heating system be utilized for temporary heat? Must the heat remain on constantly?
A: The existing heating system can be utilized for temporary heat. See Addendum No. 1 for specific requirements.

1.18 Q: To what extent must carpet/flooring adhesives be removed from the concrete floor slab?
A: Carpet/flooring adhesives must be completely removed. Concrete substrate must be ready for installation of new flooring materials.

1.19 Q: Where can dumpsters be placed?
A: One dumpster can be placed outside the construction entrance. Other dumpsters and containers must be placed in Parking Lot E3 and debris carted to the dumpster location(s).

1.20 Q: Power and data cabling appear to be laying directly on the ceiling grid in the corridor. Will this need to be supported?
A: Yes. This is addressed in Addendum No. 1.

1.21 Q: Do any of the partitions to be removed continue above the ceiling to the underside of the structure above?
A: Yes. All partitions are assumed to continue above the ceiling to the underside of the structure above.

1.22 Q: Is there a support structure above the folding partition in Room 113, and is it required to be removed?
A: There is no support structure above the folding partition.
Respectfully Submitted,
Carly Peters, 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