



STATE OF NEW YORK  
OFFICE OF GENERAL SERVICES  
DESIGN AND CONSTRUCTION GROUP  
THE GOVERNOR NELSON A. ROCKEFELLER  
EMPIRE STATE PLAZA  
ALBANY, NY 12242



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**ADDENDUM NO. 2 TO PROJECT NO. 44100**

**CONSTRUCTION WORK  
PROVIDE IMPROVEMENTS TO ELEVATED WATER TOWER  
CAPE VINCENT CORRECTIONAL FACILITY  
PO BOX 599, NYS ROUTE 12 E  
CAPE VINCENT, NY 13618-0599**

April 16, 2014

**NOTE:** This Addendum forms a part of the Contract Documents. Insert it in the Project Manual.  
Acknowledge receipt of this Addendum in the space provided on the Bid Form.

**SPECIFICATIONS**

1. SECTION 013119 PROJECT MEETINGS – Replace with the attached specification.

**END OF ADDENDUM**

Margaret F. Larkin  
Acting Director of Design

## **SECTION 013119**

### **PROJECT MEETINGS**

#### **PART 1 GENERAL**

##### **1.01 INITIAL JOB MEETING**

- A. The Director's Representative will notify all parties concerned of the time and place of the initial job meeting. The meeting will be conducted by the Director's Representative. The agenda will be based on the Format for Initial Job Meeting. All items on the format, as they apply, will be discussed.
  - 1. A copy of the Facility's current Visitor Identification Policy will be distributed.

##### **1.02 PROJECT SCHEDULE DEFINITION MEETING**

- A. The initial Project Schedule Definition meeting will be held within 15 calendar-days of Project award. The Director's Representative will notify all parties concerned of the time and place of the meeting. The meeting will be conducted by the Director's Representative for the purpose of providing information for the development of the Baseline Project Schedule, and the required reports and reporting formats to be submitted by the Schedule Preparer for the duration of the Project.
- B. The Schedule Preparer will develop the Baseline Project Schedule according the requirements in Section 013200 and based on the discussions and mutual agreements reached at the Project Schedule Definition meeting.
  - 1. A monthly Project Schedule meeting will be held to update the Project Schedule. A qualified Contractor's Representative for each Contractor will be required to attend and provide updated information as outlined in Section 013200.

##### **1.03 BI-WEEKLY JOB MEETINGS**

- A. Unless otherwise directed, job meetings will be held bi-weekly at a time and place agreed upon by the Director's Representative, the Contractor, and the Facility Representative. Other interested parties may attend when needed, e.g., subcontractors and representatives from suppliers, public utilities, and local government. The meetings will be conducted by the Director's Representative for the following purposes:
  - 1. Review job progress, quality of Work, and approval and delivery of materials.
  - 2. Identify and resolve problems which impede planned progress.
  - 3. Coordinate the efforts of all concerned so that the project progresses on schedule to on time completion.
  - 4. Maintain sound working relationships between the Contractors and the Director's Representative, and a mutual understanding of the project requirements.

5. Maintain sound working procedures.

#### **1.04 PRE-INSTALLATION MEETINGS**

- A. Pre-installation meetings will be held to review the specifications, Project Schedule, drawings and approved submittals in preparation for start of a particular activity.
- B. The meetings shall be attended by the Director's Representative, a Design Representative and the Contractor's Representative including installer and representatives of manufacturers & fabricators involved in or affected by the installation and its coordination with other materials/trades.
- C. The Director's Representative shall schedule the meetings prior to the start of the work. The goal of these meetings is to ensure the quality of construction and to maintain the schedule.

#### **1.05 ATTENDANCE**

- A. A Contractor's Representative shall be required to attend all meetings scheduled by the Director's Representative.
- B. The Contractor's Representative shall be a competent supervisor familiar with the work and have authority to act for the Contractor.
- C. If the Contractor's Representative fails to attend 2 scheduled meetings without prior approval, the contractor will be directed to replace the current Contractor Representative. Further incidents of non-attendance by the Contractor's Representative, will form the basis for review of the Contractor's responsible bidder status.

#### **PART 2 PRODUCTS (Not Used)**

#### **PART 3 EXECUTION (Not Used)**

**END OF SECTION**