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

ADDENDUM NO. 1 TO PROJECT NO. 44569

CONSTRUCTION WORK, HVAC WORK, PLUMBING WORK, ELECTRIC WORK

MODIFY VISIT ROOM CONTROL ROOMS
BUILDING NUMBER 1
EASTERN CORRECTIONAL FACILITY
30 INSTITUTION ROAD
NAPANOCH, NY

April 27, 2015

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 (All contracts)

1. SECTION 000110 – TABLE OF CONTENTS, DIVISION 01- GENERAL REQUIREMENTS: Delete Section Number and Title: 013113- PROJECT SCHEDULE. Add Section Number and Title: 013200- CONSTRUCTION PROGRESS DOCUMENTATION

2. SECTION 011000-1.04C: Change to read: "Submittal No. 3: Submit required Preliminary Project Schedule related information within 15 days for review by the Directors Representative and OGS Scheduling in conjunction with Section 013200 Construction Progress Documentation."

3. SECTION 013113 – PROJECT SCHEDULE: Delete section in its entirety.

4. SECTION 013119 – PROJECT MEETINGS: Delete section in its entirety and replace with the attached revised Section 013119 – PROJECT MEETINGS.

5. SECTION 013200 – CONSTRUCTION PROGRESS DOCUMENTATION: Add the attached Section (pages 013200-1 through 013200-7) to the Project Manual.

6. SECTION 013300-1.06F- SUBMITTALS: Change to read: The Construction Contractor shall employ or otherwise provide a full-time Submittal Coordinator for no less than 90 days after the Initial Job Meeting (IJM). The Submittal Coordinator shall have regularly been engaged in construction administration for a minimum of 3 years and shall not be employed or otherwise engaged as the Project Manager or Superintendent for either the Work of this Contract or be employed in any role, full or part time, outside of this Contract.

CONSTRUCTION SPECIFICATIONS

7. Page 002219-1, Section 26.1, Change Region Supervisor Name from: John Potter to: Bob Levin

CONSTRUCTION DRAWINGS

8. DRAWING No. A-601, Room Finish Schedule:
   a. Room's 01-PACKAGE RECEPTION, and 03-SALLYPORT. Change ceiling height from 8'-0" to 8'-6".

9. DRAWING No. A-501, Section 2/A-501:
   a. Change note; #4 @ 8"oc GROUT WALL SOLID , to read #4 @ 16" oc GROUT WALL SOLID
   b. Change note; #4 DOWEL @ 8"oc x 30" LONG, EPOXY GROUT 4" INTO FLOOR SLAB, to read #4 DOWEL @ 16"oc x 30" LONG, EPOXY GROUT 4" INTO FLOOR SLAB

10. DRAWING No. A-401, ENLARGED MAIN CONTROL ROOM PLAN :
    a. Change note at top of page; 3'-6" WALL W/ 3'-0" ONE WAY GLASS ATOP WALL, to read 4'-0" CMU WALL WITH ONE WAY GLASS ATOP WALL SEE SECTION 4/A-502

END OF ADDENDUM

Margaret F. Larkin
Executive Director

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

SECTION 013200

CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 GENERAL

1.01 RELATED REQUIREMENTS AND INFORMATION SPECIFIED ELSEWHERE

A. Summary of Work: Section 011000.

B. Administrative Requirements: Section 013000.

C. Project Meetings: Section 013119.

1.02 SUMMARY

A. Section includes administrative and procedural requirements to plan, schedule, and document the progress of the Project; realize boundaries and expectations for schedule development and management; and predict and prevent delays to established sequences and milestones during performance of the Work including the following:
   1. Critical Path Method schedule and reports.
   2. Material location and delivery reports.
   3. Field condition reports.
   4. Special reports.
   5. Change management.
   6. Time Impact Recognition and Time Impact Analysis.
   7. As-Planned vs. As-Updated

1.03 SUBMITTALS

A. Waiver of Submittals: The “Waiver of Certain Submittal Requirements” in Section 013300 does not apply to this Section.

B. Submittals Package: Submit required reporting, Scheduling Software files, and quality control submittals as indicated within this or related sections.

C. Schedule Submittals:
   1. CMU 01 Agreement Form

1.04 DEFINITIONS

A. Project: Work to be performed as part of one or more Contracts.

B. Project Team: Persons acting on behalf of the State or Contractors in an effort to successfully plan, schedule, and coordinate the Work of the Project.

C. Schedule: A comprehensive leveling of necessary procedural tasks, the sequencing of those tasks, and the resource allocation required to successfully complete the Work by the Project completion date.

D. Activity: An intricate part of the Work that can be identified and measured for planning, coordinating, monitoring, and controlling the project.

E. Milestone: A significant start or finish to Work on the Project defined by both the Director's Representative and the Contractors.

F. Bid Milestones: Milestones or phases identified and included in the Contract Documents to be utilized by the Contractors in developing the Baseline Project Schedule.

G. CPM: Critical Path Method is a scheduling process used to plan and coordinate the Project, arranging activities based on logical relationships in order to create a network diagram of interconnected procedures.

H. Preliminary Project Schedule: The initial CPM schedule submission capturing, at a minimum, the anticipated Work for the first 90 calendar-days after Project Award, and to be initiated by the Schedule Preparer prior to the Project Schedule Definition Meeting.

I. Baseline Project Schedule: The as-planned CPM schedule for completion of the Work of the Project in accordance with the Contract duration, approved by the Director's Representative and Contractors, and completed by the Schedule Preparer.

1. Following the initial update to the Baseline Project Schedule, including but not limited to starts, finishes, activity percent complete, logic adjustments, or duration amendments, as agreed upon at the Project Schedule meeting by the Project team, the current updated schedule rendering will be defined as the Project Schedule.
2. The Baseline Project Schedule will remain unaltered as a tool to measure progress outlined and anticipated during the Project Schedule Definition meeting and by the Schedule Basis document.

J. Project Schedule Update: The as-updated contemporary view of the Project Schedule, as understood by the Project team at the time of the schedule status, which comprehends the accurate reflection of Work started, progressed, and completed on the Project and the intended path of progress for Work going forward.

K. Schedule Basis: A well-organized, narrative rendering of the Project team's involvement in the development of the as-planned Baseline Project Schedule, documenting key understandings of the Project's scope, risks and threats to Substantial Completion, and the Schedule Management strategy.

L. Narrative Statement: A narrative description of the Project Schedule Update.

M. PDM: Precedence Diagram Method utilizes standard CPM calculations creating an interdependent logical relationship between activities and a dependent path from Project Award through Substantial and Physical Completion.

N. Float: The measure of latitude in starting and/or completing an activity without impeding on the successful realization of Project milestones.
   1. Float time is not for the exclusive use or benefit of either the State or the Contractors, but is a jointly owned expiring Project resource; float is available as needed to meet scheduled milestones and Project completion.
   2. Recognizing float within an activity, or chain of activities, does not permit the Contractors to disrupt progress or delay completion of an activity.

O. Critical Path: A progressing sequence of interdependent activities within the schedule network containing zero (0d) total float and establishing the minimum Project Substantial and Physical Completion duration.

P. Resource: Any labor, material, or equipment, shared or exclusive, required for the completion of an Activity or the Work, which recognizes an associated cost.

Q. OGS Scheduling: A member of the OGS Scheduling Department responsible for analyzing, reviewing, and interpreting schedule related information for the benefit of the Project team and to ensure compliance with this or related sections.

1.05 SCHEDULE PREPARER

A. The Director's Representative will provide a Schedule Preparer for the preparation and coordination of schedule related information for the Preliminary Project Schedule, the Baseline Project Schedule, and all required updates and reporting for the Project Schedule. The Schedule Preparer shall possess a minimum of five (5) years of construction related scheduling experience, shall have developed and maintained at least two (2) schedules for projects of similar size and scope utilizing the State's specified Scheduling Software.

B. The Schedule Preparer is a Project resource responsible for the timely development and submission of all specified schedule iterations, statements, and reports; responsibilities include at a minimum the following:
   1. Preliminary Project Schedule.
   2. Development of a Schedule Management strategy.
   3. Baseline Project Schedule.
   4. The Schedule Basis.
   5. Project Schedule updating and reporting.
   6. Submission of the As-Built final Project Schedule.

1.06 DEVELOPMENT OF THE PROJECT SCHEDULE

A. The Director's Representative will schedule the Project Schedule Definition Meeting as outlined in Section 013119. The meeting will include members of the Project team and will be conducted by OGS Scheduling for the purpose of

reviewing the Schedule Preparer's initial project schedule, defining the intent of the specification, and realizing applicable portions of the Schedule Basis. The discussions and mutual agreements reached at this and subsequent meetings by the Project team will form the basis for the CPM Preliminary Project Schedule and the development of the initial CPM Project Schedule, defined as the Baseline Project Schedule, and will be used for coordinating, scheduling, and monitoring the Work of all related contracts

B. The Schedule Preparer is to complete the Preliminary Project Schedule after the Project Schedule Definition Meeting with input from the Project team and after review of the Contract documents and drawings.

C. The Schedule Preparer is to complete the Baseline Project Schedule with information provided by the Project team after review of the Preliminary Project Schedule, following the Project Schedule Definition Meeting, and submit for review and approval.

1. The Project team will recommend tasks or summaries appropriate to planning, scheduling and coordinating, including but not limited to: establishing a focused work breakdown structure (WBS), phasing requirements, identifying logical connections critical to Substantial and Physical completion, accounting for contract award and critical submittals, fabrication and delivery of long-lead materials, products, specialized equipment or services, and recognizing critical testing, inspection, or commissioning durations for coordination and tracking.

D. The Contractors will sign the CMU 01 Agreement form (blank included at end of this Section) within five (5) calendar-days of final Baseline Project Schedule review and approval by the Director's Representative. Failure to develop and submit the Baseline Project Schedule and sign the CMU 01 Agreement form will not absolve the Contractors of the scheduling requirements. The Contractors will be required to provide the necessary resources, at no additional charge to the State, to complete the Project in the manner defined by a Schedule Preparer acting as a representative of the Project.

E. A Preliminary or Baseline Project Schedule recognizing early completion will be reviewed by members of the Project team prior to acceptance of the Preliminary or Baseline Project Schedule.

F. Bid Milestones included in the Contract Documents are to be incorporated into the project schedule.

G. During the period between Project Award and the execution of the CMU-01 Agreement by the Contractors and the Director's Representative, the Contractors will comply with the Preliminary Project Schedule and will be responsible for providing the necessary resources to complete the Work as defined by the Schedule Preparer.

1.07 UPDATING THE PROJECT SCHEDULE

A. Monthly Project Schedule meetings will be held to review updates to the actual starts, actual finishes, and the percent complete of in-progress activities, and consider logic changes, sequencing alterations, duration amendments, time impact events, and scope changes, for the purpose of determining the status of construction progress on the updated Project Schedule.

1. During the progress of Work on the Project, the Contractors are required to document actual start, actual finish, and activity percent complete on a daily basis, and provide the information to the Schedule Preparer no later than three (3) days prior to the required monthly update, and in the manner defined by the Schedule Management strategy portion of the Schedule Basis.
2. The Contractors and Director's Representative will review the updated progress at the Project Schedule meeting prior to acceptance of progress information and anticipated work as the Project Schedule Update.
   i. Revisions and comments are to be incorporated within two (2) days of the Project Schedule update meeting, and required reports are to be presented for review.
3. Any Contractor failing to progress their Work as outlined in the updated Project Schedule will be informed of their deficiencies and, if required, be requested to provide a recovery option.
   i. The Schedule Preparer is responsible for incorporating any recovery options as needed by the Contractors for the duration of the Project.

B. The Contractors will furnish all schedule information requested by the Director's Representative and the Schedule Preparer, and as defined in the Schedule Management strategy outlined in the Schedule Basis**.** Any Contractor who fails to furnish accurate information prior to Project Schedule meeting will be required to provide all resources necessary to execute the updated Project Schedule based on progress information documented and recorded by the Director's Representative and submitted to the Schedule Preparer.

C. During the period between scheduled updates, any time impact event due to, but not limited to, a field condition or scope change, is to be noted by the Contractors; the impact is to be represented by the Schedule Preparer, at a minimum, with a milestone event, the time for resolution, and the impact to work.

D. Project Schedule updates recognizing early completion will be reviewed by members of the Project team prior to acceptance of the Project Schedule update.

1.08 MAINTAINING SCHEDULE

A. Perform the Work in accordance with the Project Schedule and provide resources necessary to maintain the progress of activities as scheduled so that no delays are caused to other Contractors engaged in the Work.

1. Should any Contractor fail to maintain progress according to the Project Schedule, or cause delay to another Contractor, that Contractor shall provide such additional manpower, equipment, additional shifts, or other measures, at their own cost, to bring their operations back on schedule.

2. Performing activities as part of the Work out of sequence with the Project Schedule is not permitted unless written approval is obtained prior to commencement.

1.09 RECOVERY SCHEDULE

A. CPM Recovery Schedule: When periodic updates indicate the Work is fifteen (15) or more calendar-days behind the approved Baseline Project Schedule's Substantial or Physical Completion dates, the Schedule Preparer will present recovery options to the Contractors and Director's Representative to be incorporated into an updated Project Schedule by the Schedule Preparer; these include, but are not limited to, allocating additional resources for activity duration reduction, modifying network logic, or revising activity sequences.

B. Any Contractor failing to furnish information to assist in developing recovery options to the Director's Representative and Schedule Preparer, for a CPM Recovery Schedule, within 10 calendar-days subsequent to the monthly Project Schedule update, will be required to provide all resources necessary to execute an updated Project Schedule defined by a the Director's Representative and updated by the Schedule Preparer.

C. Alterations to the Project Schedule by a CPM Recovery Schedule will require approval.

D. Approved alterations to the Project Schedule by a CPM Recovery Schedule, will constitute the updated Project Schedule.
   1. The updated Project Schedule following the implemented CPM Recovery Schedule will be recognized as the primary baseline schedule for reporting. The Baseline Project Schedule will be retained as a secondary baseline schedule and will be utilized to measure progress against the alterations.

E. A CPM Recovery Schedule recognizing early completion will be reviewed by prior to acceptance of the Project Schedule update.

PART 2 PRODUCTS

2.01 SCHEDULING SOFTWARE

A. Scheduling Software: Schedule is to be prepared and managed utilizing Oracle Primavera P6© PPM or EPPM operating system.

PART 3 EXECUTION (Not Used)

END OF SECTION

PROJECT NO. _____

PROJECT NAME: _____

REPORT DATE: _____

REPORT NAME(S): _____

_____

_____

_____

It is agreed that the Baseline Project Schedule defined by the above listed computer reports has been reviewed and is accepted for use in coordinating, scheduling, and monitoring the work of all related contracts.

FOR THE CONSTRUCTION WORK CONTRACTOR: _____ DATE: _____

FOR THE HVAC WORK CONTRACTOR: _____ DATE: _____

FOR THE PLUMBING WORK CONTRACTOR: _____ DATE: _____

FOR THE ELECTRICAL WORK CONTRACTOR: _____ DATE: _____

THE DIRECTOR'S REPRESENTATIVE: _____ DATE: _____