

Addendum No. 01

TO: PLANS AND SPECIFICATIONS FOR:

Replace Fire Alarm System, Infrastructure
St. Louis Psychiatric Rehabilitation Center
St. Louis, MO
Project No: M2012-01

Bid Opening Date:

Unchanged: 1:30 PM, Thursday, July 23, 2020

BIDDERS ARE HEREBY INFORMED THAT THE CONSTRUCTION PLANS AND/OR SPECIFICATIONS ARE MODIFIED AS FOLLOWS:

1. SPECIFICATIONS:

A. SECTION 000110 – TABLE OF CONTENTS

ADD the following line:

“013115 Project Management Communications 4”

B. ADD the attached, Section 013115 – Project management Communications

2. PLANS:

(none)

3. GENERAL:

- A. Pre-Bid Meeting was held via teleconference on 07/08/20. The attendance sheet is included in the attachment.
- B. For site access prior to bid date contact Mike May at 314-452-3757.
- C. Questions or requests for interpretations must be submitted in writing to Ted Bergen, Ted.Bergen@EDM-inc.com no later than 12:00 pm on Wednesday, July 15, 2020.
- D. For questions regarding bidding requirements or MBE/WBE/SDVE goals contact Paul Girouard, Contract Specialist at 573-751-4797 or Paul.Girouard@oa.mo.gov
- E. **As of July 1, 2020**, all MBE, WBE, and MBE/WBE contractors, subcontractors, and suppliers must be certified by the State of Missouri, Office of Equal Opportunity. No other certifications from other Missouri certifying agencies will be accepted.

4. ATTACHMENTS:

- A. Pre-bid Sign-in Sheet (2 pages)
- B. Section 013115 – Project Management Communications (4 pages)

END OF ADDENDUM 01

**Pre-Bid Meeting Attendance Sheet
 Replace Fire Alarm System, Infrastructure
 St. Louis Psychiatric Rehabilitation Center
 St. Louis, MO**

**Project No. M2012-01
 July 8, 2020 at 9:20 AM**

Name & Title	Company Name Type of Contracting	MBE/WBE/ SDVE Status	Phone	E-Mail Address
Ted Bergen Designer	EDM, Inc.		314-231-5485	Ted.Bergen@EDM-inc.com
Mike May Maint. Supervisor	FMDC		314-452-3757	Michael.May@oa.mo.gov
Glenn Smith Project Manager	FMDC		573-751-1367	Glenn.Smith@oa.mo.gov
Barry Curneal Sales System Specialist	Tech Electronics		314-951-7706 314-791-3618	Barry.Curneal@techelectronics.com
Mark Kettler Project Manager	Schaeffer Electric Company, Inc.		314-952-8611	mkettler@schaefferelectric.com
Steve Holtkamp Engineered Systems Specialist	Tech Electronics		314-951-1714	Steve.Holtkamp@techelectronics.com

**Pre-Bid Meeting Attendance Sheet
 Replace Fire Alarm System, Infrastructure
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 St. Louis, MO**

**Project No. M2012-01
 July 8, 2020 at 9:20 AM**

Name & Title	Company Name Type of Contracting	MBE/WBE/ SDVE Status	Phone	E-Mail Address
Brad White Preconstruction Manager	Guarantee Electrical		314-678-8000	brad.white@geco.com
Gary Julius	Guarantee Electrical		314-678-8000	gary.julius@geco.com
Eric Longland	Power Up Electrical Contractors, LLC	MBE	314-677-5782	elongland@theupcompanies.com

SECTION 013115 - PROJECT MANAGEMENT COMMUNICATIONS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract including General and Supplementary Conditions, Bid Form, and other Division 1 Specification Sections apply to this Section.
- B. Division 1, Section 013300 - Submittals
- C. Division 1, Section 012600 – Contract Modification Procedures

1.2 SUMMARY

- A. Project Management Communications: The Contractor shall use the Internet web based project management communications tool, E-Builder[®] ASP software, and protocols included in that software during this project. The use of project management communications as herein described does not replace or change any contractual responsibilities of the participants.
 - 1. Project management communications is available through E-Builder[®] as provided by "e-Builder[®]" in the form and manner required by the Owner.
 - 2. The project communications database is on-line and fully functional. User registration, electronic and computer equipment, and Internet connections are the responsibility of each project participant. The sharing of user accounts is prohibited
- B. Support: E-Builder[®] will provide on-going support through on-line help files.
- C. Copyrights and Ownership: Nothing in this specification or the subsequent communications supersedes the parties' obligations and rights for copyright or document ownership as established by the Contract Documents. The use of CAD files, processes or design information distributed in this system is intended only for the project specified herein.
- D. Purpose: The intent of using E-Builder[®] is to improve project work efforts by promoting timely initial communications and responses. Secondly, to reduce the number of paper documents while providing improved record keeping by creation of electronic document files
- E. Authorized Users: Access to the web site will be by individuals who are authorized users.
 - 1. Individuals shall complete the E-Builder New Company/User Request Form located at the following web site: <https://oa.mo.gov/facilities/vendor-links/contractor-forms>.

Completed forms shall be emailed to the following email address: OA.FMDCE-BuilderSupport@oa.mo.gov.

2. Authorized users will be contacted directly and assigned a temporary user password.
 3. Individuals shall be responsible for the proper use of their passwords and access to data as agents of the company in which they are employed.
- F. Administrative Users: Administrative users have access and control of user licenses and all posted items. **DO NOT POST PRIVATE OR YOUR COMPANY CONFIDENTIAL ITEMS IN THE DATABASE!** Improper or abusive language toward any party or repeated posting of items intended to deceive or disrupt the work of the project will not be tolerated and will result in deletion of the offensive items and revocation of user license at the sole discretion of the Administrative User(s).
- G. Communications: The use of fax, email and courier communication for this project is discouraged in favor of using E-Builder® to send messages. Communication functions are as follows:
1. Document Integrity and Revisions:
 - a. Documents, comments, drawings and other records posted to the system shall remain for the project record. The authorship time and date shall be recorded for each document submitted to the system. Submitting a new document or record with a unique ID, authorship, and time stamp shall be the method used to make modifications or corrections.
 - b. The system shall make it easy to identify revised or superseded documents and their predecessors.
 - c. Server or Client side software enhancements during the life of the project shall not alter or restrict the content of data published by the system. System upgrades shall not affect access to older documents or software.
 2. Document Security:
 - a. The system shall provide a method for communication of documents. Documents shall allow security group assignment to respect the contractual parties communication except for Administrative Users. **DO NOT POST PRIVATE OR YOUR COMPANY CONFIDENTIAL ITEMS IN THE DATABASE!**
 3. Document Integration:
 - a. Documents of various types shall be logically related to one another and discoverable. For example, requests for information, daily field reports, supplemental sketches and photographs shall be capable of reference as related records.
 4. Reporting:
 - a. The system shall be capable of generating reports for work in progress, and logs for each document type. Summary reports generated by the system shall be available for team members.
 5. Notifications and Distribution:
 - a. Document distribution to project members shall be accomplished both within the extranet system and via email as appropriate. Project document distribution to parties outside of the project communication system shall be

accomplished by secure email of outgoing documents and attachments, readable by a standard email client.

6. Required Document Types:
 - a. RFI, Request for Information.
 - b. Submittals, including record numbering by drawing and specification section.
 - c. Transmittals, including record of documents and materials delivered in hard copy.
 - d. Meeting Minutes.
 - e. Application for Payments (Draft or Pencil).
 - f. Review Comments.
 - g. Field Reports.
 - h. Construction Photographs.
 - i. Drawings.
 - j. Supplemental Sketches.
 - k. Schedules.
 - l. Specifications.
 - m. Request for Proposals
 - n. Designer's Supplemental Instructions
 - o. Punch Lists

H. Record Keeping: Except for paper documents, which require original signatures and large format documents (greater than 8½ x 11 inches), all other 8½ x 11 inches documents shall be submitted by transmission in electronic form to the E-Builder® web site by licensed users.

- a. The Owner and his representatives, the Designer and his consultants, and the Contractor and his Sub Contractors and suppliers at every tier shall respond to documents received in electronic form on the web site, and consider them as if received in paper document form.
- b. The Owner and his representatives, the Designer and his consultants, and the Contractor and his Sub Contractors and suppliers at every tier reserves the right to and shall reply or respond by transmissions in electronic form on the web site to documents actually received in paper document form.
- c. The Owner and his representatives, the Designer and his consultants, and the Contractor and his Sub Contractors and suppliers at every tier reserves the right to and shall copy any paper document into electronic form and make same available on the web site.

I. Minimum Equipment and Internet Connection: In addition to other requirements specified in this Section, the Owner and his representatives, the Construction Manager and his representatives, the Architect and his consultants, and the Contractor and his sub-contractors and suppliers at every tier required to have a user license(s) shall be responsible for the following:

1. Providing suitable computer systems for each licensed user at the users normal work location¹ with high-speed Internet access, i.e. DSL, local cable company's Internet connection, or T1 connection.
2. Each of the above referenced computer systems shall have the following minimum system² and software requirements:
 - a. Desktop configuration (Laptop configurations are similar and should be equal to or exceed desktop system.)
 - 1) Operating System: Windows XP or newer
 - 2) Internet Browser: Internet Explorer 6.01SP2+ (Recommend IE7.0+)
 - 3) Minimum Recommend Connection Speed: 256K or above
 - 4) Processor Speed: 1 Gigahertz and above
 - 5) RAM: 512 mb
 - 6) Operating system and software shall be properly licensed.
 - 7) Internet Explorer version 7 (current version is a free distribution for download). This specification is not intended to restrict the host server or client computers provided that industry standard HTTP clients may access the published content.
 - 8) Adobe Acrobat Reader (current version is a free distribution for download).
 - 9) Users should have the standard Microsoft Office Suite (current version must be purchased) or the equivalent.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable.)

END OF SECTION 013115

¹ The normal work location is the place where the user is assigned for more than one-half of his time working on this project.

² The minimum system herein will not be sufficient for many tasks and may not be able to process all documents and files stored in the E-Builder® Documents area.