

## ADDENDUM #1

**Project Name:**  
**Clarinda Correctional Facility Prison Fire Alarm Replacement**  
**DAS#9115.00**  
**RFB911500-01**  
**Addendum #1**  
**Dated: February 14<sup>th</sup>, 2020**

This Addendum forms a part of the bidding and contract documents. This Addendum supersedes and supplements all portions of the original bidding and contract documents dated January 24<sup>th</sup>, 2020 with which it conflicts.

ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE SPACE PROVIDED ON THE BID FORM. FAILURE TO DO SO MAY SUBJECT THE BIDDER TO DISQUALIFICATION.

### 1. GENERAL CLARIFICATIONS

- A. All contractors shall wear safety yellow/safety green shirts to differentiate themselves from the offenders. T-shirts are preferred over the use of vests.

### 2. SPECIFICATIONS

- A. SECTION 01 1300.01 WEB BASED CONSTRUCTION MANAGEMENT
  - 1. Replace section 01 1300.01 in its entirety - See attachment to this addendum.

### 3. DRAWINGS

- A. None Noted
  - 1. None noted

### 4. QUESTIONS

- A. Can the existing wire cages protecting the devices in the prison be reused? *A> Yes, if the new devices work with the existing cages the reuse of existing cages will be allowed.*
- B. Will the facility allow for the contractor to use and store a scissor lift in the facility for access to the devices in the pod areas and the gym? *A> The contractor will use the facility's scissor lift for devices inside the Correctional Facility.*
- C. Will the facility allow for the contractor to use and store a scissor lift in the IPI building for access to the devices? *A> The contractor must have their own scissor lift at the IPI*

*Building. The contractor can store the scissor lift inside the IPI building while work is being completed in the building.*

- D. If existing pathways are to be reused for new devices in the Prison (Correctional Facility), how can the system remain operational? *A> The intent of the project is to keep the current system operational throughout the project in conjunction with adding in the new system. (See Phasing And Sequencing on E001). It is understood that two systems will operate side by side throughout the project until the new system is complete. When necessary the facility will have fire watch available to cover the area that is under construction. Example: It is expected that Area A will be covered by the new system prior to moving to Area B, etc. All work in one Area shall be completed prior to moving to the next Area, ie: "Complete work in Pod A prior to moving to Pod B"*

## **5. APPROVED MANUFACTURERS**

- A. None noted

## **6. ATTACHMENTS**

Specifications:

1. 01 3100.01 – WEB BASED CONSTRUCTION MANAGEMENT (4 PAGES)

**END OF ADDENDUM**

## SECTION 01 3100.01

### WEB BASED CONSTRUCTION MANAGEMENT

#### PART 1 - GENERAL

##### 1.01 DESCRIPTION

- A. The Owner and Contractor shall utilize **Procore Technologies, Inc. Procore** system for electronic submittal of all data and documents (unless specified otherwise by the owner's representative) throughout the duration of the Contract. **Procore** is a web-based electronic media site that is hosted by **Procore Technologies, Inc.**, utilizing their **Procore** web solution. **Procore** will be made available to all contractors' project personnel, subcontractor personnel, suppliers, consultants and the Designer of Record. The joint use of this system is to facilitate; electronic exchange of information, automation of key processes, and overall management of the contract. **Procore** shall be the primary means of project information submission and management. When required by the Owners representative, paper documents will also be provided. In the event of discrepancy between the electronic version and paper documents, the paper documents will govern. **Procore** is a registered trademark of **Procore Technologies, Inc.**

##### 1.02 USER ACCESS LIMITATIONS

- A. The Owner's Representative/Construction Manager will control the Contractor's access to **Procore** by allowing access and assigning user profiles to accepted Contractor personnel. User profiles will define levels of access into the system, determine assigned function-based authorizations (determines what can be seen) and user privileges (determines what they can do). Sub-contractors and suppliers will be given access to **Procore** through the Contractor. Entry of information exchanged and transferred between the Contractor and its sub-contractors and suppliers on **Procore** shall be the responsibility of the Contractor.
1. Joint Ownership of Data: Data entered in a collaborative mode (entered with the intent to share as determined by permissions and workflows within the **Procore** system) by the Owner's Representative and the Contractor will be jointly owned.

##### 1.03 AUTOMATED SYSTEM NOTIFICATION AND AUDIT LOG TRACKING

- A. Review comments made (or lack thereof) by the Owner on Contractor submitted documentation shall not relieve the Contractor from compliance with requirements of the Contract Documents. The Contractor is responsible for managing, tracking, and documenting the Work to comply with the requirements of the Contract Documents. Owner's acceptance via automated system notifications or audit logs extends only to the face value of the submitted documentation and does not constitute validation of the Contractor's submitted information.

##### 1.04 SUBMITTALS

- A. See Section 01 3300 SUBMITTAL PROCEDURES:
- B. Preconstruction Submittals
1. List of Contractor's key **Procore** personnel. Include descriptions of key personnel's roles and responsibilities for this project. Contractor should also identify their organization's administrator on the list.

##### 1.05 COMPUTER REQUIREMENTS

- A. The Contractor shall use computer hardware and software that meets the requirements of the **Procore** system as recommended by **Procore Technologies, Inc.** to access and utilize

**Procore.** As recommendations are modified by **Procore**, the Contractor will upgrade their system(s) to meet the recommendations or better. Upgrading of the Contractor's computer systems will not be justification for a cost or time modification to the Contract. The contractor will ensure that connectivity to the **Procore** system (whether at the home office or job site) is accomplished through DSL, cable, T-1 or wireless communications systems. The minimum bandwidth requirement for using the system is 128kb/s. It is recommended a faster connection be used when uploading pictures and files into the system. **Procore** supports the current and prior two major versions of Chrome, Firefox, Internet Explorer, and Safari.

- B. The Contractor shall be responsible for the validity of their information placed in **Procore** and for the abilities of their personnel. Accepted users shall be knowledgeable in the use of computers, including Internet Browsers, email programs, cad drawing applications, and Adobe Portable Document Format (PDF) document distribution program. The Contractor shall utilize the existing forms in **Procore** to the maximum extent possible. If a form does not exist in **Procore** the Contractor must include a form of their own or provided by the Owner representative as an attachment to a submittal. Adobe PDF documents will be created through electronic conversion rather than optically scanned whenever possible. The Contractor is responsible for the training of their personnel in the use of **Procore** (outside what is provided by the owner) and the other programs indicated above as needed.
- C. User Access Administration: Provide a list of Contractor's key **Procore** personnel for the Owner's Representative acceptance. Contractor is responsible for adding and removing users from the system. The Owners Representative reserves the right to perform a security check on all potential users. The Contractor will be allowed to add additional personnel and sub-contractors to **Procore**.

#### 1.06 CONNECTIVITY PROBLEMS

- A. **Procore** is a web-based environment and therefore subject to the inherent speed and connectivity problems of the Internet. The Contractor is responsible for its own connectivity to the Internet. **Procore** response time is dependent on the Contractor's equipment, including processor speed, Internet access speed, etc. and current traffic on the Internet. The Owner will not be liable for any delays associated from the usage of **Procore** including, but not limited to: slow response time, down time periods, connectivity problems, or loss of information. The contractor will ensure that connectivity to the **Procore** system (whether at the home office or job site) is accomplished through DSL, cable, T-1 or wireless communications systems. The minimum bandwidth requirement for using the system is 128kb/s. It is recommended a faster connection be used when uploading pictures and files into the system. Under no circumstances shall the usage of the **Procore** be grounds for a time extension or cost adjustment to the contract.

#### 1.07 TRAINING

- A. The Construction Manager shall provide the necessary training to the Prime Contractor.

### PART 2 - PRODUCTS

#### 2.01 DESCRIPTION

- A. **Procore** project management application (no equal) Provided by Procore Technologies, Inc. [www.Procore.com](http://www.Procore.com)

## PART 3 - EXECUTION

### 3.01 PROCORE UTILIZATION

- A. **Procore** shall be utilized in connection with submittal preparation and information management required by Sections:
  - 1. PROJECT MANAGEMENT AND COORDINATION
  - 2. CONSTRUCTION PROGRESS DOCUMENTATION
  - 3. SUBMITTAL PROCEDURES
  - 4. QUALITY REQUIREMENTS
  - 5. Other Division One sections.
  - 6. Requirements of this section are in addition to requirements of all other sections of the specifications.
- B. Design Document Submittals
  - 1. All design drawings and specifications shall be submitted as cad .dwg files or PDF attachments to the **Procore** submittal work flow process and form.
- C. Shop Drawings
  - 1. Shop drawing and design data documents shall be submitted as cad .dwg files or PDF attachments to the **Procore** submittal work flow process and form. Examples of shop drawings include, but are not limited to:
    - 2. Standard manufacturer installation drawings.
    - 3. Drawings prepared to illustrate portions of the work designed or developed by the Contractor.
    - 4. Steel fabrication, piece, and erection drawings.
- D. Product Data
  - 1. Product catalog data and manufacturer's instructions shall be submitted as
  - 2. PDF attachments to the **Procore** submittal work flow process and form. Examples of product data include, but are not limited to:
    - 3. Manufacturer's printed literature.
    - 4. Preprinted product specification data and installation instructions.
- E. Samples
  - 1. Sample submittals shall be physically submitted as specified in Section 01 3300 SUBMITTAL PROCEDURES. Contractor shall enter submittal data information into **Procore** with a copy of the submittal form(s) attached to the sample. Examples of samples include, but are not limited to:
    - 2. Product finishes and color selection samples.
    - 3. Product finishes and color verification samples.
    - 4. Finish/color boards.
    - 5. Physical samples of materials.
- F. Administrative Submittals
  - 1. All correspondence and pre-construction submittals shall be submitted using **Procore**. Examples of administrative submittals include, but are not limited to:
    - 2. Digging permits and notices for excavation.
    - 3. List of product substitutions
    - 4. List of contact personnel.
    - 5. Notices for roadway interruption, work outside regular hours, and utility cut overs.
    - 6. Requests for Information (RFI).
    - 7. Construction progress Schedules and associated reports and updates.
      - a. Each schedule submittal specified in CONSTRUCTION PROGRESS DOCUMENTATION shall be submitted as a native backed-up file (.PRX or .STX)

- of the scheduling program being used. The schedule will also be posted as a PDF file in the format.
8. Plans for safety, demolition, environmental protection, and similar activities.
  9. Quality Control Plan(s), Testing Plan and Log, Quality Control Reports, Production Reports, Quality Control Specialist Reports, Preparatory Phase Checklist, Initial Phase Checklist, Field Test reports, Summary reports, Rework Items List, etc.
  10. Meeting minutes for quality control meetings, progress meetings, pre-installation meetings, etc.
  11. Any general correspondence submitted.
- G. Compliance Submittals
1. Test reports, certificates, and manufacture field report submittals shall be submitted on **Procore** as PDF attachments. Examples of compliance submittals include, but are not limited to:
    - a. Field test reports.
    - b. Quality Control certifications.
    - c. Manufacturer's documentation and certifications for quality of products and materials provided.
- H. Record and Closeout Submittals
1. Operation and maintenance data and closeout submittals shall be submitted on **Procore** as PDF documents during the approval and review stage as specified, with actual set of documents submitted for final. Examples of record submittals include, but are not limited to:
    - a. Operation and Maintenance Manuals: Final documents shall be submitted as specified.
    - b. As-built Drawings: Final documents shall be submitted as specified.
    - c. Extra Materials, Spare Stock, etc.: Submittal forms shall indicate when actual materials are submitted.
- I. Financial Submittals
1. Schedule of Value, Pay Applications and Change Request Proposals shall be submitted on **Procore**. Supporting material for Pay Applications and Change Requests shall be submitted on **Procore** as PDF attachments. Examples of compliance submittals include, but are not limited to:
    - a. Contractors Schedule of Values
    - b. Contractors Monthly Progress Payment Requests
    - c. Contract Change proposals requested by the project owner

**END OF SECTION**