



# Hill International

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JANUARY 9, 2014  
Addendum No. 1  
Performing Arts Center Theater Package  
Project No.: BY600-006-05

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This Addendum is for the purpose of conveying the below Documents and is hereby made part of said Bid to the same extent as though it were originally included therein. Contact: Kelly Adams; [kellyadams@hillintl.com](mailto:kellyadams@hillintl.com).

This Addendum No.1 with all attachments is available on the Hill bid website at the following link: <http://pdm.hillintl.com/cuny>; Bidders who are not able to obtain the Addendum and attachments via download from the website are to contact Kelly Adams at the above email address and may obtain a copy of the documents on CD ROM by coming to Hill's field office at 2920 Campus Road, Brooklyn, NY 11210 between the hours of 9 a.m. and 5 p.m.; see the Information for Bidders of the Bid Documents for additional information.

Addendum No. 1 is as follows:

- A. **IMPORTANT NOTICE: THE DATE FOR SUBMISSION OF BIDS IS HEREBY CHANGED TO WEDNESDAY, JANUARY 22, 2014 NO LATER THAN 2:00 P.M. at the same place as in the Bid Documents. The bids will be opened at 2:30 p.m. on the same date in accordance with the Bid Documents.**
- B. **Bidder RFI Responses**
  - 1. See the attached responses to RFI Nos. 5PB-001 through 5PB-017.
- C. **Construction Documents**
  - 1. The following Document is to be added to Volume 1 of the Specifications:
    - a) Division 1 Section 017900 Demonstration and Training.

Performing Arts Center Theater Package  
Project No.: BY600-006-05

**Acknowledgment of Receipt of Addendum No. 1.**

**The Bidder is responsible to indicate on the Bid Form that this Addendum has been received by the Bidder in preparing the submitted bid. Failure to do so will render your bid non-responsive.**

**This Addendum Acknowledgement is to be included in Envelope No. 1 of the Bid. Failure to include the Addendum Acknowledgement will render your bid non-responsive.**

By signing the line below, I am acknowledging that all pages of Addendum #1 have been received, reviewed and understood, and will be incorporated into the bid price submitted.

NAME OF BIDDER:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

## **Responses to Bidder Requests for Information (RFI)**

### **5PB-001 Question:**

The Announcement of Solicitation indicates 260 ccd from start of construction to Substantial Completion; the Draft Agreement indicates 345 days for Substantial Completion and 375 days for final completion.

**Response:** Agreement is a draft form of agreement only and will be modified to conform to the bid document. The contract duration from Notice to Proceed to Substantial Completion is 260 ccd. Final Completion shall be no later than 30 ccd thereafter.

### **5PB-002 Question:**

Are Unit Prices as set forth in Attachment 2 to the Bid Form to be submitted at the time of Bid?

**Response:** Unit Prices as set forth in Attachment 2 to the Bid Form are to be submitted at the time of Bid.

### **5PB-003 Question:**

Are there any Alternates (add or deduct) or Allowances as part of the Project?

**Response:** There are no Alternates (add or deduct) or Allowances as part of the Project. The appropriate sections of Division 1 governing Alternates or Allowances are included in the event such items are added by Addendum prior to the Bid.

### **5PB-004 Question:**

Is signage part of the scope of the Project?

**Response:** There is no signage package in the scope of the Project except as required by specifications for certain items such as equipment labels, seating donor tags, pipe and valve tags, warning signs, etc.

### **5PB-005 Question:**

Who provides Builders Risk insurance for this Project, the Owner or the GC?

**Response:** Builders Risk insurance for this Project is provided by the Owner.

### **5PB-006 Question:**

Confirm that work indicated in Section 011200 for Contracts 1, 2, 3, 4, 5a and 5b is "by others".

**Response:** Confirmed.

### **5PB-007 Question:**

Specification Section 042000-2.1B-3 makes reference to use of salvaged brick. Where is such brick to be used, and what is the scope of masonry work for the Project?

**Response:** Salvaged brick is not to be used as part of this Project. The scope of masonry work for the Project is limited to miscellaneous patching where required in order to make structural connections shown on the Structural Drawings within the existing Gershwin Hall stage house.

### **5PB-008 Question:**

With regard to Note 11 on A-101.00, what is the scope of acoustical insulation of partitions, and what is the scope of columns to be "sacked and painted"?

**Response:** New partitions are designated with the partition type indicator per Note 5 on plan drawings. Only new partitions are to receive acoustical insulation. The exposed concrete column in Room 142 is to be "sacked" (all surface irregularities removed, surface filled and rubbed smooth) and painted in accordance with requirements of Section 099000.

**5PB-009 Question:**

Specification 233113-21 Par. 3.9A indicated "Clean new and existing duct systems before testing, adjusting and balancing. Provide a minimum of 20 man-days of cleaning or as instructed by the Owner." What is the intention?

**Response:** Cleaning of ductwork is confined to ductwork installed under this Project and any adjacent ductwork affected by the Work of this Project, as directed by the Owner/CM. Provide for 20 man-days of cleaning.

**5PB-010 Question:**

Stage Trap Platforms, Trap Room Access Platforms and Sound Mix Platforms; confirm that the use of Natural Acoustic Insulation Pads (black acoustical panel 2" thick 3# density Class A fire rating) are an acceptable platform acoustical damping substitute for 2" glass fiber. Confirm that standard hardware may be used for platform-to-platform attachment with 10% additional attic stock.

**Response:** Confirmed.

**5PB-011 Question:**

Trap Room Access Platforms: are railing frames and sockets per detail 1/TTE-134 in the scope of the Lift Manufacturer/provider? Is the support angle at the trap room door indicated in specification section 116123 par. 2.3E.2 required?

**Response:** Railing frames and sockets are to be provided under this Project. The support angle is not required.

**5PB-012 Question:**

RE: A-103 - In Stage Room 135, there is a note that reads "Partial demo and patch back brick to install new beams typ. of (4)". No new beams are shown in this area. Please confirm this work is not a part of this package.

**Response:** Confirmed.

**5PB-013 Question:**

Drawing A-101 Vestibule 075 indicates floor hatch with ladder; is this Work part of the Project?

**Response:** This Work is not part of the Project and is being provided under Contract 4. The Orchestra Pit Lift installation contractor is to provide a safety interlock on the floor hatch per Drawing TTE-173.00.

**5PB-014 Question:**

What is the scope of fireproofing work?

**Response:** Structural steel for framed opening on the existing stage as shown on S-402 is to receive 2-hour sprayed-on fireproofing.

**5PB-015 Question:**

Refer to Key Note # 9.17 on Dwg. A-415, regarding Fabric Wrapped Acoustic Absorptive Panels detailed in Dwg. 3/A-422 in upper right hand corner. Are Fabric Wrapped Acoustic Absorptive Panels applied on top of 3-Layers 3/4" Painted MDF Wall Panels?

**Response:** Absorptive panels are mounted to the surface of the 3 layers of MDF.

**5PB-016 Question:**

Article 102800-2.5-A in the Specifications refers to Drawing. A-482 for the Schedule for Toilet Accessories. This Drawing was not part of the bid package.

**Response:** Drawing A405.00 provides the Toilet Accessory schedule.

**5PB-017 Question:**

Where is demolition scope shown?

**Response:** Demolition notes are provided on the construction drawings.

END OF ADDENDUM 1

## SECTION 017900

### DEMONSTRATION AND TRAINING

#### PART 1 - GENERAL

##### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

##### 1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for instructing Owner's personnel, including the following:
  - 1. Demonstration of operation of systems, subsystems, and equipment.
  - 2. Training in operation and maintenance of systems, subsystems, and equipment.
  - 3. Demonstration and training video DVDs.
- B. Length of instruction time will be measured by actual time spent performing demonstration and training in required location. Instruction time shall not include time spent assembling educational materials, setting up, or cleaning up.

##### 1.3 SUBMITTALS

- A. Instruction Program: Submit four (4) copies plus electronic copy of outline of instructional program for demonstration and training, including a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module.
  - 1. At completion of training, submit two (2) complete training manual(s) and electronic copy for Owner's use.
- B. Qualification Data: For facilitator, instructor(s), and photographer. Submit two (2) copies and electronic copy.

- C. Attendance Record: For each training module, submit two (2) copies and electronic copy of list of participants and length of instruction time.
- D. Evaluations: For each participant and for each training module, submit two (2) copies and electronic copy of results and documentation of performance-based test.
- E. Demonstration and Training DVDs: Submit two (2) copies within seven (7) days of end of each training module.
  - 1. Identification: On each copy, provide an applied label with the following information:
    - a. Name of Project.
    - b. Name and address of photographer.
    - c. Name of Consultants (Architect, Engineer) and Construction Manager.
    - d. Name of Contractor.
    - e. Date videotape was recorded.
    - f. Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.
  - 2. Transcript: Prepared on 8-1/2-by-11-inch paper, punched and bound in heavy-duty, 3-ring, vinyl-covered binders. Mark appropriate identification on front and spine of each binder. Include a cover sheet with same label information as the corresponding videotape. Include name of Project and date of videotape on each page. Submit also an electronic copy.

#### 1.4 QUALITY ASSURANCE

- A. Facilitator Qualifications: A firm or individual experienced in training or educating maintenance personnel in a training program similar in content and extent to that indicated for this Project, and whose work has resulted in training or education with a record of successful learning performance.
- B. Instructor Qualifications: A factory-authorized service representative, complying with requirements in Division 01 Section "Quality Requirements," experienced in operation and maintenance procedures and training.
- C. Photographer Qualifications: A professional photographer who is experienced photographing construction projects.
- D. Pre-instruction Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination." Review methods and procedures related to demonstration and training including, but not limited to, the following:

1. Inspect and discuss locations and other facilities required for instruction.
2. Review and finalize instruction schedule and verify availability of educational materials, instructors' personnel, audiovisual equipment, and facilities needed to avoid delays.
3. Review required content of instruction.
4. For instruction that must occur outside, review weather and forecasted weather conditions and procedures to follow if conditions are unfavorable.

#### 1.5 COORDINATION

- A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations.
- B. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
- C. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data has been reviewed and approved by Consultants.

### **PART 2 - PRODUCTS**

#### 2.1 INSTRUCTION PROGRAM

- A. Program Structure: Develop an instruction program that includes individual training modules for each system and equipment not part of a system, as required by individual Specification Sections.



	<b>MEP Systems and Equipment</b>	<b>Training Duration (hrs)</b>
	<b>Program for HVAC is as follows:</b>	
1	General	4
2	Building Management System (BMS)	80
3	Modular Indoor Air Handlers (Including Energy Recovery Units)	8
4	Air Conditioning Units	8
5	Computer Room Air Conditioners	8
6	Air-Cooled Units	8
7	Dry Air Coolers	4
6	Fan Coil Units	4
7	Unit Heaters	4
8	Centrifugal Fans	4
9	Air Terminal Units	4
10	Hydronic Pumps	4
11	HVAC Water Treatment	4
12	HVAC Heat Exchangers	4
13	Steam Condensate Pumps/Receivers	4
14	Smoke Control Systems	8
	<b>Program for Plumbing is as follows:</b>	
1	General	4
2	Domestic Hot Water Heat Exchangers	4
3	Compressed Air System	4
4	Back-Flow Prevention	4
5	Domestic Water Packaged Booster Pumps	4
6	Sanitary Sewage Pumps	4

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7	Sump Pumps	4
	Program for Electrical is as follows:	
1	General	4
2	Emergency Generator	8
3	Emergency Power System	8
4	Automatic Transfer Switches	16
5	Transient Voltage Suppression System	4
6	Switchgear, Switchboards, Panelboards, and Transformers	12
7	Power Monitoring System	4
8	Architectural and Performance Lighting Control Systems	32
9	Theater Audio/Visual Systems	12
10	Fire Alarm and Smoke Detection Systems	40
11	Enclosed Controllers	4
12	Variable Frequency Motor Controllers	4
13	Air Aspiration Smoke Detection System	4
	Program for Fire Suppression is as follows:	
1	General	4
2	Basic Materials and Methods	4
3	Fire Suppression Stand Pipes	4
4	Centrifugal Fire Pumps	4
5	Wet-Type Sprinkler Systems	4
6	Dry-Type Sprinkler Systems	4
	Program for Other Trades is as follows:	
1	Hydraulic Elevators	8
2	Wheelchair Lifts	4

- B. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following:
1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
    - a. System, subsystem, and equipment descriptions.
    - b. Performance and design criteria if Contractor is delegated design responsibility.
    - c. Operating standards.
    - d. Regulatory requirements.
    - e. Equipment function.
    - f. Operating characteristics.
    - g. Limiting conditions.
    - h. Performance curves.
  2. Documentation: Review the following items in detail:
    - a. Emergency manuals.
    - b. Operations manuals.
    - c. Maintenance manuals.
    - d. Project Record Documents.
    - e. Identification systems.
    - f. Warranties and bonds.
    - g. Maintenance service agreements and similar continuing commitments.
  3. Emergencies: Include the following, as applicable:
    - a. Instructions on meaning of warnings, trouble indications, and error messages.
    - b. Instructions on stopping.
    - c. Shutdown instructions for each type of emergency.
    - d. Operating instructions for conditions outside of normal operating limits.
    - e. Sequences for electric or electronic systems.
    - f. Special operating instructions and procedures.
  4. Operations: Include the following, as applicable:
    - a. Startup procedures.
    - b. Equipment or system break-in procedures.
    - c. Routine and normal operating instructions.
    - d. Regulation and control procedures.
    - e. Control sequences.
    - f. Safety procedures.

- g. Instructions on stopping.
  - h. Normal shutdown instructions.
  - i. Operating procedures for emergencies.
  - j. Operating procedures for system, subsystem, or equipment failure.
  - k. Seasonal and weekend operating instructions.
  - l. Required sequences for electric or electronic systems.
  - m. Special operating instructions and procedures.
5. Adjustments: Include the following:
- a. Alignments.
  - b. Checking adjustments.
  - c. Noise and vibration adjustments.
  - d. Economy and efficiency adjustments.
6. Troubleshooting: Include the following:
- a. Diagnostic instructions.
  - b. Test and inspection procedures.
7. Maintenance: Include the following:
- a. Inspection procedures.
  - b. Types of cleaning agents to be used and methods of cleaning.
  - c. List of cleaning agents and methods of cleaning detrimental to product.
  - d. Procedures for routine cleaning
  - e. Procedures for preventive maintenance.
  - f. Procedures for routine maintenance.
  - g. Instruction on use of special tools.
8. Repairs: Include the following:
- a. Diagnosis instructions.
  - b. Repair instructions.
  - c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
  - d. Instructions for identifying parts and components.
  - e. Review of spare parts needed for operation and maintenance.



## **PART 3 - EXECUTION**

### **3.1 PREPARATION**

- A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a combined training manual.
- B. Set up instructional equipment at instruction location.

### **3.2 INSTRUCTION**

- A. Facilitator: Engage a qualified facilitator to prepare instruction program and training modules, to coordinate instructors, and to coordinate between Contractor and Owner for number of participants, instruction times, and location.
- B. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
  - 1. Owner will furnish Contractor with names and positions of participants.
- C. Scheduling: Provide instruction at mutually agreed on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.
  - 1. Schedule training with Owner through Construction Manager, with at least seven days' advance notice.
- D. Evaluation: At conclusion of each training module, assess and document each participant's mastery of module by use of a performance-based test (oral, written, or demonstration, as appropriate).
- E. Cleanup: Collect used and leftover educational materials and give to Owner. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

### **3.3 DEMONSTRATION AND TRAINING DVDs**

- A. General: Engage a qualified commercial photographer to record demonstration and training videotapes. Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice.

1. At beginning of each training module, record each chart containing learning objective and lesson outline.
- B. Format: Provide high-quality color on DVD.
- C. Recording: Mount camera on tripod before starting recording, unless otherwise necessary to show area of demonstration and training. Display continuous running time.
- D. Narration: Describe scenes on video recording by audio narration by microphone while DVD is recorded. Include description of items being viewed. Describe vantage point, indicating location, direction (by compass point), and elevation or story of construction.
- E. Transcript: Provide a typewritten transcript of the narration. Display images and running time captured from video recording opposite the corresponding narration segment.

END OF SECTION 017900