



**DESIGN & CONSTRUCTION GROUP  
THE GOVERNOR NELSON A. ROCKEFELLER  
EMPIRE STATE PLAZA  
ALBANY, NY 12242**

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**ADDENDUM NO. 01 TO PROJECT NO. 47331**

**CONSTRUCTION WORK  
REHABILITATE EASTERN APPROACH STAIRCASE, PROMENADES,  
PORTICO, AND EXECUTIVE RAMP  
NYS CAPITOL  
STATE STREET  
ALBANY, NY**

September 11, 2024

<p><b>NOTE:</b> 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.</p>
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**APPENDIX**

1. PRE-BID SITE VISIT SLIDE PRESENTATION: ADD the accompanying Document (pages 1 thru 21) to the Project Manual.

**END OF ADDENDUM**

Brady M. Sherlock, P.E.  
Director, Division of Design  
Design & Construction



**Office of  
General Services**

**47331- Rehabilitate the Eastern Approach Staircase,  
Promenades, Portico and Executive Ramp**

**Pre-Bid Meeting & Site Walkthrough**

SEPTEMBER 5 & 6, 2024

# Pre-Bid/Bid Rules & Guidelines

- Bid Communication Protocol:
  - This Project is under a restricted period for the entire procurement. Refer to the specifications for the designated contacts.
- No questions will be accepted during the Pre-Bid and Site Walkthrough.
- Direct all questions, including the intent or meaning of the drawings or specifications, to the OGS Website and follow the described submission procedures.
- In order to provide sufficient review and respond to the bidder questions, any question received by end of the day on the Thursday before bid day will be addressed. Questions after that time may not have sufficient time to be addressed prior to the bid opening.

# Project Overview & Scope of Work

- The Eastern Approach Staircase, Eastern Portico, Executive Ramp, and Promenades were built in the late 1890's and suffer from chronic and on-going deterioration related primarily to uncontrolled water entry.
- Water entry is causing corrosion, masonry displacement and stone spalling. Portions of the Eastern Approach are critically deteriorated, and in danger of localized structural collapse if repairs are not undertaken.
- This Project will restore the Eastern Approach Staircase, Eastern Portico, Executive Ramp, and Promenades. The project scope includes structural repairs, adding waterproofing systems, adding temporary entrances, replacing storm drainage systems, replacing windows, doors and transoms, replacing historic and utility lighting, cleaning, pointing and repair of stone damage, replacing the fourth-floor portico roof, providing a snow melt systems and the post-construction restoration of grass and landscaping in the East Capitol park.
- Temporary protections measures are required in both the East and West parks.
- Project contract limit lines are clearly noted on the Bid Documents and shall be in force for the duration of the project.
- This is a single Prime Contractor bid and bidders will be responsible for all requirements in the bid documents.

# Safety – Project Requirements

- Safety is a Priority! Primary Goal – No Lost Time Injury Incidents
- Each contractor will ensure that applicable OSHA mandated safety requirements are maintained at all times on the Project Site.
- OSHA 10 Requirements – All Workers. Director’s Representative (Guth DeConzo) will require copies of all OSHA 10 cards prior to worker starting work on site.
- Contractor will be required to submit a Site Specific Safety Plan within 15 days of award. Contractor shall reference Specification Section 011100 for requirements.
- Director’s Representative will develop a project specific Safety Orientation that all workers will be required to watch prior to start of work. Per project specifications, Contractors will be required to provide safety orientation for own employees.
- Contractor shall identify to Director’s Representative Site Safety Manager/Competent Person.

# Security and Site Access

- **Construction Implementation Drawings (CIP)** have been developed and include staging, temporary protection and storage areas which have been designated by OGS for use during construction.
- **Access to work areas** – The bidder will be provided access to the designated work areas, as required, for the completion of the scope of work. All access requests should be coordinated with Director’s Representative a minimum of two weeks in advance of when needed.
- **Off-Site Storage** – McCarty Avenue Parking Lot is available for off-site long-term stone storage.
- **Parking** – Bidders are directed to Specification section 015000.
- **Work hours** – For purposes of bid, bidders should assume all work will be completed during normal working hours, Monday through Friday.
- **Use of Utilities** – OGS will provide temporary utilities within their capacity.
- **Use of Bathrooms** – Bidders are directed to Specification section 015000.

# Protection of OGS Property

- Work of this contract will take place within and adjacent to active public work areas. Contractor's are directed to follow OGS's regulations regarding working/driving on facility grounds at all times.
- In the event Contractor causes damage to OGS property, Contractor will be responsible for corrective action to repair damage.
- Contractors are to be keenly aware of tree protection procedures required by this project.

## Housekeeping

- ▶ Contractor is to clean up all work areas as needed to maintain a safe and efficient workplace and depot facility.
- ▶ In the event Director's Representative discovers Housekeeping items in need of attention, Director's Representative will notify the Contractor's on-site representative. It is expected these housekeeping items are given immediate attention.
- ▶ ***"A clean jobsite is a safe jobsite."***

# Environmental Procedures

- It is known that hazardous asbestos, lead, PCB and bat/bird dropping materials exist on this project.
- Contractors are directed to the Project Specifications, hazardous survey report and drawings H-001 through H-104 included in the Bid Documents.
- In the event the Contractor, during their course of construction identifies an area which they believe may be a hazardous material requiring abatement, they are to immediately stop work in this area and notify Director's Representative.

# Allowances

- Bidders shall include in the submitted cost proposal the amount of \$4,455,500.00 to cover the cost of additional labor and materials for contingent activities within the scope of the Contract as directed in writing by Field Order. The Field Order will include a description of the Work and a method for determining the cost of such Work.
- Bidders shall include in the submitted cost proposal the amount of \$165,904.00 to cover the scope of work required for security work.

# Liquidated Damages

- Should Contractor fail to **substantially complete** the Work within the time frame set forth in the contract, or as described in a subsequent Order(s) on Contract, the Group Director may assess Liquidated Damages for such failure in the amount of **\$1,000.00 per day** until such time as the Group Director determines that the Work is substantially complete as defined in Section 2.21 herein.
- Should Contractor fail to achieve **physical completion** of the work within the time frame set forth in the contract, the Group Director may assess Liquidated Damages for such failure in the amount of **\$500.00 per day** until such time as the Group Director determines that the Work is physically complete as defined in Section 2.12 herein.

# Quality Assurance/Quality Control

- **Brick Masonry Historic Treatment Program** – Contractor will be required to prepare a written, detailed description of materials, methods, equipment, and sequence of operations to be used for each phase of historic treatment work.
- **Mockups** – Bidders attention is drawn to the multiple mock-up requirements for respective work areas.

# Project Labor Agreement

- All on-site work undertaken as a part of the Project is subject to adherence with the New York State Office of General Services Empire State Plaza Improvements Project PLA requirements (PLA is included for reference in the Bid Documents).
- Bidders are to comply with all prevailing wage rates requirements and are responsible for determining classification of all trades and to pay the appropriate wage rate.
- Certified payrolls will be required as attachments to all monthly invoices and submission and/or payment of monthly invoices may be delayed as a result of failure to provide complete certified payrolls.
- Changes in wage rates between time of bid submission and time of construction must be taken into consideration as part of the bid response.

# Project Labor Agreement (continued)

- Contractor is responsible for all PLA required bid submission forms.
- Proper completion and submission of Form BDC 59P – Project Labor Agreement List of Subcontractors is REQUIRED at the time of bid submission. Failure to meet this requirement will result in a disqualification of the bid.
- Refer to Document 002222 – Supplementary Instruction to Bidders – Condition of Award – PLA.

# Restricted Work Periods

- No Roofing and related work on or after December 1<sup>st</sup> until April 1<sup>st</sup>.
- No Waterproofing work on or after December 1<sup>st</sup> until April 1<sup>st</sup>.
- No Asphalt paving on or after November 15<sup>th</sup> until April 15<sup>th</sup>.
- No work requiring shut off of active heating piping and equipment on or after October 15<sup>th</sup> until May 1<sup>st</sup>.
- No other work than asbestos abatement in area where abatement is taking place.
- No other work other than removal of PCB containing materials in areas where PCB abatement is taking place.
- Contactor shall plan on minimum of 30 days of work stoppage due to events.

# Project MWBE Goals/SDVOB Goals

- The following MWBE goals are in place for this project:
  - MBE - 15%
  - WBE - 15%
  - SDVOB - 6%
- Prior to award, Contractor shall secure an approved Minority, Women Owned Business (MWBE) and Service-Disabled Veteran Owned Business (SDVOB) Utilization Plan evidencing the dollar value Contract and Purchase Order amounts to meet OGS goals of 30% MWBE and 6% SDVOB.
- Contractors will be required to submit reporting on a monthly basis indicating compliance with the MWBE/SDVOB goals for this project.
- MWBE Reporting is tracked through the New York State Contract System.

# Document Control Requirements

- Contractor will be required to participate in OGS's hosted web-based collaboration service (Submittal Exchange® at [www.submittalexchange.com](http://www.submittalexchange.com)) to transmit and track Contractor provided project related documents.
  - Project submittals (shop drawing, product data and quality assurance submittals) shall be transmitted by the Contractor in PDF to Submittal Exchange®, where it will be tracked and stored for retrieval and review. After the submittal is reviewed it is uploaded back to Submittal Exchange® for action or use by the Contractor and Director's Representatives.
  - The service also tracks and stores documents related to the project such as RFI's (Request for Information), IB's (Information Bulletins), CAD Coordination, Minutes, Testing, Closeout, and SWPPP documents.
- Scheduling - The Project Work Plan software (Oracle Primavera) is provided by OGS through the OGS PWPS for use on this OGS contract only. Contractor will be required to comply with all schedule related submissions as noted in the Bid Documents.

# Bid Submission Process

- **Bid Submission Process**

- Proposal due date is currently **October 9, 2024 at 2:00 PM**. A public bid opening will immediately follow the closure of the bid period.
- Proposals are to be submitted as follows:
  - Electronic bids online via **Bid Express**, or
  - Paper bids to **NYS Office of General Services . Design & Construction Group, Division of Contract Management, Contract Awards Unit, 35th Floor, Corning Tower, Albany, NY 12242.**
  - Do not submit both Electronic and Paper bids.
  - All documents and attachments should be signed where indicated by the project documents.
  - Bid bond required at time of bid.

# Pre-Award Submittal Requirements

- **Pre-Award Submittal Requirements**
  - Mandatory Pre-Award Submittals are required under Section 002219: Supplementary Instructions to Bidders – Bidders Qualifications.

# Estimated Project Timelines

- October 9, 2024 @ 2:00 p.m. – Bid Submission Currently Due
- December 4, 2024 – Estimated Project Award
- January 3, 2029 - Project Estimated Substantial Completion

# Walkthrough Information

- The walkthrough will follow a pre-planned routing through the impacted work areas.
- Attendees will be allowed to take photographs/videos of exterior work areas but are precluded from photographs/videos inside the NYS Capitol.
- No questions will be accepted during any of the walkthroughs. All questions shall be submitted as a Bidder's Question via the OGS portal.

# Questions

- Questions regarding bid procedures or items not related to scope of work must be submitted in writing as a Bidder's question through the OGS website or alternatively contact the Designated Contacts listed on the advertisement for bids.
- All questions regarding the scope of work must be submitted in writing as a Bidder's Question through the OGS website.



**Office of  
General Services**