

Addendum No. 2

Subject: Mechanical, Plumbing, Fire Protection and Electrical Engineering Design
Services on an As-Needed Basis
RFP-112420

Location: N/A

This Addendum No 2, dated December 15, 2020, 2020, shall modify and become part of the Request for Proposal. Any items not mentioned herein, or affected by, shall be performed strictly in accordance with the original documents.

1. Add the following sentence to Paragraph 3.26 of the Sample Agreement:

“See Schedule G – ELECTRONIC DATA REQUIREMENTS for detailed provisions. “

2. ADD the attached Schedule G – ELECTRONIC DATA REQUIREMENTS to the Sample Agreement.

-END OF ADDENDUM NO. 2

Attachments:

SCHEDULE G-ELECTRONIC DATA REQUIREMENTS, 3 pages

SCHEDULE "G"

ELECTRONIC DATA REQUIREMENTS

General Requirements:

- a. Lead Consultant and Sub-Consultants shall provide at a minimum, the following to its staff:
 - i. **Computer:** Minimum Intel Pentium® 4 Processor 2.4 GHz or equivalent processor with 512MB of RAM; recommended Centrino Duo® Processors 1.6 GHz or equivalent with 2GB of RAM, or higher.
 - ii. **Computer Operation System:** Windows XP, Windows Vista, or Windows 7
 - iii. **Web Browser:** Microsoft Internet Explorer 9
 - iv. **Work and Spreadsheet Processors:** Microsoft Office Word, Excel and Outlook
 - v. **Scheduling Software:** Microsoft Project or Primavera
 - vi. **Internet Service Provider:** A reliable ISP in the area of the Project
 - vii. **Connection Speed/Minimum Bandwidth:** DSL, ADSL or T1 Line for transferring a minimum of 3 Mbps Downstream and 512 Kbps Upstream
- b. Lead Consultant and Sub-Consultants shall provide its management personnel assigned to this Project with access to personal computers and the Internet on a daily basis.

Project Web Requirements:

- a. This project will utilize a web based project management tool called e-Builder Enterprise™. This web based application is a collaboration tool, which will allow all project team members continuous access through the Internet to important project data as well as up to the minute decision and approval status information.
- b. Lead Consultant and Sub-Consultants shall conduct Project controls, outlined by the Owner, Development Manager, and Construction Manager, utilizing e-Builder Enterprise™. **This designated web based application will be provided by the Lead Consultant to the Sub-Consultants.** No additional software will be required. Furthermore, the Development Manager will assist Lead Consultant in providing training of Sub-Consultant's personnel.
- c. Lead Consultant and Sub-Consultants shall have the responsibility for visiting the Project web site on a daily basis, and as necessary to be kept fully apprised of Project developments, for correspondence, assigned tasks and other matters that transpire on the site. These may include but are not limited to: Contracts, Contract Exhibits, Contract Amendments, Drawing Issuances, Addenda, Bulletins, Permits, Insurance & Bonds, Safety Program Procedures, Safety Notices, Accident Reports, Personnel Injury Reports, Schedules, Site Logistics, Progress Reports, Daily Logs, Non-Conformance Notices, Quality Control Notices, Punch Lists, Meeting Minutes, Requests for Information, Submittal Packages, Substitution Requests, Monthly Payment Request Applications, Supplemental Instructions, Owner Variation Directives, Potential Variation Orders, Variation Order Requests, Variation Orders, and the like. All supporting data including but not limited to shop drawings, product data sheets, manufacturer data sheets and instructions, method statements, safety MSDS sheets, Substitution Requests and the like will be submitted in digital format via e-Builder Enterprise™.

Electronic File Requirements:

- a. In addition to the standard closeout submittal requirements detailed elsewhere in the Contract Documents, the Lead Consultant and Sub-Consultants shall also submit all closeout documents including all "As-Built Drawings", catalog cuts and Owner's Operation and Maintenance manuals in digital format. All documents (including as-built drawings) shall be converted or scanned into the Adobe Acrobat (.PDF) file format and uploaded to e-Builder Enterprise™.

E-BUILDER IMPLEMENTATION REQUIREMENTS

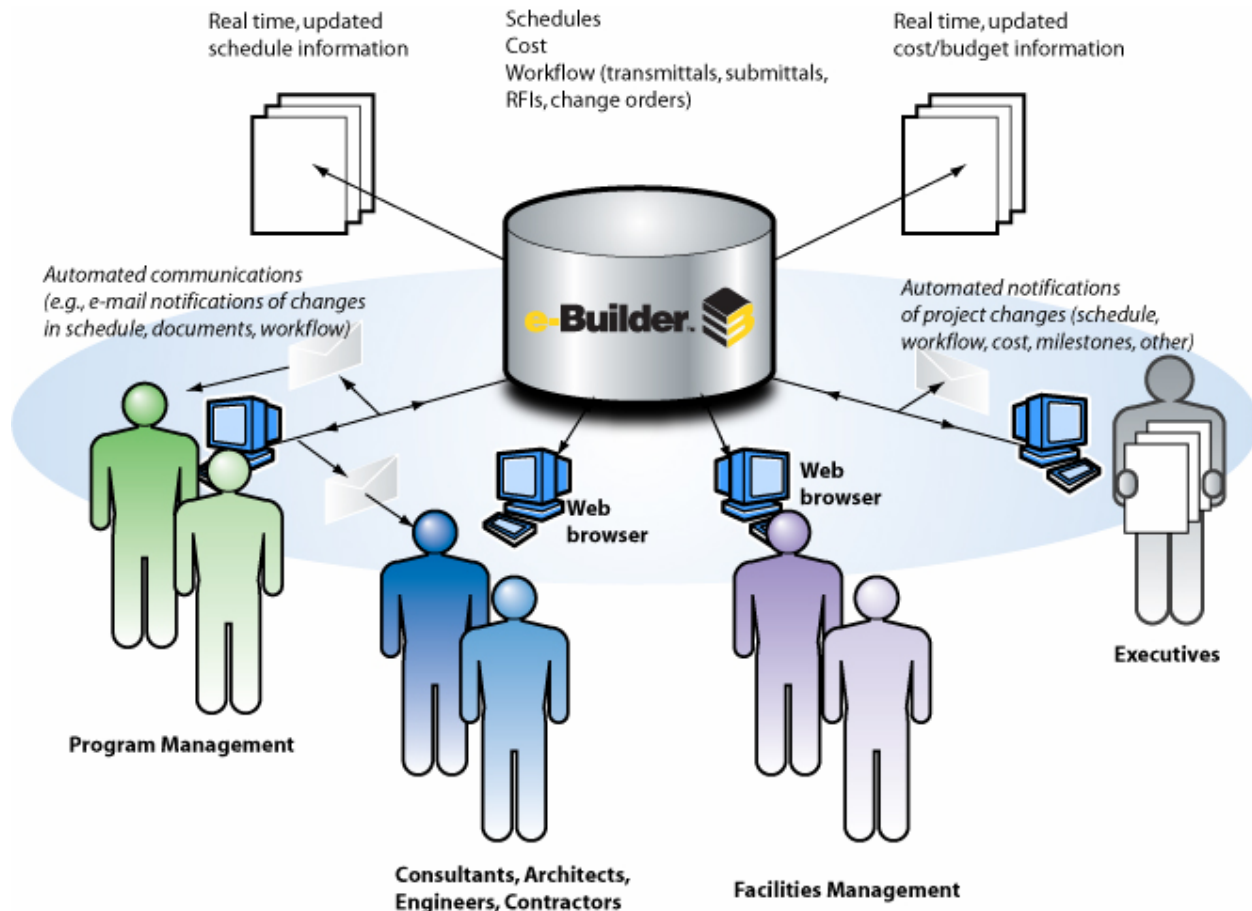
e-Builder Enterprise™ is a comprehensive Project and Program Management system that **xxx** will be implementing for managing documents, communications and costs between the Lead Consultant, Sub-Consultants, Design Consultants and Owner. e-Builder Enterprise™ includes extensive reporting capabilities to facilitate detailed project reporting in a web-based environment that is accessible to all parties and easy to use.

Central Document Vault: e-Builder Enterprise™ system includes a central database that maintains all project information and manages project communications amongst team members.

Communication/Correspondence: e-Builder provides electronic routable communication forms that provide historical tracking, documentation, and increased accountability of project members.

Project Calendars: Meetings will be scheduled and maintained centrally on e-Builder Enterprise™

Reporting: All of the project and program data including documents, communications and costs are accessible through integrated online reports. These reporting tools are completely configurable by each user. All reports can be exported to Excel for added flexibility.



E-BUILDER LICENSING REQUIRMENTS

e-Builder Enterprise™ User Licenses: Each user license is for access to the designated site consisting of unlimited data storage. Users can be direct employees of the Lead Consultant as well as its Sub-Consultants and/or Suppliers.

Each user license includes full access to e-Builder Enterprise™ including all of the documents and reports mentioned above. Furthermore, each user license provides the e-Builder software as a service (SaS) including:

- All hosting, operation, maintenance and data back up of the e-Builder Enterprise™ software and documents which are maintained in state-of-the-art data centers located throughout the United States.
- Quarterly e-Builder Enterprise™ software enhancements
- Unlimited phone, email and web based support 24-hours:

e-Builder Enterprise™ user licenses shall be obtained by the Owner, Development Manager, Construction Manager, QA/QC Agencies, and Project Management staff in which the Lead Consultant is not responsible.

The Lead Design Consultant is required to obtain e-Builder Enterprise™ user licenses for its employees and major Design Sub-Consultants as required to facilitate the communication and document flow process between the Owner, Development Manger, Construction Manager, Design Consultants, and its Sub-Consultants and/or major Suppliers.

e-Builder Enterprise™ User License Fee: \$1,301.00/ per user / per year

(To be paid by the Lead Design Consultant and included in the Contract Fee)*