

ADDENDUM TWO

RFP QUESTIONS

1. **Question:** The existing structural drawings indicate that the exhibition space was designed for 300 lbs/sqft. The RFP requires 350 lbs/sqft for the new exhibition space. Please clarify, if in fact, the new exhibition space is required to have 350 lbs/sqft or is matching the existing design load of 300 lbs/sqft acceptable?

Answer: Revise RFP to read 300 lbs/sqft.

2. **Question:** The survey provided by the PFD shows the Shoreline Setback 50 feet from the 100 year flood plain line. The City of Spokane Shoreline Master Program (SMP) requires the Shoreline Setback to be 50 feet from the Ordinary High Water Mark. Was it the PFD's intention to require a different setback than that required by the SMP?

Answer: It was not the PFD's intention to require a different setback than required by the SMP; the shoreline setback was shown from the 100 year flood plain line for convenience. DB Teams to verify Ordinary High Water Mark.

3. **Question:** How many individuals will be representing the Owner at the proprietary meeting and can you tell us who the individuals are that will be participating?

Answer: Nine attendees: Kevin Twohig, Mick McDowell, Larry Soehren, Dave Gebhardt, Johnna Boxley, Stephanie Curran, Rick Schmidt, Convention Wisdom, Bill Grubich and Matt Walker, Hill International.

1c. SCHEDULE

Proprietary Meetings begin at 12:30 PM and need to be finished by 5 PM. Proprietary Meeting Assignments (time and location have not changed) are as follows:

Feb 13	Garco Construction Design-Build Team
Feb 14	Lydig Construction Design-Build Team
Feb 15	YLK Joint Venture Design-Build Team
Mar 13	Lydig Construction Design-Build Team
Mar 14	YLK Joint Venture Design-Build Team
Mar 15	Garco Construction Design-Build Team

April 11 Interview assignments have been randomly selected:

8:30 am – 10:00 am	Lydig Construction Design-Build Team	CC 201 A
10:30 am – 12:00 pm	YLK Joint Venture Design-Build Team	CC 201 C
1:00 pm – 2:30 pm	Garco Construction Design-Build Team	CC 202 B

3. PROJECT REQUIREMENTS

Add: 3N. Division One Specifications (attached).

6. REFERENCE DOCUMENTS

Replace 011813 Reference Exhibits list (Addendum One) with attached 020713 Reference Exhibits List.

Items added to SPFD CCC Project Documents Website include: 012113 Site Survey CAD.zip files, 012113 Shenanigans TCLP Report, CCC Comment Letters and 020413 CCC Stakeholder Meeting Minutes.

End of Addendum Two

SECTION 011000 - SUMMARY

- A. Keep driveways, parking garage, loading areas, entrances serving premises and public right of ways and Centennial Trail clear and available to Owner and Doubletree Hotel's employees and guests, general public and emergency vehicles at all times.
- B. Keep driveways, roadways and City Streets free of mud and dirt.
- C. Maintain access to existing walkways, corridors and other occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and/or Doubletree Hotel and Authorities Having Jurisdiction (AHJ).
- D. Condition of Existing Buildings: Maintain portions of existing buildings affected by construction operations in a weather-tight condition throughout construction period. Repair all damage caused by construction operations.
- E. Cooperate with Owner and Doubletree Hotel during construction operations to minimize conflicts and facilitate Owner and hotel's usage. Perform the Work so as not to interfere with Owner's and hotel's day-to-day operations. Notify Owner and/or hotel not less than seven (7) calendar days in advance of activities that will impact Owner's and hotel's operations.
- F. On-Site Work Hours: Limit work on-site and in the existing buildings to normal business working hours of 8 a.m. to 5 p.m., Monday through Friday, unless otherwise indicated.
- G. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or Doubletree Hotel or others unless permitted. Notify Owner and Owner's Representative not less than seven (7) calendar days in advance of proposed utility interruptions. Obtain Owner's or Owner's Representative's written permission before proceeding with utility interruptions. Provide temporary utility services as may be required.
- H. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner and Doubletree Hotel's occupancy with Owner and hotel. Notify Owner and Owner's Representative not less than seven (7) days in advance of proposed disruptive operations. Obtain Owner's written permission before proceeding with disruptive operations.
- I. Controlled Substances: Use of tobacco products and other controlled substances within the existing building and on Project site (including the Centennial Trail) are not permitted.
- J. Convention Center Completion Products and Workmanship: DB Team to provide products and workmanship that meet or exceed existing Exhibit Hall products (including original warranty durations) and workmanship.

SECTION 012100 - ALLOWANCES

- A. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance. Submit time sheets and other documentation to show labor time and cost for installation of allowance items that include installation as part of the allowance.

- B. Allowance Adjustment: To adjust allowance amount, prepare a Change Order proposal in compliance with Article 9 of the General Conditions.
- C. Allowance No. 1: \$400,000 Lump Sum Allowance: Due to the undefined nature of the proposed Spokane riverbank rehabilitation and restoration work between the Division Street Bridge and the King Cole Bridge the Owner has elected to include this cost in the lump sum contract as an allowance.
- D. Submit a proposed riverbank rehabilitation restoration plan. This plan, with District input, will be the basis for DB Team seeking AHJ approval for the riverbank rehabilitation and restoration work.
- E. The DB will be able to invoice monthly for efforts related to Allowance No. 1 with supporting documentation as defined elsewhere in the contract documents.
- F. Washington State Sales Tax is not included in the allowance amount.

SECTION 012200 - UNIT PRICES

- A. Unit price is an amount incorporated in the Agreement, applicable during the duration of the Work as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, added to, or deducted from, the Contract Sum by appropriate modification, if the scope of Work or estimated quantities of Work required by the Contract Documents are increased or decreased.
- B. Unit prices include reimbursement for all direct and indirect cost of the Work including overhead, profit, bond, insurance cost and applicable taxes. Unit prices are not to include Washington State Sales Tax. See Price Proposal Form for project unit prices.

SECTION 012500 - SUBSTITUTION PROCEDURES

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by DB Contractor.
- B. Owner's Action: Owner will consider DB Contractor's request for substitution. If necessary, Owner will request additional information or documentation for evaluation within seven (7) work days of receipt of a request for substitution. Owner will notify DB Contractor of acceptance or rejection of proposed substitution within fifteen (15) calendar days of receipt of request, or seven (7) calendar days of receipt of additional information or documentation, whichever is later.
- C. Forms of Acceptance: Change Order, Construction Change Directive, or written letter of acceptance of substitution for minor changes in the Work.
- D. Use original product specified if Owner does not issue a decision on use of a proposed substitution with time allocated.
- E. Compatibility of Substitutions: DB Team to investigate and document compatibility of proposed substitution with related products and materials.

SECTION 012600 - CONTRACT MODIFICATION PROCEDURES

- A. Owner will issue through Owner's Representative supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time.
- B. Owner-Initiated Proposal Requests: Owner's Representative will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or drawings and specifications. Work Change Proposal Requests issued by Owner's Representative are not instructions either to stop work in progress or to execute the proposed change.
- C. Within fourteen (14) calendar days after receipt of Owner-Initiated Proposal Request, submit a proposal identifying cost adjustments to the contract sum and the contract time if applicable.
- D. DB Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, DB Contractor may initiate a claim by submitting a request for a change to the Owner and Owner's Representative as defined elsewhere in the contract documents.
- E. On Owner's approval of a Work Changes Proposal Request, Owner's Representative will issue a Change Order for signatures of Owner and DB Contractor on AIA Document G701 or similar form.

SECTION 012900 - PAYMENT PROCEDURES

- A. Schedule of Values Updating: Update and resubmit the schedule of values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.
- B. Submit draft copy of the monthly Application for Payment five (5) calendar days prior to due date for review by Owner and Owner's Representative.
- C. Application for Payment at Substantial Completion: After Owner's Representative issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portions of the Work claimed as substantially complete. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
- D. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation including, but not limited, to: Evidence of completion of Project closeout requirements, Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid. Updated final statement, accounting for final changes to the Contract Sum, Contractor's Affidavit of Payment of Debts and Claims, Contractor's Affidavit of Release of Liens, Consent of Surety to Final Payment, Evidence that claims have been settled and Final liquidated damages settlement statement.

SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

- A. Subcontract List: Provide a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Submit initial list within fifteen (15) calendar days of NTP; update list monthly.
- B. Building Access Security: Security procedures to access the existing Exhibit Hall building will be developed after the DB Contractor is selected. All access prior to procedures being finalized will be through the 24-hours security office located in the west convention center.
- C. RFI: Immediately on discovery of the need for additional owner information or interpretation, DB Contractor shall prepare and submit an RFI. Owner's Representative will only respond to RFIs submitted by the DB Contractor. Coordinate and submit RFIs in a prompt manner so as to avoid delays in DB Contractor's work or work of subcontractors.
- D. Owner's Representative's RFI Action: Owner and Owner's Representative will review each RFI, determine action required, and respond. Allow seven (7) working days for Owner's response for each RFI. Owner's action may include a request for additional information, in which case Owner's time for response will date from time of receipt of additional information.
- E. If DB Contractor believes the Owner's RFI response warrants change in the Contract Time or the Contract Sum, notify Owner and Owner's Representative in writing within ten (10) calendar days of receipt of the RFI response and submit a Change Proposal.
- F. Meetings: DB Team to schedule and conduct meetings and conferences at Project site unless otherwise indicated. Inform participants and others involved, and individuals whose presence is required, or whose presence is requested by Owner and Owner's Representative, of date and time of each meeting. Notify Owner and Owner's Representative of scheduled meeting dates and times. Prepare and distribute the meeting agenda to all invited attendees. DB Contractor to conduct meeting and record significant discussions and agreements achieved. DB Contractor to distribute meeting minutes to all relevant parties, including Owner and Owner's Representative, within three (3) calendar days of the meeting.
- G. During design phase DB Team to conduct weekly Design Coordination Meetings.
- H. Weekly Construction Scheduling Coordination Meeting: DB Contractor to meet weekly with Owner and Owner's Representative and Doubletree Hotel representative to review upcoming construction schedule and to coordinate work hours with scheduled events.
- I. Monthly LEED Coordination Meeting: DB Contractor will schedule and conduct a LEED coordination conference monthly at a time convenient to Owner, Owner's Representative, and DB Contractor.
- J. Pre-installation Conferences: Conduct pre-installation conferences at Project site before each construction activity that requires coordination with other construction.
- K. Project Closeout Conference: Schedule and conduct a project closeout conference, at a time convenient to Owner and Owner's Representative, but no later than sixty (60) calendar days prior to the scheduled date of Substantial Completion.

- L. Progress Meetings: Conduct progress meetings at weekly intervals. Agenda will be developed jointly by DB Contractor, Owner and Owner's Representative.

SECTION 013200 - CONSTRUCTION PROGRESS DOCUMENTATION

- A. The work under this Contract will be planned, scheduled, executed, and reported using a CPM (Critical Path Method) schedule. The Baseline Design-Build Schedule serves as a communication tool between Owner, Owner's Representative, the Design-Build Contractor, and its Sub-Design-Build Contractors. The Design-Build Contractor shall use the schedule to establish a joint understanding of the assumptions regarding the work, and the various constraints and opportunities that are possible within the plan. As the work progresses, the DB Team is expected to use the schedule to coordinate and forecast work, assess impacts and formulate the best methods to complete the work on, or ahead of the contractual completion dates.
- B. The Design-Build Contractor shall prepare and submit within fifteen (15) calendar days from receiving the Notice to Proceed a Preliminary Design-Build Construction Schedule. This schedule shall show the sequence in which the Design-Build Contractor proposes to perform the work, include Convention Center and Exhibit Hall events that will impact construction work, reflect all contract milestones, start and finish dates for major portions of work and include key submittals. The Design-Build Contractor shall provide a narrative summary of the work planned in the Preliminary Construction Schedule. The Owner and Owner's Representative will review and comment on the Preliminary Design-Build Construction Schedule. Submit three (3) hardcopies and one (1) electronic schedule file of the Preliminary Design-Build Construction Schedule and the schedule narrative to the Owner and Owner's Representative for review and comment
- C. Within forty-five (45) calendar days from receiving the Notice to Proceed, the Design-Build Contractor shall prepare and submit a Baseline Design-Build Schedule. The Baseline Design-Build Schedule shall be constructed to show the order in which the Design-Build Contractor proposes to carry out the work and to indicate availability of work area, availability and use of manpower, materials, and equipment. The Design-Build Contractor shall utilize the Baseline Design-Build Schedule in planning, scheduling, coordinating, and performing the work under the contract, including all activities of Sub-Design-Build Contractors, equipment vendors, and suppliers. The Baseline Design-Build Schedule shall incorporate any limitations and restrictions – including Convention Center and Exhibit hall events that will impact construction work, milestones and the substantial and final completion dates as specified in the Contract Documents. Once all subcontractor awards have been finalized, a revised baseline Design-Build Construction schedule may be prepared and submitted based on the current project team. Submit three (3) hardcopies, 1 Plot, and one (1) electronic schedule file of the Baseline Design-Build Schedule and the schedule narrative to the Owner and Owner's Representative for review and comment
- D. Upon review and comment by the Owner and Owner's Representative the Design-Build schedule will be updated on a monthly basis to reflect progress of the work. With every Application for Progress Payment, the Design-Build Contractor shall submit three (3) hardcopies to the Owner and Owner's Representative, and an electronic file copy of the updated Progress Schedule that reflects work progress achieved since the previous update.

- E. In the event that the Design-Build Contractor should incur a schedule delay that affects the Contractual Milestones or Project Completion date, the Design-Build Contractor shall submit a separate time impact analysis (TIA) for each alleged schedule impact. The TIA shall be analyzed in the project schedule that represents the period just prior to when the impact was incurred. Within twenty (20) calendar days of incurring a schedule impact, the Design-Build Contractor shall submit a TIA. The Design-Build Contractor shall not be allowed to claim any delay (time or costs) incurred more than twenty (20) calendar days prior to having notified the Owner of the alleged delay. Submit a Time Impact Analysis in a format and with the level of detail that is satisfactory to the Owner and Owner's Representative.
- F. Submission of a valid updated progress schedule and the completion of the Time Impact Analysis are conditions precedent to the review and approval of any requests for an extension in the contract completion date or milestones. Failure to complete updated progress schedules and to participate in Time Impact Analysis will defer consideration of any time extensions by the Owner and Owner's Representative until all the work is completed and all as-built progress can be analyzed by the Owner and Owner's Representative.
- G. A Recovery Schedule will be required if the Design-Build Contractor's monthly Progress Report indicate that the Design-Build Contractor is seven (7) or more calendar days behind schedule at any time during the last thirty (30) calendar days prior to scheduled Substantial Completion for any phase, or any other specified date pursuant to the General Conditions. Or should the Design-Build Contractor request to make changes in the logic of the Construction Schedule, which, in the opinion of the Owner or Owner's Representative, are of a significant nature.
- H. The Design-Build Contractor, Owner, and Owner's Representative shall do the following after determination of the requirement for a Recovery Schedule: Within five (5) calendar days, the Design-Build Contractor shall submit a Recovery Schedule for review and comment to the Owner and Owner's Representative. The Recovery Schedule shall represent the Design-Build Contractor's best judgment as to how they shall regain compliance with the Construction Schedule within the immediate subsequent pay period. The Recovery Schedule shall be prepared to a similar level of detail as the Construction Schedule and shall have a maximum duration of one (1) month, which shall coincide with the pay period.
- I. Within seven (7) calendar days, the Design-Build Contractor shall participate in a conference with the Owner and Owner's Representative to review and evaluate the Recovery Schedule. Any revisions necessary as a result of this review shall be resubmitted for comment of the Owner and Owner's Representative within two (2) calendar days of the conference. The approved Recovery Schedule shall then be the schedule which the Design-Build Contractor shall use in planning, organizing, directing, coordinating, performing and executing the Work (including all activities of subcontractors, equipment vendors, and supplies) for its one (1) month duration, to regain compliance with the Construction Schedule.
- J. Seven (7) calendar days prior to the expiration of the Recovery Schedule, the Owner, Owner's Representative, and the Design-Build Contractor shall meet at the job site to determine the effectiveness of the Recovery Schedule and to determine whether the Design-Build Contractor has regained compliance with the Construction Schedule.
- K. Provide Daily Construction Reports: Prepare a daily construction report recording information concerning events at Project site. Reports must be issued within 24 hours of the work being documented.

- L. Provide Three-Week Look Ahead Schedules: The Contactor's Superintendent shall provide weekly a short-term schedule depicting the work scheduled to take place on the site during the following three week (minimum) period. This schedule shall be in concurrence with the Baseline Design-Build Construction Schedule and will show, at a minimum, the activity number description, Early Start and Early Finish dates, and durations. Critical path activities will be annotated on this Three-Week Look Ahead Schedule. The Three-Week Look Ahead Schedule will be distributed at each weekly construction update meeting.
- M. Provide Monthly Cash Flow Schedule: Submit three (3) hardcopies and one (1) electronic file to the Owner's Representative for review and comment.

SECTION 013233 - PHOTOGRAPHIC DOCUMENTATION

- A. Digital Images: Provide images in JPG format, produced by a digital camera with minimum sensor size of 8 megapixels.
- B. General: Take photographs using the maximum range of depth of field, and that are in focus, to clearly show the Work. Photographs with blurry or out-of-focus areas will not be accepted.
- C. Digital Images: Store digital images exactly as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software. Include date and time in file name for each image. Maintain one set of image files accessible in the field office at Project site, available at all times for reference.
- D. Preconstruction Photographs: Before starting construction or building demolition, take photographs of Exhibit Hall, Project site and surrounding properties, including existing items to remain during construction, from different vantage points.
- E. Take a minimum of 50 photographs to show existing conditions adjacent to property before starting the Work. Take a minimum of 50 photographs of existing buildings either on or adjoining property to accurately record physical conditions at start of construction. Take additional photographs as required to record settlement or cracking of adjacent structures, pavements, and improvements.
- F. Periodic Construction Photographs: As necessary to document special conditions.
- G. Note: Do not photograph event participants.

SECTION 013300 - SUBMITTAL PROCEDURES

- A. Submittal Schedule: DB Contractor to submit a schedule of Project submittals. Owner and Owner's Representative will review schedule of submittals and indicate which submittals the Owner and Owner's Representative will want to review.
- B. Owner and Owner's Representative's review will be for informational purposes only. Any Owner and Owner's Representative questions or concerns regarding submittals will be communicated in writing to the DB Contractor.

SECTION 014000 - QUALITY REQUIREMENTS

- A. Quality-Control Plan: DB Contractor to submit quality-control plan not less than ten (10) calendar days prior to commencement of construction. Identify personnel, procedures, controls, instructions, tests, records, and forms to be used to carry out DB Contractor's quality-assurance and quality-control responsibilities. Coordinate with DB Contractor's construction schedule.
- B. Quality-Control Personnel Qualifications: Engage qualified personnel trained and experienced in managing and executing quality-assurance and quality-control procedures similar in nature and extent to those required for Project.
- C. Monitoring and Documentation: Maintain testing and inspection reports including log of approved and rejected results. Include work Owner or Owner's Representative has indicated as nonconforming or defective. Indicate corrective actions taken to bring nonconforming work into compliance with requirements. Comply with requirements of AHJ. Maintain log at Project site and allow access to test and inspection log during normal working hours.
- D. Permits, Licenses, and Certificates: For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.
- E. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work. Two mockups are anticipated; one the Board Room and one for the Meeting Rooms.
- F. DB Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are DB Contractor's responsibility.
- G. Special Tests and Inspections: Owner will engage a qualified testing agency or special inspector to conduct special tests and inspections required by AHJ. Owner's special test and inspection firm will: Notify Owner and Owner's Representative and DB Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services. Submit a certified written report of each test, inspection, and similar quality-control service to Owner, through Owner's Representative, with copy to DB Contractor and to AHJ. Submit a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents. Special inspector will retest and re-inspect corrected work. Cost associated with retest and re-inspection will be charged to DB Contractor. DB Contractor to provide Owner's special test and inspection firm three (3) work days prior notice to planned work occurrence.
- H. General: On completion of testing, inspecting, sample taking, and similar services, DB Contractor to repair damaged construction and restore substrates and finishes. Provide materials and comply with installation requirements specified or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible.

SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS

- A. General: Installation and removal of and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities to use temporary services and facilities without cost, including, but not limited to Owner's construction forces, testing agencies, and authorities having jurisdiction.
- B. Sewer, Water, Electricity and Natural Gas Service: Pay service use charges for usage by all entities for construction operations. Water, Electricity and Natural Gas from Owner's existing facilities may be available for use with separate metering and with payment of use charges. Provide connections and extensions of services as required for construction operations.
- C. Temporary Use of Permanent Facilities: Engage Installer of each permanent service to assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.
- D. Common-Use Field Office: Provide of sufficient size to accommodate needs of construction personnel office. Provide space for Owner's Representative and space to accommodate Project meetings. Provide furniture and internet access. Keep office clean and orderly.
- E. Locate facilities, subject to prior approval of Owner, where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work and as agreed to by Owner
- F. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking water for use of construction personnel. Use of Owner and hotel's existing toilet facilities will not be permitted.
- G. Heating and Cooling: Provide temporary heating and cooling required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.
- H. Isolation of Work Areas in Occupied Facilities: Prevent dust, fumes, and odors from entering occupied areas of existing building.
- I. Project Signs: Provide one 4' x 8' Project sign. Submit draft layout for Owner's review and comment. Unauthorized signs are not permitted.
- J. Use of Owner's existing elevators and stairs may be permitted when acceptable to Owner, provided elevators are cleaned and maintained in a condition acceptable to Owner.
- K. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.
- L. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.

- M. Temporary Erosion and Sedimentation Control: Provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to undisturbed areas and to adjacent properties and walkways, according to requirements of 2003 EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent.
- N. Stormwater Control: Comply with requirements of AHJ. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of stormwater from heavy rains.
- O. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.
- P. Site Enclosure Fence: Before construction operations begin, furnish and install site enclosure fence in a manner that will prevent people and animals from entering site except by entrance gates and that is acceptable to Owner.
- Q. Security Enclosure and Lockup: Install temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security that are acceptable to Owner. Lock entrances at end of each work day.
- R. Barricades, Warning Signs, and Lights: Comply with requirements of AHJ for erecting structurally adequate barricades, including warning signs and lighting.
- S. Temporary Egress: Maintain temporary egress from existing occupied facilities and as required by AHJ and as acceptable to Owner.
- T. Temporary Enclosures: Provide temporary enclosures for protection of construction, existing, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weather tight enclosure for building exterior.
- U. Temporary Partitions: Provide floor-to-ceiling dustproof partitions to limit dust and dirt migration and to separate areas occupied by Owner from fumes and noise.
- V. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241; manage fire-prevention program and local agency having jurisdiction.

SECTION 017300 - EXECUTION

- A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning site work, investigate and verify the existence and location of underground utilities, mechanical and electrical systems, and other construction affecting the Work.
- B. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping; underground electrical services, and other utilities. Furnish location data for work related to Project that must be performed by public utilities serving Project site.

- C. Verification: Before proceeding to lay out the Work, verify layout information shown on property survey and existing benchmarks. If discrepancies are discovered, notify Owner and Owner's Representative promptly.
- D. General: Engage a land surveyor to lay out the Work using accepted surveying practices.
- E. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Owner and Owner's Representative.
- F. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.
- G. Benchmarks: Establish and maintain a minimum of two permanent benchmarks on Project site, referenced to data established by survey control points. Comply with AHJ for type and size of benchmark.
- H. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.
- I. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- J. Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully. Maintain Project site free of waste materials and debris.

SECTION 017700 - CLOSEOUT PROCEDURES

- A. Submittals Prior to Substantial Completion: Complete the following a minimum of ten (10) days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Certificates of Release: Obtain and submit releases from AHJ permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 2. Submit closeout submittals including project record documents, operation and maintenance manuals, damage or settlement surveys and similar final record information, specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 3. Submit maintenance material submittals including tools, spare parts, extra materials, and similar items, and deliver to location designated by Owner and Owner's Representative. Label with manufacturer's name and model number where applicable.

4. Provide extra materials (attic stock) for items as previously agreed to with Owner and Owner's Representative.
 5. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Owner or Owner's Representative's signature for receipt of submittals.
 6. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
 7. DB Contractor's punchlist. The DB Contractor will recommend a punch list format to the Owner and Owner's Representative for approval prior to conducting its punch list walk through.
 8. Submit piping and equipment labeling protocols for review and approval prior to label production.
 9. Submit test/balance records.
- B. Procedures Prior to Substantial Completion: Complete the following a minimum of ten (10) work days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
1. Advise Owner of pending insurance changeover requirements.
 2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 3. Complete startup and testing of systems and equipment.
 4. Perform preventive maintenance on equipment used prior to Substantial Completion.
 5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
 6. Advise Owner of changeover in utilities.
 7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
 8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 9. Complete final cleaning requirements, including touchup painting.
 10. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- C. Submittals Prior to Final Completion: Before requesting final inspection for determining final completion, complete the following:
1. Submit a Final Application for Payment.
 2. Certified List of Incomplete Items: Submit certified copy of Substantial Completion inspection list of items to be completed endorsed and dated by Owner or Owner's Representative. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.

- D. Inspection: Submit a written request for final inspection to determine acceptance a minimum of ten (10) work days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Owner and Owner's Representative will either proceed with inspection or notify DB Contractor of unfulfilled requirements.
- E. Time of Submittal: Submit written warranties on request of Owner for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, or when delay in submittal of warranties might limit Owner's rights under warranty.
- F. Partial Occupancy: Submit properly executed warranties within fifteen (15) days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with DB Contractor. Completion of commissioning activities for HVAC systems will be the start of the warranty time period for those systems even if partial occupancy occurs prior to commissioning.
- G. Provide additional copies of each warranty to include in operation and maintenance manuals.
- H. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
- I. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.

SECTION 017823 - OPERATION AND MAINTENANCE DATA

- A. Initial Manual Submittal: Submit draft copy of each manual at least sixty (60) days before commencing demonstration and training. Owner and Owner's Representative will comment on whether general scope and content of manuals are acceptable.
- B. Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least five (5) days before commencing demonstration and training.
- C. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required. Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size. File Names and Bookmarks: Enable bookmarking of individual documents based on file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Provide two (2) PDF copies.
- D. Manuals, Paper Copy: Submit manuals in the form of hard copy, bound and labeled volumes. Binders: Heavy-duty, three-ring, vinyl-covered binders. If two or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and

related components. Cross-reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents. Indicate volume number for multiple-volume sets. Provide two (2) paper copies

- E. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds. Include procedures to follow and required notifications for warranty claims.

SECTION 017839 - PROJECT RECORD DOCUMENTS

- A. Record Drawings: Initial Submittal: Submit one paper-copy set(s) of marked-up draft record prints. Owner and Owner's Representative will review and return copy. Final Submittal: Submit two complete paper-copy set(s) of marked-up record prints. Submit two copies of PDF electronic files of record prints. Submit two copies of AutoCAD electronic files of record prints.
- B. Record Specifications: Submit two paper copies and two copies of annotated PDF electronic files of Project's Specifications, including addenda and contract modifications.
- C. Record Product Data: Submit two paper copies and two copies of annotated PDF electronic files and directories of each submittal. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.
- D. Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and revisions to project record documents weekly as they occur; do not wait until end of Project.
- E. Ten (10) work days prior to requested inspection for Certificate of Substantial Completion, review marked-up record prints with Owner and Owner's Representative. When authorized, prepare a full set of corrected digital data files of the Contract Drawings.
- F. Maintenance of Record Documents and Samples: Store record documents and Samples in the field office apart from the Contract Documents used for construction. Do not use project record documents for construction purposes. Maintain record documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to project record documents for Owner's and Owner's Representative's reference during normal working hours.

SECTION 017900 - DEMONSTRATION AND TRAINING

- A. Instruction Program: Submit outline of instructional program for demonstration and training, including a list of training modules and a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module for Owner's and Owner's Representative's review and approval. Include learning objective and outline for each training module.
- B. The DB Contractor shall provide training on each piece of equipment and control system to the satisfaction of the Owner.

- C. Instructor Qualifications: Provide 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.
- D. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations and to ensure availability of Owner's personnel. For equipment that requires seasonal operation, provide similar instruction at start of each season.
- E. Coordinate content of training modules with content of approved operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data has been reviewed by Owner.
- F. Program Structure: Develop an instruction program that includes individual training modules for each system and for equipment not part of a system.
- G. 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 as applicable to the system, equipment, or component: Basis of System Design, Operational Requirements, and Criteria, Documentation: Review O & O and project record manuals and documents, warranties and maintenance service agreements, Emergencies, Adjustments, Troubleshooting, Maintenance and Repairs.
- H. Assemble educational materials necessary for instruction, including documentation and training module. Set up instructional equipment at instruction location.
- I. Training Location and Reference Material: Conduct training on-site in the completed and fully operational facility using the actual equipment in-place. Conduct training using final operation and maintenance data submittals.
- J. Training shall include: use of the printed installation, operation and maintenance instruction material included in the O&M manuals. Training shall occur after functional testing and piping and equipment labeling are complete unless approved otherwise by the Owner and Owner's Representative.

SECTION 019113 - GENERAL COMMISSIONING REQUIREMENTS

- A. The DB Contractor is solely responsible for the commissioning responsibilities. The commissioning services shall be performed as required by the Energy Code and in accordance with the LEED requirements.
- B. DB Contractor Commissioning Team: Individuals, each having the authority to act on behalf of the entity he or she represents, explicitly organized to implement the commissioning process through coordinated action. The commissioning team shall consist of, but not be limited to, representatives of DB Contractor, including the Architect and engineering design team, Project superintendent and subcontractors, installers, suppliers, and specialists deemed appropriate.
- C. DB Contractor shall assign representatives with expertise and authority to act on its behalf and shall schedule them to participate in and perform commissioning process activities.

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A. SITE INFORMATION

1. 121312 SFPD-CCC Topo Survey
2. **012113 SFPD-CCC Topo Survey Zipped AutoCAD Files** Addendum 2
3. 102512 Shenanigans Good-Faith Regulated and Haz Mat Report - Draft
4. 010713 Shenanigans Inventory of Electric Lighting, Ballast & Back Up Lighting Batteries
5. **012113 Shenanigans TCLP Report by Mountain Consulting Services** Addendum 2
6. 110212 Habitat Report for Spokane River Shoreline
7. Avista Power Feed North of CCX

B. AGREEMENTS

1. 020807 CCX Condominium Declaration and Easements

C. GEOTECHNICAL AND ENVIRONMENTAL DOCUMENTATION

1. 092502 GeoEngineers Geotech Engr. Study - Option 2
2. 092602 GeoEngineers Phase I and Limited Phase II Environ Site Assessment Option 2
3. 010804 GeoEngineers Centennial Trail Geotech Engr. Study
4. 041904 GeoEngineers Corrective Action Plan
5. 051304 GeoEngineers Supplemental Geotechnical Engr. Study
6. 062804 GeoEngineers Environ Monitoring and Management Plan
7. 090104 GeoEngineers Waste Management Memo
8. 092204 GeoEngineers Sewer Sedimentation Ltr
9. 092404 GeoEngineers Landscape Request for Opinion Ltr
10. 101204 GeoEngineers Post Excavation Opinion Ltr
11. 082605 GeoEngineers Groundwater Monitoring Report
12. 091305 GeoEngineers Promenade Drilled Shaft Foundations Report
13. 031006 Dept. of Ecology Landscape Ltr
14. 081106 GeoEngineers Clean Up Action Report
15. 102007 Dept. of Ecology No Further Action Determination with Restrictive Covenant
16. 010813 GeoEngineers Revised CCC Corrective Action Plan
17. 011513 GeoEngineers Geotechnical Data Report Proposed CCC Project Addendum 1

D. EXHIBIT HALL RELATED INFORMATION

1. CCX Bid Package 4 - Architectural, Civil, Landscape Drawings
2. CCX Bid Package 6 - Architectural, Landscape Drawings
3. CCX Structural As-Builts
4. CCX Structural CAD Drawings Addendum 1
5. CCX Electrical, Fire Protection, Mechanical Drawings
6. SFPD Convention Center Facility Guide

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E. CCC RELATED DOCUMENTS

1. Facilities 2000 Working Group
2. Vision 20/20
3. Economic Study Executive Summary
4. Spokane Convention Center Operational Cost Impact
5. Staying Competitive. Creating Jobs, Info Sheet
6. Spokane CC Completion Final Concept Design
7. Completion Concept Study Slides
8. Overall Site Plan - General Project Extents
9. Reflected Ceiling Plan below Riverside Hall
10. 110112 CCC Sewer Relocation Option
11. 010313 Convention Center Events Calendar
12. 010313 Exhibition Hall Events Calendar
13. SPFD Sustainability Standards #5.26 Operations: Sustainable Practices Policy
14. 010913 CCC FFE Responsibility Matrix

F. PERMITTING RELATED DOCUMENTS

1. 010913 AHJ RESPONSIBILITY MATRIX
2. 111512 City of Spokane Design Review CCC Program Review-Collaborative Workshop
3. 112912 WA CPARB Project Review Committee Project Approval
4. 090612 City of Spokane CCC Pre-Dev Notes
5. 121512 CCC Trip Letter
6. 123112 CCC Public Comment Letter Avista
7. 123112 CCC Public Comment Letter SCKC
8. 123112 CCC Public Comment Letter Futurewise
9. 123112 CCC Public Comment Letter Center for Justice
10. Spokane PFD Stakeholders Meeting for CCC
11. Spokane PFD Community Meeting for CCC
12. 010313 City of Spokane Planning Services Department CCC General Application Addendum 1
13. 010313 City of Spokane Planning Services CCC Shoreline Permit Application Addendum 1
14. 010813 City of Spokane Planning Services Department Shoreline/Critical Areas Checklist Addendum 1
15. 010913 ITS CCC Trip Generation Confirmation Letter & Impact Fee Estimate Letter Addendum 1
16. 010913 Spokane Environmental Ordinance - CCC Environmental Checklist Addendum 1
17. 011013 WSDOT-Kolva Email re Division Street Proposed Work Addendum 1
18. 011613 SPFD Stakeholder's Meeting Notice Addendum 1
19. 011613 CCC Determination of Non-Significance Addendum 1
20. 012213 CCC Comment Letter Spokane Tribe Addendum 2
21. 012913 CCC Comment Letter Fire Dept Addendum 2
22. 013013 CCC Comment Letter Avista with attachments Addendum 2
23. 013013 CCC Comment Letter Center for Justice Addendum 2

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| 24. 013013 CCC Comment Letter City of Spokane | Addendum 2 |
| 25. 013013 CCC Comment Letter Dept of Ecology | Addendum 2 |
| 26. 013113 CCC Comment Letter Dept of Fish & Wildlife | Addendum 2 |
| 27. 020113 CCC Comment Letter City Engineering | Addendum 2 |
| 28. 020413 CCC Stakeholder Meeting Minutes | Addendum 2 |
| 29. 020513 CCC Comment Letter Spokane Regional Clean Air Authority | Addendum 2 |
| 30. 020513 CCC Notice of Application Sign Letter | Addendum 2 |
| 31. 020513 CCC Notice of Application Letter | Addendum 2 |

NOTE: Reference exhibit documents are located on the SPFD website under Convention Center Completion Project/Documents.