



Meeting Minutes DASNY Project #360880

Date: March 22, 2022 - via In-Person
Time: 10:00 AM

Building(s) Building #144, Cook Chill Facility
Facility: Rockland Psychiatric Center
145 Old Orangeburg Road, Orangeburg, NY 10962

Subject: Rockland P.C., BMS Replacement, Building #144
Pre-Bid Walk Through

Attendance:

Michael Tyler, DASNY	Adam Rice, Honeywell
Christopher Headley, DASNY	Michael Baer, JCI
Anthony Brown, DASNY	Oliver Wright, JCI
Mariealice Morgan, OMH	Michael Donoghue, Siemens
Steven Mayott, Aramark	Brian Greda, Siemens
Efrain Rodriguez, RPC	
Doug Page, EME	
Liz Madera, EME	

Meeting Notes:

This meeting served to introduce the Cook Chill Facility, building #144, BMS Replacement project and to walk through the facility to define the scope of work.

The following is a summary of key elements of the meeting:

1. Introduction: DASNY, OMH, Cook Chill and EME
2. Project Scope of Work
 - EME provided an overview of the scope of work to the participants and explained the phasing plan.
 - OMH informed the team that the day after Christmas until New Year's Day is ok to do construction since the facility is either not occupied or minimally occupied.

- OMH also noted weekends are always an option to do work.
- 3. Goals
 - DASNY stated how this project is under OGS State contract and is covered by NYS labor laws.
 - Contractors to adhere to DASNY frontend documentation requirements such as providing certified copies of pay roll.
- 4. Bid Date 4/26/2022; time 2:00PM at the DASNY office; 515 Broadway, Albany, New York (See Notice to Bidders in the Project Manual).
- 5. The contract completion date is 4/28/2023. Liquidated damages in the amount of \$2,500.00 per day will be assessed for each and every calendar day that the work is not completed after that date.
- 6. All RFIs will need to go through Chris Headley.
- 7. All field coordination with the facility during construction shall be through the DASNY Field Representatives, Michael Tyler and Anthony Brown.
 - Food production starts from 6:00AM to 4:30PM.
 - Contractors are not allowed to come into the building until 7:00AM and work must be over by 4:00PM.
 - Work after 4:00PM will need to be scheduled a week ahead so a member of facility can be scheduled to assist contractors.
- 8. Project meetings will be held every 2 weeks to check the progress of the project.

The following questions were posed by JCI:

- Is 4-28-2023 a substantial completion date?
 - DASNY responded that everything should be done by this day.
- What is the start date? How can you commit to a hard end date when there is no start date?
 - DASNY responded that for now the start date is 45 days after 4/26 (roughly) but there is no commissioning agent on board. Coordination with commissioning is needed.
- Are bi-weekly meetings in person?
 - Currently CCPC is holding small in person meetings, but a conference room can be booked for bi-weekly meetings.
- 9. Front ends are standard DASNY front ends. This is a DASNY construction project. Contractors should anticipate DASNY Administration documents.
- 10. Commissioning usually 4-6 weeks roughly. DASNY will select commissioning authority.
- 11. Phasing is most important in project specified specifications from facility
- 12. Project will require a cellular router through construction but will then be transitioned onto an OMH ITS restricted use case network once set up.
- 13. There will be an addendum issued to show the installation of 5 temperature sensors above ceiling where there might be thermal infiltration. Last year there were temperature freezeups.

- Aramark identified five locations and stated all spaces are walkable except above RS-9 and RS-10.

The following questions were posed by Siemens:

- Who will maintain the BMS?
 - Aramark clarified that the existing service contractor will maintain the BMS and adjust set points as needed while project is in construction.
- What are the prerequisites for this project? Are 100% approved submittals required before project can begin?
 - DASNY stated that it is unusually to require 100% approved submittals before construction, but EME would like to approve those items that have long lead times first.
 - Everyone will need to be suited up to do work on the 1st floor, no eating or drinking is permitted. Clean their own mess.
 - Masks are required on the 1st floor.
 - Sewer system is private. You can't dump anything there. Ask facility what sanitary drain can be used.
 - Facility will provide suits, hair, and beard nets.
 - A lot of rooms on the 1st floor are in construction and contractors need to coordinate work on 1st floor with OGS.

14. What is a typical day?

- Contractor will sign in and get a temperature check every morning.
- Keys and swipe cards to the basement will be provided but will need to be returned by 4pm.
- After Hours will have to be coordinated through DASNY.
- No late hour work on Mondays due to no staff available.

15. Division 1 requirements need to be met. There will be a 2-week look ahead at every bi-weekly meeting.

16. Contractors must submit any questions concerning the Contract Documents to the Project Manager, Christopher Headley, by Friday, 4/01/2022. They will be answered through an Addendum by Friday, 4/15/2022.

The following questions were posed by Siemens during the walk through:

- Can we reuse conduit for emergency generators since conduit is on the ground?
 - Facility will determine if they will accept a shutdown of the emergency generator.
 - All conduit will be provided parallel to minimize downtime

The following questions were posed by JCI during the walk through:

- JCI asked about compression fittings or screws for enclosures due to lead time of items.
 - Specifications will need to reviewed.

Action Items:

- EME will transmit photos and videos of mezzanine above refrigerated boxes to all participants of this meeting via a onedrive link.

- EME to coordinate with Aramark to provide participants with a list of active projects at CCPC.

Please respond to Doug Page of EME Group if there are any changes, additions, omissions, or deletions to the contents of these minutes within five business days from the date of issuance.