PART 1 - GENERAL

1.1 SUMMARY

A. This Section specifies administrative and procedural requirements for electronic communications and document control between the Owner, A/E and Contractor in supporting the Work of the Contract Documents.

B. The Owner will provide the Contractor and its Subcontractors access to the Owner's internet-based integrated construction management system (CMS) which shall be used for communications and document control.

1. Not all Project documents are tracked in the CMS. For most documents not in the system, the Owner provides electronic forms created with other industry standard software.

2. Owner's forms are included in Appendix A of these Specifications.

1.2 ADMINISTRATIVE REQUIREMENTS

A. System Access: The Owner will provide the required access codes necessary for the Contractor's access to the Owner's CMS website. The Owner will host the software and administer authority levels and classifications to users to control security access. Access levels will be provided to match only the level necessary to maintain and process electronic documents specified in this Section.

1. Owner shall not be responsible for temporary or intermittent outages.

B. System Users: The Contractor shall provide a list of all parties from the Contractor's and Subcontractors' staffs and others that will be given access to the system. The Owner will provide the Contractor with access for a maximum of four (4) users, unless otherwise requested by the Contractor and approved by the Owner. The Contractor may, at its sole discretion, elect to enter all required data into the system including input from Subcontractors or may require the Subcontractors to enter their own data, but in either case the Contractor will be responsible for the accuracy of the data entered.

C. System Training: The Owner will provide initial training in the use of the CMS website through a seminar or webinar at no cost to the Contractor commensurate with requirements for document control specified in this Section. The only cost to the Contractor will be connection to the webinar.

1. The Owner will provide a training seminar or webinar for the Contractor's organization at no cost to the Contractor. A training location and dates for the training will be provided after the award of the Contract. Training is anticipated to begin within two weeks of Contract execution.

2. Additional training requested by the Contractor shall be subject to approval by the Owner.

D. Documents Requiring Signatures: All documents requiring signatures for approval shall be processed with the CMS to expedite preliminary concurrence of information only. Receipt of a "hard copy" signature on forms is required prior to implementing action or work as the conditions may require.

E. Equipment and Software Requirements: A computer with high speed internet access will be required in the Contractor's home office and field office and in the offices of each of its Subcontractors using the CMS. Each computer must utilize Internet Explorer 8 or above and must be equipped to handle current versions of Microsoft Excel and Word documents, as well as pdf and tif files.

F. Information Input: The responsibility of the Owner, A/E, and Contractor to enter information and data into the Owner's internet-based CMS shall correlate with the responsibilities of the same parties as specified in all other sections within these Contract Documents. Responsibilities include, but are not limited to:

1. The Owner will input Project and cost information from the Contract Award and maintain emergency contact lists, reports, logs, and enter all change documents.

2. The A/E will enter the Contract Documents and design clarifications with attached drawings and details, after Owner's approval, and field reports.

3. The Contractor will enter all meeting minutes, submittals, utility shutdown requests, Requests for Information and other reports and documents required by the Contract Documents.

PART 2 - PRODUCTS (Not Used)

PART 3- EXECUTION (Not Used)

END OF SECTION