

SECTION 01 32 00 - ELECTRONIC PROJECT MANAGEMENT SYSTEM

1.00 GENERAL

1.01 DESCRIPTION

- A. This Section is in addition to the Contract General Conditions.
- B. The Contractor shall be required to use the University's Electronic Project Management (EPM) system, Prolog Website and/or Prolog Manager, by Meridian Project Systems for electronic construction management document control and communications between the University, Architect of Record, other project-related consultants, and Contractor. The system will be maintained and owned by the University but operated collaboratively by the Project Team.
- C. The EPM system will contain information the following information available to the contractor and project team:
 - 1. Submittal Information and Logs including weekly and monthly schedule updates
 - 2. Requests for Information and Logs
 - 3. Inspection Requests / Reports
 - 4. Non-Compliance Inspection Reports
 - 5. Project Photographs
 - 6. Project Meeting Minutes
 - 7. Electronic Drawings, Sketches, ASIs
 - 8. Other Documentation as determined by the University's Representative.
- D. All Request For Information (RFIs) and Inspection Requests, shall submitted by the Contractor to the University electronically, via Prolog Website.
- E. The University will **NOT** accept faxed and/or hand written documentation of RFIs, RFI Sketches, and/or Inspection Requests.
 - 1. The Contractor shall be solely responsible for data entry via the Electronic Project Management System Website for the generation of project related documentation.
 - 2. The contractor shall be solely responsible for the scanning of sketches / drawings as necessary for the electronic submittal and attachment of necessary information related to RFIs.
 - 3. Contractor shall supply field personnel with all necessary computer equipment necessary to enter documentation electronically.

- F. Submittals may be submitted via hard copy per Section 01 33 00 Submittals with electronic documents for all paperwork and shall include photographs of physical product submittals.

1.02 CONTRACTOR'S RESPONSIBILITIES

- A. The Contractor shall have sufficient computer(s) with capabilities to access the system at their on site and off site project offices.
- B. At the pre-construction meeting, The Contractor shall submit to the University a comprehensive list of users utilizing the enclosed form. The University will use this information for no other purpose than to establish the necessary accounts for use by each individual.
- C. The Contractor shall pay the University \$500.00 for each user to be registered with the Electronic Project Management System. This payment will be due during the final closeout of the project at which time the University will access the final number of Contractor users assigned to the project.
- D. Contractor shall complete the User List provided in Specification Section 01 32 00.1 for initial user set up and assignment.
- E. These personnel shall have sufficient computer skills required to access the Internet, log on to the EPM system, and utilize the system. The Contractor may request the University to provide training and technical support to the Contractor's personnel for use of the EPM system. The cost of the training session will be borne by the attendees. The Contractor shall plan on an average of 4-hours training for each of the Contractor's personnel who will be using the system. Having the above capability in place onsite is a condition precedent to processing the Contractor's first payment request.

Commented [CJM1]: This may reduce the collaboration of the system if contractors are having to pay for the service. If the project can pay for the service directly then remove this section.

1.03 OFFICIAL RECORDS

- A. The documentation and records maintained on the EPM system will be the "Official Records" for the project. This documentation shall be the records for the adjudication of any and all disputes. At the conclusion of the project all records can be made available via Adobe "pdf" at the request of the Contractor.

END OF SECTION 01 32 00