

**ADDENDUM NO. 01**

for

Ascension Parish School Board

Owner

for

**Districtwide Lobby Renovations  
Phase One:  
Gonzales Middle School  
SB-10731**

Project

March 14, 2019

Date

Crump Wilson Architects, LLC

Architect

Note: The attached are memoranda of changes, corrections, deletions and/or additions to the Bidding Documents, Specifications, and Drawings of the above referenced project dated January 31, 2019. Such changes, corrections, deletions and/or additions are being made prior to the bidding of the project. Where this addendum differs from the Bidding Documents, Specifications, Drawings, and previously issued addenda, this Addendum No. 01 shall govern.

## **PROJECT MANUAL**

### **SPECIFICATIONS**

- 1-1 Table of contents
- 1-1.1 At Bidding Documents, after Supplementary Conditions add the following, “Special Conditions of the Contract 1 - 12”.
- 1-1.2 At Specifications, Division 1 General Requirements, after Submittals add the following, “Section 01315 - Project Management Communications 1 - 7”.
- 1-2 Advertisement for Bid
- 1-2.1 Change the Bid Date from “9:00 AM, Thursday, March 21, 2019” to “2:00 PM, Wednesday, March 27, 2019”.
- 1-3 Special Conditions of the Contract
- 1-3.1 Add the attached Special Conditions of the Contract document.
- 1-4 Section 01315 - Project Management Communications
- 1-4.1 Add the attached specification, Section 01315 - Project Management Communications.

### **ATTACHMENTS**

1. Special Conditions of the Contract Revised APSB 03.2019.
2. 01315 - Project management communications APSB 2019.

**END OF ADDENDUM NO. 01**

## SPECIAL CONDITIONS OF THE CONTRACT

The Special Conditions of the Contract are meant to be viewed as a compliment to the General Conditions of the Contract. Should any discrepancy or ambiguity be noted, the Special Conditions of the Contract shall apply and the General Conditions of the Contract shall defer to Special Conditions of the Contract. The term "Design Consultant" shall be construed to mean "Architect". The terms "School Board", "Owner", "School District", "School Board", "APSD", and "Board", shall be construed to mean the Ascension Parish School Board, Donaldsonville, Louisiana. "Program Manager/Management (PM)" shall be construed to mean "Owner's Representative". Where General Conditions refer to owner; it shall be recognized to include owner's representative (PM) as per owner/owner representative contract.

### 1. INTENT OF DRAWINGS AND CONTRACT DOCUMENTS

- A. Clarification of any conflict in or between Contract Documents shall be made only by written Addenda during the bid period and sent to all perspective Bidders. The Program Manager and Design Consultant shall not be responsible for verbal answers regarding intent or meaning of the Contract Documents, or for any verbal instructions, by whomsoever made, prior to the award of the Contract.
- B. All designed systems and/or assemblies are to be proposed and bid as complete assemblies or operational systems. Drawings are to be construed as an indication of intent and not attempting to fully obtain or detail required work.

### 2. COPIES OF DRAWINGS AND SPECIFICATIONS

- A. As specified in the Special Instructions to Bidders, the Contractor shall have determined the number of sets of Contract Documents required for the construction of the specified work. The cost of all Contract Documents required for the construction of the specified work, as determined by the Contractor, shall have been included in his Proposal.

### 3. NOTICE TO PROCEED

- A. The Contractor may proceed to award subcontracts, assemble materials, etc., at any given time after Award of Contract and the Notice to Proceed with the work has been issued. For the purpose of liquidated damages, the Contractor's official time for the starting of construction work shall be the actual date of the Notice to Proceed which shall be issued by the Ascension Parish School Board.

4. SHOP DRAWINGS AND SUBMITTALS

- A. The General Contractor shall submit a schedule of submittals for approval to the Design Consultant, itemizing all required submittals within ten (10) days of receiving the Notice To Proceed.
- B. All shop drawings and/or submittals shall be dated and numbered sequentially. A re-submittal shall be designated by adding an “R” to the original submittal number.
- C. All shop drawings and submittals shall be coordinated with all respective trades and approved by the General Contractor as so coordinated prior to submission to Design Consultant. Shop drawings and/or submittals not approved and stamped by the General Contractor shall be returned to Contractor.
- D. Truss design submittals, if required, shall be specifically approved by the General Contractor and mechanical subcontractor prior to Design Consultant’s review.
- E. Six copies of all shop drawings and submittals shall be presented to the Design Consultant with a completed Material Approval Submittal form containing the project name, number of items, name of vendor/supplier and sufficient description to identify said submittal.
- F. The Contractor shall email Copies of all Material Approval Submittal forms to the Program Manager at the time that each Submittal is delivered to the Design Consultant.
- G. All shop drawings and/or submittals shall be submitted sufficiently in advance of construction requirements to allow checking, correcting, resubmitting, and rechecking.
- H. Once the Design Consultant has approved a submittal, one set shall be delivered to the Program Manager with a copy of the completed Material Submittal Approval form. The Design Consultant shall indicate the status of the submittal on the form.
- I. Unless specifically requested by the Design Consultant, submittals marked “Approved As Noted” or “Approved as Corrected”, need not be resubmitted.
- J. A copy of Submittals marked “Rejected” or “Revise and Resubmit” by the Design Consultant as well as the Material Approval Submittal form should be provided to Program Manager. The Design Consultant shall indicate the status of the submittal on the transmittal sheet.
- K. The Design Consultant reserves the right to withhold approval of interior and exterior

finishes until all related submittals and shop drawings are received.

- L. The General Contractor, Design Consultant and Program Manager shall utilize the internet based project management system to track and record submittals described in Section 01315 of this Specification.

5. REQUESTS FOR INFORMATION

- A. Request for Information (RFI) shall be sequentially numbered and submitted to the Design Consultant using the internet base project management system as described in Section 01315 of this Specification.
- B. The RFI shall contain sufficient, specific, information to provide the Design Consultant with a clear understanding of the item or concerns in question. The Contractor may include additional information in the form of photographs, diagrams, or other pertinent documentation, to assist in the clarification of the RFI.
- C. The Design Consultant shall provide an answer to the Contractor in the space provided on the RFI form. Should additional information be required for the Design Consultant response, that information shall be attached to the RFI form.
- D. A copy of the completed Request for Information form shall be provided to the Program Manager.
- E. Failure to submit a written RFI to the Design Consultant may negate a Contractor's claim for additional time or money should a Design Consultant fail to respond to an RFI in a timely manner.

6. PROGRESS SCHEDULE

- A. A CPM Project Schedule for Construction, as described below, shall be prepared and is the responsibility of the Contractor. Subcontractors and suppliers participating in the project shall also contribute in developing and maintaining an accurate Project Schedule. The approved project schedule shall be used to measure the progress of the work, aid in evaluating time extensions, and to provide the basis for all progress payments.
- B. The CPM schedule shall be the basis for measuring Contractor progress. Failure of the Contractor to provide all information, as specified below, shall result in the disapproval of the entire project schedule submission and the inability of the Program Manager and Design Consultant to evaluate Contractor progress for payment purposes.

C. Project Schedule - General Requirements

1. There will be a pre-scheduling conference to be conducted at the project site to review the project schedule requirements. The pre-scheduling conference shall include but not be limited to reviewing the Contractor's software, verifying the availability of qualified personnel to create and maintain the schedule, review schedule updating and reporting requirements, and review time extension and delay claim procedures.
  - i.
    2. In preparation of the schedule, the Contractor shall comply with the procedures outlined in AGC's "Construction Planning & Scheduling".
    3. The schedule shall be a Critical Path Method (CPM) schedule and shall be provided in Gantt Chart format.
    4. The schedule's time frame should be extended from the date of Notice to Proceed through the date of Substantial Completion and Final Completion as established by the contract documents.
    5. The schedule shall include an appropriate and reasonable level of detail to allow for accurate monitoring of project progress. Items to be included in the schedule shall be further described below.
    6. The schedule shall be prepared using input from the General Contractor's subcontractors and suppliers.
    7. The initial schedule shall be submitted within 15 calendar days of Notice to Proceed.
    8. The schedule shall be updated a minimum of once per month with Design Consultant approved time extensions as necessary. An updated schedule shall be submitted with the Contractor's application for payment, and also posted on the internet based project management system described in Section 01315 of this Specification. Failure to submit an updated schedule with the application for payment may cause the application for payment to be rejected.

D. Contractor's Construction Schedule

1. Scheduling Consultant: The Contractor shall retain a scheduling consultant to

prepare and update the construction schedule. The scheduling consultant shall attend all meetings relating to project progress, delays or time impacts. The Program Manager may elect to waive the requirements to retain a scheduling consultant should the Contractor employ skilled personnel qualified in the preparation and reporting of CPM schedules.

2. Level of Detail and Items to be Included in Schedule.
  - a. Activity Duration: Define activities so that no activity has a duration of more than 30 days unless specifically approved by Design Consultant and Program Manager.
  - b. Procurement and Submittal Activities: Include procurement process activities for long lead time items. A long lead-time item is defined as one with a lead-time of more than 60 days. Procurement activities are to be broken down into submittals (submittal review and approval time should be incorporated into the submittal activity duration), purchasing and fabrication / delivery.
  - c. Start-up and Testing Time: Include activity line items for start-up and testing.
  - d. Owner Activities: Owner activities that could impact progress shall be included as separate activities in the project schedule. An example of an owner activity would be delivery and set-up of portables.
  - e. Milestones: Include milestones for critical days or events in the schedule. As a minimum, milestones should be established for Notice to Proceed, Substantial Completion and Final Completion.

E. Schedule Layout and Presentation.

1. The schedule shall be in Gantt Chart format with the critical path activities clearly delineated from those activities containing float time.
2. Each activity bar shall be labeled with the activity name adjacent to its representative bar.
3. Milestone activities shall be represented by a unique symbol on the Gantt Chart, demarcating them from other activity bars.
4. The schedule shall display logic arrows linking predecessor and successor activities. All activities must have a predecessor and a successor constraint except the Notice to Proceed activity (which will have no predecessor) and the Final Completion activity (which will have no successor).

5. The head of the schedule shall include columns for the following activity information:
    - a. Activity ID
    - b. Activity Name/Description
    - c. Duration
    - d. Early Start
    - e. Late Start
    - f. Actual Start
    - g. Early Finish
    - h. Late Finish
    - i. Actual Finish
    - j. Total Float
  6. A minimum of three copies of the schedule shall be submitted at each schedule submission.
- F. The schedule shall be updated a minimum of once per month and should coincide with the submission of the Contractor's application for payment. Failure to submit an updated schedule with the application for payment may cause the application for payment to be rejected.
1. Should the Program Manager or Design Consultant deem that the project is running behind schedule, the Program Manager or Design Consultant can request that the schedule be updated more frequently.
  2. The initial approved schedule shall be designated as the baseline schedule and shall represent the anticipated sequencing and activity duration of the construction project. The baseline schedule will be the schedule referenced against the updated schedule to determine schedule progress and the effect of changes. Each update will become the baseline for the subsequent update.
  3. When performing the schedule update, actual start and finish dates for each activity shall be used. Automatic updates using default settings inherent in the scheduling software will not be allowed.
  4. When reporting the schedule, the baseline and updated schedules shall be displayed on the same chart in order for the as-built condition to be easily compared against the baseline.
  5. Activity progress shall be clearly indicated on the activity bar as a superimposed progress bar.



6. With the updated schedule provide a report of every change including, but not limited to changes in logic, actual start and finish dates and activity durations.

G. Requests for Time Extensions

1. The CPM schedule shall be the basis by which a determination will be made as to whether or not the Contractor is due an extension of time under the provisions of the contract.
2. For each delay or time extension claim, the Contractor shall submit a justification report that should include the following items:
  - a. A brief explanation of the cause of the change.
  - b. A CPM schedule incorporating the change and clearly depicting the impact to the final completion date of the project using the latest updated schedule as a baseline.
  - c. Delays that are the sole responsibility of the contractor will not be considered as reason to grant time extension to the final completion date for the contract.

H. PROGRAM MANAGER

Should the project's budget and/or schedule become a concern for the Owner, the Program Manager shall maintain the latitude to, at his discretion, institute time and cost control measures during the construction phase of the work which, in general, shall provide better Owner control in expediting the timely completion of the project. Program Management as well as Ascension Parish School Board personnel reserve the right to visit the site and observe work in progress at any given time.

7. METHOD OF RECOVERY

- A. A Progress Meeting shall be held at the end of each month. The purpose of this meeting shall be for the Program Manager and/or his representative to meet with all parties to discuss alternate solutions for updating and/or compressing construction schedules. At this meeting, if the Project is behind schedule in any area, the Contractor shall submit to the Program Manager, a Method of Recovery. The Contractor shall, with due diligence, make every effort to adhere to this construction

schedule. Slippage of construction schedules shall not be tolerated. Schedule slippage without alternate solutions that shall allow the schedule to be met are grounds for Contract cancellation. Method of Recovery shall not increase the Contract amount.

8. SCHEDULE OF VALUES

- A. Prior to submitting the first Application for Payment, the Contractor shall provide to the Program Manager a schedule of values allocated to various portions of the Work, prepared in such form, and supported by all such data substantiating its accuracy, as the Design Consultant/Program Manager may require. This schedule, unless objected to by the Program Manager, shall be used as a basis for reviewing the Contractor's Applications for Payment.

9. ELECTRICAL POWER AND JOB SITE UTILITIES

- A. The General Contractor shall be responsible for the cost of all electrical power and other utilities necessary for construction until such time as a substantial completion date is established and agreed upon by all parties at which time; said utilities shall transfer to the Owner.

10. APPLICATION FOR PAYMENT/PAY REQUESTS

- A. All Applications for Payment shall be submitted to the Design Consultant for consideration, monthly on or about the 25<sup>th</sup> of each month. The Design Consultant and Program Manager shall then review all work and agree as to the percentage of completion of each phase of work in question. No approval of any pay requests shall be made until all of the involved parties are in agreement as to the stage and/or percentage of completion.
- B. Seven original sets of each application are required.
- C. The Design Consultant in conjunction with the Program Manager shall maintain the option to “red line” at their discretion, those items which, having been submitted for payment, are not properly documented or which are not properly documented as to support costs of Change Orders.
- D. With each Application for Payment the Contractor is required to submit the following:
  - 1. Contract Notice to Proceed Date
  - 2. Original Contract Completion Date

3. Current Revised Contract Completion Date
  4. Number of Days Elapsed
  5. Percent of Time Elapsed
  6. Percentage of Contract in Place (Stored materials may be included)
  7. FEIN #
- E. Such application shall be notarized and supported by such data as the Design Consultant in conjunction with the Program Manager may require as substantiating the Contractor's right to payment. Utilizing forms provided by the Architect, a graph indicating the monthly projected and actual construction schedule shall be submitted each month with the Contractor's Application for Payment.
- F. With the monthly Application for Payment, the General Contractor shall submit a Waiver of Lien for the value of the work completed.
- G. Payment for materials stored off-site may not be requested unless materials are stored in an insured and bonded warehouse. Certificates of Insurance must be attached to the pay request. Copies of both the purchase order and copies of material invoices shall be submitted with the Request for Payment on which the stored materials are listed.
- H. The Contractor's FEIN number must appear on all Applications for Payment.

## 11. UNKNOWN CONDITIONS

- A. If, in the performance of the Contract, subsurface or latent conditions are found to be materially different from those indicated by the Drawings and/or Project Manual, or unknown conditions of an unusual or impractical nature are disclosed differing materially from conditions usually inherent in work of the character shown and specified, the attention of the Design Consultant and the Program Manager shall be called immediately to such conditions before they are disturbed. Upon such notice, or upon such observation of conditions, the Owner may instruct the Design Consultant to promptly make such changes in the Drawings and/or Project Manual as he finds necessary to conform to the different conditions, and any increase or decrease in the cost of the Work resulting from such changes shall be adjusted as provided under CHANGES IN THE WORK or EXTRA WORK as set forth in the GENERAL CONDITIONS. All costs and claims including time extension are required to be included in the Contractor's response to Change Order Request or Request for Proposal. Claims for additional costs and/or time arising after approval shall be disallowed and this condition is accepted by the Contractor upon executing Owner/Contractor Agreement.

## 12. CHANGES IN THE WORK

- A. All Requests for Change Order shall be submitted to the Design Consultant complete with substantiating documentation for review and approval. The Design Consultant shall determine whether, in his opinion, the request should be approved or disapproved, with or without additional time, and submit the Request for Change Order to the Program Manager for review. No Request for Change Order should be submitted to the Program Manager without the prior written review and determination by the Design Consultant. Not all changes shall constitute a time extension. Time extensions shall be evaluated based upon criteria established in item 6G of The Special Condition of The Contract.
- B. Should the Design Consultant and the Program Manager concur as to the approval of a Request and/or time, additional monies shall be added to the Contract through the execution of Contract Change Order Document with or without additional time.
- C. If the Design Consultant and the Program Manager refuse to approve a Change Order Request, no additional work shall be initiated, no additional time granted and no additional monies shall be added to the Contract.
- D. Should the Design Consultant and the Program Manager determine that work detailed in a Change Order Request is included in the Contract Documents, and therefore should have been included in the Contractor's bid, the Request for Change Order shall be disapproved and no additional monies or time shall be added to the Contract Documents. If it is deemed that said work is required as indicated by the Contract Documents, the Design Consultant and Program Manager reserve the right to require that the Contractor perform all said work in the Request for Change Order necessary for the completion of the work in accordance with the Contract Documents. The Contractor shall perform this work at no additional cost to the Owner and with no additional funds nor time added to Contract.
- E. When work specified in a Change Order Request entails the use of a subcontractor(s), the subcontractor(s) must provide to the Contractor a detailed breakdown of costs. This shall include labor, materials, including units, and any other specific costs entailed for the completion of the work. The subcontractor shall also indicate his OH&P. This information shall be submitted in full for each subcontractor as part of the substantiating documentation required for each Request for Change Order. Bonding, insurance, administrative, supervisory, or other related overhead costs are considered a part of a subcontractor's overhead and shall not be included as additional costs.
- F. No money for general conditions will be considered where time only is added to contract by change order.

13. INSPECTIONS BY GENERAL CONTRACTOR

- A. The Contractor's Job Superintendent shall submit to the Program Manager and to the Design Consultant, daily construction reports detailing all construction activity taking place each day. The report shall be submitted by 10:00 a.m. the following day on the form provided in the specifications.
  
- B. The General Contractor's Superintendent or designated representative shall inspect all work performed by the General Contractor and all Subcontractors. Upon his approval of the work, and after any and all required corrections to the work have been completed, the Design Consultant and Program Manager shall be notified in writing that the construction is ready for inspection. All items found by the Design Consultant in conjunction with Program Management which are not in conformance with the Contract Documents shall be corrected before local officials are called to perform inspections or tests.

14. PROGRESS MEETINGS

- A. Progress Meetings shall be scheduled by the Program Manager. The frequency of the meetings will be determined by the Program Manager in conjunction with the Design Consultant. The Contractor and/or representative, Design Consultant and/or his representative, the Program Manager and/or his representative, and all Subcontractors whose work is in progress or who are within two weeks of initiating work, shall be present at these meetings.

15. TESTING

- D. The Owner/Program Manager/Design Consultant reserves the right to require additional testing. In the event that the item tested does not meet the requirements of the Contract Documents, initial tests and any additional testing shall be paid by the General Contractor.

16. COMPLETION OF FINAL PUNCH LIST ITEMS

SPECIAL CONDITIONS OF THE CONTRACT

- A. The Project Superintendent shall remain on site, on a full time basis, until such time as the punch list items have been verified as 100% complete, by the design consultant.

## SECTION 01315 - PROJECT MANAGEMENT COMMUNICATIONS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Attention is directed to the CONTRACT, GENERAL CONDITIONS, SPECIAL CONDITIONS and all Sections within DIVISION 1 – GENERAL REQUIREMENTS, which are hereby made a part of this Section.
- B. Refer to specification SECTION 01300 - SUBMITTALS for additional information.

#### 1.2 SUMMARY

- A. Project Management Communications: The Contractor whose project shall use the Internet web based project management communications tool, TeamBuilder® ASP software and protocols included in that software during this project. The use of project management communications as herein described does not replace or change any contractual responsibilities of the participants.
  - 1. Project management communications is available through TeamBuilder® as provided by "e-Builder®" in the form and manner required by the Ascension Parish School Board.
  - 2. The project communications database is on-line and fully functional. User registration, fees, electronic and computer equipment, and Internet connections are the responsibility of each project participant. The sharing of user accounts is prohibited.
- B. Training: Group training sessions shall be scheduled by the Owner and Program Manager on use of the system, the cost of which is included in the initial user's fee. Users are required to attend the scheduled training sessions they are assigned to; requests for specific scheduled classes will be on a first come first served basis for available spaces. Companies may also obtain additional or group training from TeamBuilder® at their own expense, please contact TeamBuilder® for availability and cost.
- C. Support: TeamBuilder® will provide on-going support through on-line help files.
- D. Project Archive: The archive shall be available to each team member at a nominal cost. The archive set will contain only documents that the firm has security access to during construction. All legal rights in any discovery process are retained. Archive material shall be ordered from e-Builder®.

## PROJECT MANAGEMENT COMMUNICATIONS

- E. Copyrights and Ownership: Nothing in this specification or the subsequent communications supersedes the parties' obligations and rights for copyright or document ownership as established by the Contract Documents. The use of CAD files, processes or design information distributed in this system is intended only for the project specified herein.
- F. Purpose: The intent of using TeamBuilder® is to improve project work efforts by promoting timely initial communications and responses. Secondly, to reduce the number of paper documents while providing improved record keeping by creation of electronic document files.
- G. Requirements and Cost: The Owner and his representatives, the Program Manager and his representatives, the Architect and his consultants, and the General Contractor shall use the Internet based project communications system and database hereafter referred to as TeamBuilder® during construction of this project until twelve (12) months after the date of Substantial Completion.
1. The General Contractor and his subcontractors shall obtain user licenses according to the following schedule:
    - a. Contract value under \$ 1,000,000, no user required.
    - b. Contract value \$1,000,000 through \$5,000,000 provide one (1) user.
    - c. Contract value \$5,000,001 through \$10,000,000 provide two (2) users.
    - d. Contract values over \$10,000,000 provide three (3) users.
    - e. Additional user's licenses may be obtained as needed by a contractor.
  2. The General Contractor shall obtain user licenses within 15 days commencing the execution of the Owner Contractor Agreement.
  3. Initial cost \$650.00 per user for each user license for the first year. Initial user license fees shall be paid by check made payable to: "e-Builder, Inc". e-Builder address is 100 West Cypress Creek Road, Suite 845, Ft. Lauderdale, FL 33309.
  4. User licenses shall be renewed each year at a cost of \$650.00 until twelve (12) months after substantial completion. Payment for renewal of user licenses shall be made directly to "e-Builder®" the provider of TeamBuilder® in a form satisfactory to them.
- H. Authorized Users: Access to the web site will be by individuals who are licensed users.
1. Individuals may use the User Application included in these specifications or may request the User Application.
  2. Submit completed user application forms with check made payable to "e-Builder". Mail to: e-Builder, 100 West Cypress Creek Rd., Suite 845, Ft. Lauderdale, FL 33309, Attn: John Antevy.



## PROJECT MANAGEMENT COMMUNICATIONS

3. Authorized users will be contacted directly by the web site provider, TeamBuilder®, who will assign the temporary user password.
  4. Individuals shall be responsible for the proper use of their passwords and access to data as agents of the company in which they are employed.
- I. Administrative Users: Administrative users have access and control of user licenses and all posted items. **DO NOT POST PRIVATE OR COMPANY CONFIDENTIAL ITEMS IN THE DATABASE!** Improper or abusive language toward any party or repeated posting of items intended to deceive or disrupt the work of the project will not be tolerated and will result in deletion of the offensive items and revocation of user license at the sole discretion of the Administrative User(s).
- J. Communications: The use of fax, email and courier communication for this project is discouraged in favor of using TeamBuilder® to send messages. Communication functions are as follows:
1. Document Integrity and Revisions:
    - a. Documents, comments, drawings and other records posted to the system shall remain for the project record. The authorship time and date shall be recorded for each document submitted to the system. Submitting a new document or record with a unique ID, authorship, and time stamp shall be the method used to make modifications or corrections.
    - b. The system shall make it easy to identify revised or superseded documents and their predecessors.
    - c. Server or Client side software enhancements during the life of the project shall not alter or restrict the content of data published by the system. System upgrades shall not affect access to older documents or software.
  2. Document Security:
    - a. The system shall provide a method for communication of documents. Documents shall allow security group assignment to respect the contractual parties' communication except for Administrative Users. **DO NOT POST PRIVATE OR COMPANY CONFIDENTIAL ITEMS IN THE DATABASE!**
  3. Document Integration:
    - a. Documents of various types shall be logically related to one another and discoverable. For example, requests for information, daily field reports, supplemental sketches and photographs shall be capable of reference as related records.

## PROJECT MANAGEMENT COMMUNICATIONS

4. Reporting:
  - a. The system shall be capable of generating reports for work in progress, and logs for each document type. Summary reports generated by the system shall be available for team members.
  
5. Notifications and Distribution:
  - a. Document distribution to project members shall be accomplished both within the extranet system and via email as appropriate. Project document distribution to parties outside of the project communication system shall be accomplished by secure email of outgoing documents and attachments, readable by a standard email client.
  
6. Required Document Types:
  - a. RFI, Request for Information.
  - b. Submittals, including record numbering by drawing and specification section.
  - c. Transmittals, including record of documents and materials delivered in hard copy.
  - d. Meeting Minutes.
  - e. Application for Payments.
  - f. Review Comments.
  - g. Daily Field Reports.
  - h. Construction Photographs.
  - i. Drawings.
  - j. Supplemental Sketches.
  - k. Schedules.
  - l. Specifications.
  - m. Close-Out Documents.
  
- K. Record Keeping: Except for paper documents, which require original signatures and large format documents (greater than 11 x 17 inches), all other documents shall be submitted by transmission in electronic form to the TeamBuilder® web site by licensed users.
  - a. The Owner and his representatives, the Program Manager and his representatives, the Architect and his consultants, the General Contractor, and his sub-contractors shall respond to documents received in electronic form on the web site, and consider them as if received in paper document form.
  - b. The Owner and his representatives, the Program Manager and his representatives, the Architect and his consultants, General Contractor and his sub-contractors reserves the right to and shall reply or respond by transmissions in electronic form on the web site to documents actually received in paper document form.
  - c. The Owner and his representatives, the Program Manager and his representatives, the Architect and his consultants, the General Contractor

and his sub-contractors reserves the right to and shall copy any paper document into electronic form and make same available on the web site.

- d. The following are some but not all of the paper documents which require original signature:
  - 1) Contract
  - 2) Change Orders
  - 3) Application & Certificates for Payment
  - 4) Request for Proposals

Minimum Equipment and Internet Connection: In addition to other requirements specified in this Section, the Owner and his representatives, the Program Manager and his representatives, the Architect and his consultants, the General Contractor and his sub-contractors required to have a user license(s) shall be responsible for the following:

2. Providing suitable computer systems for each licensed user at the users normal work location<sup>1</sup> with high-speed Internet access, i.e. DSL, local cable company's Internet connection, or T1 connection.
3. Each of the above referenced computer systems shall have the following minimum system<sup>2</sup> and software requirements:
  - a. Desktop configuration (Laptop configurations are similar and should be equal to or exceed desktop system.)
    - 1) PC system 500 MHz Intel Pentium III or equivalent AMD processor
    - 2) Or, Macintosh 660 AV (Power PC)
    - 3) 128 MB Ram
    - 4) Display capable of SVGA (1024 x 768 pixels) 256 colors display
    - 5) 101 key Keyboard
    - 6) Mouse or other pointing device
  - b. Operating system and software shall be properly licensed.
    - 1) Internet Explorer or other browser (current version is a free distribution for download). This specification is not intended to restrict the host server or client computers provided that industry standard HTTP clients may access the published content.
    - 2) Adobe Acrobat Reader (current version is a free distribution for download).
    - 3) Or, users intending to scan and upload to the documents area of TeamBuilder® should have Adobe Acrobat (current version must be purchased).
    - 4) Users should have the standard Microsoft Office Suite (current version must be purchased) or the equivalent.
    - 5) Users may download the latest free distribution of Volo View Express, by Autodesk, if they do not have other CAD software able to

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<sup>1</sup> The normal work location is the place where the user is assigned for more than one-half of his time working on this project.

<sup>2</sup> The minimum system herein will not be sufficient for many tasks and may not be able to process all documents and files stored in the TeamBuilder® Documents area.

PROJECT MANAGEMENT COMMUNICATIONS

view Autocad 2000 drawing files.

PART 2 - PRODUCTS (Not Applicable.)

PART 3 - EXECUTION (Not Applicable.)

END OF SECTION 01315

User Application Form follows this page.

**TeamBuilder® User Application**

**(Use a separate form for each user.)**

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Trade, Product or Service - Description)*

\_\_\_\_\_, \_\_\_\_\_  
*(Last Name) (First Name) (M.I.)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_ @ \_\_\_\_\_  
*(Email Address)*

\_\_\_\_\_  
*(Company Name)*

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_  
*(Mailing Address, if different.)*

\_\_\_\_\_ *(Telephone)* \_\_\_\_\_ *(Fax)*

\_\_\_\_\_ *(Cell Phone)* \_\_\_\_\_ *(Pager)*

*A check numbered \_\_\_\_\_ in the amount of \$650.00 payable to e-Builder is enclosed.*

**Mail or Fax to:** e-Builder, INC.  
**100 West Cypress Creek Rd., Suite 845**  
**Ft. Lauderdale, FL 33309**  
**Fax: 205-214-9075**  
**Attn: John Antevy**