

1. COORDINATION ISSUES:

1.1 The information contained in and required by this section has serious contract implications. Ensure there are no errors in the final specification section.

2. DESIGN ISSUES: (Not Used)

3. DRAWING NOTES: (Not Used)

4. STANDARD DRAWINGS: (Not Used)

5. SPECIFICATION NOTES: (Not Used)

6. GUIDE SPECIFICATION:

6.1 SECTION 01322 - WEB BASED CONSTRUCTION MANAGEMENT is attached. Add this section for all projects.

***SPECIFIER'S NOTE: Blue colored italicized text is used for notes to the specifier and should be completely deleted from the final text. Where [Red colored text in brackets] is shown in this specification section, insert wording, numbers, etc. as appropriate and delete brackets. Where <Red colored text in brackets> is shown, a choice is indicated. Make the appropriate choice and delete the brackets. Maintain footer notation in italics with the current version used (e.g. TG 01322 v1~~36~~.048). Verify that section titles cross referenced in this Section correspond to this Project's specifications; Section titles may have changed.***

***Do not include the Project Name (etc.) line in the footer. Use the following format for the specification footer.***

TG 01322 v1~~63~~.048  
DAGS Job No. 00-00-0000

Web Based Construction Management  
01322 - 1

End Footer Sample

## SECTION 01322 - WEB BASED CONSTRUCTION MANAGEMENT

### PART 1 - GENERAL

#### 1.01 SUMMARY

- A. The State, Consultants, and Contractor shall utilize the DAGS web-based system, hereto referred to as StateWebCM for electronic submittal of all data and documents (unless specified otherwise by the Construction Management Branch) throughout the duration of the Contract. The use of a web-based collaborative system; such as Autodesk Buzzsaw, Constructware, Meridian Project Talk, Primavera P3e/c, etc. will be made available only to key Prime Contractor personnel and the Design Consultant. The joint use of this system is to facilitate; electronic exchange of information, key processes, and overall management of the contract. StateWebCM shall be the primary means of project information submission, communications and management between Contractor, Consultant and the State. When required by the Contracting Officer, paper documents will also be provided (i.e.; e.g. the signature of Contract Modifications and submission of Contract Claims). In the event of discrepancy between the electronic version and paper documents, the paper documents will govern.
- B. Autodesk Buzzsaw, Constructware, Meridian Project Talk are trademarked items. Primavera Project Planner, P3e/c, etc. are registered trademarks of Primavera Systems, Inc. Microsoft, Internet Explorer, Outlook, Word, and Excel are registered trademarks of Microsoft Corporation in the U.S.A. Adobe and Acrobat are registered trademarks of Adobe Systems Incorporated.

#### 1.02 USER ACCESS LIMITATIONS

- A. The Contracting Officer will control the Consultant and Contractor's access to StateWebCM by allowing access and assigning user profiles to accepted personnel. User profiles will define levels of access into the system; determine assigned function-based authorizations (determines what can be seen) and user privileges (determines what they can do). Sub-contractors and suppliers will not have direct access to StateWebCM. Entry of information exchanged and transferred between the Contractor and Design Consultant, sub-contractors and suppliers on StateWebCM shall be the responsibility of the Contractor.
1. Joint Ownership of Data: Data entered in a collaborative mode (entered with the intent to share as determined by permissions and workflows within the StateWebCM system) by the Contracting Officer, Consultant, and the Contractor will be jointly owned.

### 1.03 AUTOMATED SYSTEM NOTIFICATION AND AUDIT LOG TRACKING

- A. Review comments made (or lack thereof) by the State or the Design Consultant on Contractor submitted documentation shall not relieve the Contractor from compliance with requirements of the contract documents. The Contractor is responsible for managing, tracking, and documenting the Work to comply with the requirements of the contract documents. State acceptance via automated system notifications or audit logs extends only to the face value of the submitted documentation and does not constitute validation of the Contractor's submitted information.

### 1.04 SUBMITTALS

**SPECIFIER'S NOTE: Submittals must be limited to those necessary for adequate quality control and assurance. The importance of an item in the project should be one of the primary factors in determining if a submittal for the item should be required.**

- A. The following shall be submitted in accordance with SECTION 01330 - SUBMITTAL PROCEDURES:
  1. Pre-construction Submittals
  2. List of Contractor's key StateWebCM personnel.

### 1.05 ~~TRAINING INSTRUCTIONS ON USING THE STATEWEBCM~~

- A. The Contractor shall ~~receive attend a StateWebCM user guides containing instructions on how to use the StateWebCM training class in accordance with SECTION 01310 — PROJECT MANAGEMENT AND COORDINATION.~~

### 1.06 COMPUTER REQUIREMENTS

- A. The Contractor shall use computer hardware and software that meets the requirements of the StateWebCM system as recommended by the system the State uses to access and utilize StateWebCM. As recommendations are modified by the used system, the Contractor will upgrade their system(s) to meet the recommendations or better. Upgrading of the Contractor's computer systems will not be justification for a cost or time modification to the Contract.

### 1.07 CONTRACTOR RESPONSIBILITY

- A. The Contractor shall be responsible for the validity of their information placed in StateWebCM and for the abilities of their personnel. Accepted users shall be knowledgeable in the use of computers, including Internet Explorer, word processing programs such as Word, spreadsheet programs such as Excel, Project management programs such as Project, and Adobe Portable Document Format (PDF) document distribution program. The Contractor shall utilize the existing forms supplied by the Contracting Officer or located in StateWebCM or located on the State's website, <http://hawaii.gov/pwd/Members/ib/forms/index.html>, <http://pwd.hawaii.gov/construction-management-branch/construction-administration-forms/>, to the maximum extent possible. After receiving ~~training StateWebCM user guides~~ from the State, the Contractor is responsible for ~~the training of distributing the user guides to~~ their personnel in the use of StateWebCM and the other programs indicated above as needed. All costs associated with the use of this system will be evenly distributed in the project overheads and spread across the duration of the contract; a separate added cost will not be allowed.

1. User Access Administration: Provide a list of Contractor's key StateWebCM personnel for the Contracting Officer's acceptance. Notify the Contracting Officer immediately of any users that are to have access removed. Resubmit the personnel list whenever modified. User changes will take effect within one working day of accepting the requested change. The Contractor will be allocated 3 or as needed key personnel with access to StateWebCM. Access will include up to 2 key personnel from the Design Consultant. Access by any other stakeholder will be according to need or ~~W~~within public areas within the StateWebCM project web page.

#### **1.08 CONNECTICITY PROBLEMS**

- A. StateWebCM is a web-based environment and therefore subject to the inherent speed and connectivity issues of the internet service provider. The Design Consultant, and Contractor are responsible for their own connectivity to the internet. StateWebCM response time is dependent on all user's equipment, including processor speed, network interface equipment speed, internet service provider access speed, etc. and current traffic on the internet. The State will not be liable for any delays associated from the usage of StateWebCM including, but not limited to: slow response time, down time periods, connectivity problems, or loss of information. Under no circumstances shall the usage of the StateWebCM be grounds for a time extension or cost adjustment to the contract.

### **PART 2 - PRODUCTS**

#### **2.01 STATE WEBBCM SYSTEM**

- A. Web-based construction management system as provided by the State.

### **PART 3 - EXECUTION**

#### **3.01 STATE WEBBCM UTILIZATION**

- A. The following shall be submitted utilizing the DAGS web-based system as directed by the Contracting Officer.
- B. Shop Drawings: Shop drawing and design data documents shall be submitted as PDF attachments to the StateWebCM submittal workflow process. All PDF shop drawing submittal documents shall have the Contractor's review and submittal stamp (including signatures) as specified in SECTION 01330 - SUBMITTAL PROCEDURES, the same as if submitted as hard copy. Generic digital samples of all transmittal sheets and stamps are available for all users. Examples of shop drawings include, but are not limited to:
  1. Standard manufacturer installation drawings for all trades, as required.
  2. Drawings prepared to illustrate portions of the work designed or developed by the Contractor.
  3. Steel fabrication, piece, and erection drawings.
- C. Product Data: Product catalog data and manufacturers instructions shall be submitted as PDF attachments to the StateWebCM submittal workflow process, except that color charts and similar color oriented pages shall be submitted as

- hard copy separate from and in addition to the PDF copy. Submittal shall indicate when hard copy color documents are submitted. All PDF product data submittal documents shall have the Contractors review and submittal stamp (including signatures) as specified in SECTION 01330 - SUBMITTAL PROCEDURES the same as if submitted as hard copy. Examples of product data include, but are not limited to:
1. Manufacturer's printed literature.
  2. Preprinted product specification data and installation instructions.
- D. Samples: Sample submittals shall be physically submitted as specified in SECTION 01330 - SUBMITTAL PROCEDURES. Contractor shall enter submittal data information into StateWebCM with a copy of the approved transmittal form(s) attached to the submittal. Examples of samples include, but are not limited to:
1. Product finishes and color selection samples.
  2. Product finishes and color verification samples.
  3. Finish/color boards.
  4. Physical samples of materials.
- E. Administrative Submittals: All correspondence and Preconstruction submittals shall be submitted on StateWebCM. Examples of administrative submittals include, but are not limited to:
1. Commencement Requirements.
  2. Digging permits and notices for excavation.
  3. List of Contractor personnel accessing StateWebCM.
  4. List of contact personnel.
  5. Notices for roadway interruption, work outside regular hours, and utility cutovers.
  6. Requests for Information (RFI).
  7. Schedules as specified and associated reports and updates. Each schedule submittal specified in SECTION 01320 - CONSTRUCTION PROGRESS DOCUMENTATION shall be submitted as a native backed-up file of the scheduling program being used. The schedule will also be posted as a PDF file in the format specified in SECTION 01320 - CONSTRUCTION PROGRESS DOCUMENTATION.
  8. Submittal Register: Use the submittal register data provided by SECTION 01330 - SUBMITTAL PROCEDURES of the specifications and other individual sections as needed. Contractor shall input data for dates as specified and upon acceptance of the register, load the register up to StateWebCM and update as required by the Contract documents or Contracting Officer.

9. Plans for safety, demolition, environmental protection, and similar activities.
  10. Payroll affidavits.
  11. All reports such as daily activity, materials received, inspections, punch lists, and any testing or special observations by parties connected to the contract.
  12. Other information as required and agreed on by all parties.
  13. Meeting minutes for Preconstruction Meeting, progress meetings, pre-installation meetings, etc.
  14. Any general correspondence submitted.
- F. Compliance Submittals: Test report, certificate, and manufacture field report submittals shall be submitted on StateWebCM as PDF attachments. Examples of compliance submittals include, but are not limited to:
1. Manufacturers documentation and certifications for quality of products and materials provided.
  2. Shop drawings.
  3. Quality Control certifications.
  4. Field test reports.
- G. Record and Closeout Submittals: Operation and maintenance data, test and balance data, equipment test data, and other closeout submittals shall be submitted on StateWebCM as PDF documents during the approval and review stage as specified in SECTION 01770 - CLOSEOUT PROCEDURES. Examples of record submittals include, but are not limited to:
1. Operation and Maintenance Manuals: Final documents shall be submitted as specified.
  2. As-built Drawings: Final documents shall be submitted as specified.
  3. Extra Materials, Spare Stock, etc.: Submittal forms shall indicate when actual materials are submitted.
- H. Exceptions: Documents with legal consequences, contract modifications, contract claims, security implications, and those required by other agencies may require an additional submittal as original hard copy with original signatures and seals. Hard copies of these documents shall be submitted as specified or as directed by the Contracting Officer.

END OF SECTION