

^{A16}**SECTION 01 32 00 – PROJECT COMMUNICATIONS AND DOCUMENT MANAGEMENT**

1.01 GENERAL:

- A. The Accepted Contract Amount shall include all costs associated with the work specified in this Section.
- B. The Employer has implemented the DTCS (document tracking and control system) to be the primary tool for communication between the Employer and the Contractor related to this Contract. The Contractor shall use the DTCS for all project communication in accordance with Sub-Clause 1.3 (*Communications*) of the Conditions of Contract. The primary function of the system is to facilitate timely project correspondence and processing and approval of all Contract documentation. Documents entered into DTCS become the documents of record and are subject to examination and audit.
- C. The contractor shall specifically notify the Employer about deliverables or other required communications that cannot be transmitted through the DTCS. Project communications not suitable for the DTCS shall be handled accordance with Sub-Clause 1.3 (*Communications*) of the Conditions of Contract. If alternative or redundant project communication occurs, the Contractor shall immediately inform the Employer so that appropriate action can be taken.
- D. The Employer will provide the DTCS network infrastructure and servers for the performance of the Contract. The Contractor shall provide the software licenses specified in this Section.
- E. ^{A17}The Contractor shall provide servers, software, and associated IT infrastructure for management and storage of all Contract electronic documents that are not stored on the DTCS.^{A17} These documents may include such items as design drawings, submittal document files, project photo and video files, and similar document files.
- F. The Employer will provide management and support for the DTCS. ^{A17}In the event that the DTCS is not available, all communications are to be in hardcopy and upon restoration of the DTCS, any communication served in hardcopy due to the unavailability of the DTC, shall be promptly entered into the DTCS to prevent disruption of the electronic record.^{A17} Planned maintenance or service outages will be coordinated with the Contractor. In the event of an unplanned outage, the Employer will make reasonable efforts to restore the DTCS function in an expeditious manner. However, the Contractor will not be entitled to any extension of the Time for Completion, or any extension to any Milestone Date or any adjustment to the Contract Price for inconvenience or delay caused by DTCS outages.

1.02 DTCS SOFTWARE REQUIREMENTS:

A. DTCS Software:

- 1. ^{A17}The Parties are referred to Sub-Clause 1.10 [Employer's Use of Contractor's Documents] which is applicable hereto.^{A17} The Contractor shall purchase sufficient Primavera Contract Manager software licenses for use by the Contractor's Personnel at the Site and at other locations where the Works are

- being performed. These licenses shall include technical support maintenance and upgrades for the duration of the Contract. The licenses shall also provide for single or multiple concurrent user access to the database, at the cost of the Contractor.
2. The Contractor's Primavera Contract Manager licenses shall be forwarded to the Employer for installation on the Employer's DTCS server. The Employer will host up to 20 specifically named licenses and up to 80 shared licenses on the Employer's DTCS server solely for the Contractor's use. If the Contractor needs additional licenses to be installed and run on the Employer's DTCS, a written request shall be prepared by the Contractor and submitted to the Employer's Representative. The Employer shall be entitled in its absolute discretion to decide whether to provide additional licenses. If additional costs will be incurred by the Employer to support the additional licenses, the Contractor shall be responsible for any such additional costs incurred by the Employer.
 3. Software other than that specified in this Section will not be used by the Contractor, unless otherwise approved by the Employer (in its absolute discretion). The Contractor must purchase Primavera Contract Manager licenses and training from an authorized Primavera representative.
 4. All computers connected to the DTCS network shall have a licensed and currently updated version of a commercial virus checking software.
- B. **Integration:** The DTCS will use Primavera Contract Manager (PCM) for document tracking and control software and Microsoft Office SharePoint Server for document and photo organization. Together, these systems will facilitate communication between the Employer and the Contractor, reduce turn-around time for responses and approvals, provide a central location for all project information, and provide a standard and accountable system of project reporting and administration. To the extent it is considered beneficial by the Employer, the PCM software shall be integrated with Primavera Project Manager (P6), which is the tool that shall be used by the Contractor for CPM schedule reporting on this project. See Section 01 31 00 (*Project Management and Coordination*).
- C. **Software Ownership and Installation:** Contractor-provided DTCS software shall be delivered to the Employer within 15 days after the Commencement Date. ^{A17}PCM licenses to be provided by the Contractor shall be owned by the Contractor and assigned to the Employer for the duration of the Contract.^{A17} All work associated with the installation, integration, and maintenance of the software to be located on the DTCS network will be performed by the Employer.
- D. **Software Certification:** The Contractor shall make arrangements with the Employer's Representative to have a Primavera-certified representative on Site for a minimum of 4 working days of 8 hours each at two different times to be scheduled by the Employer to verify all new software for the DTCS network has been provided, installed, and configured properly. Electronic communication between all project participants employing the above-referenced licenses shall be fully demonstrated by the Contractor. No partial payment will be approved for implementation of the DTCS until all licenses are provided and installed, satisfactory operation demonstrated, and installation is certified by the Primavera representative.

1.03 HARDWARE REQUIREMENTS: The DTCS server will be physically located in a facility of the Employer of the Employer's choosing. The Contractor shall provide all computer hardware and associated software required to connect and communicate directly with the Employer's DTCS network. All computer equipment provided under this Section shall be new and be a current model at the time purchased.

1.04 DTCS NETWORK:

- A. **General:** The Employer's Personnel and Contractor's Personnel will have direct access to the DTCS utilizing a local-area network. The DTCS will reside on a PCM server located in a facility of the Employer of the Employer's choosing. This server will communicate with the Contractor's IT infrastructure through a new connection to the Employer's network.
- B. **Network Connection:** Connection of the Contractor's IT infrastructure to the existing DTCS network and installation of new software provided under this Section on to the DTCS server will be performed by the Employer in coordination with the Contractor. This work includes integration between the Contractor's IT infrastructure and the existing DTCS network, establishing a connection, IP provisioning, determination and assignment of IP addressing, and configuration of existing router(s). The Contractor shall physically connect to the DTCS network at a designated location at the Employer's Atlantic lock field office and at the Employer's Pacific lock field office. Primary Contractor connectivity to the DTCS will occur via direct fiber-optic cable connections at interface points inside the Employer's field offices. Additional access will be provided via Internet.
- C. **DTCS Maintenance:** The Contractor shall cooperate with the Employer's Personnel and shall use its best endeavors to assist the Employer's Personnel in the maintenance and general troubleshooting of the Contractor's connection to the DTCS network.

1.05 (Reserved)

1.06 DOCUMENT CONTROLS PERSONNEL: ^{A17}The Contractor shall have on Site during the hours of 8.00am to 3.30pm at least 1 full-time person who is fully qualified and who has at least 4 years of experience in the use of PCM or Primavera Expedition software.^{A17} Such person(s) shall cooperate with the corresponding person(s) on the Employer's Personnel to make sure that the DTCS data are constantly kept up to date.

1.07 OTHER DOCUMENT MANAGEMENT SOFTWARE: The Contractor shall provide full-time access to non-DTCS documents to designated Employer's Personnel through a secure Web portal or equivalent. The Contractor shall provide software to manage the various non-DTCS documents. This may include project collaboration, drawing management, photo management, or other software. At a minimum, the Contractor shall use ProjectWise by Bentley Systems for this purpose, or an equivalent system if approved by the Employer's Representative. System requirements include version control, ability to search, management of CAD reference files, and the ability to view 3-D models.

1.08 PROJECT DOCUMENTATION: The Contractor shall keep the documents indicated below up to date in the DTCS. Refer to Section 01 31 00 (*Project Management and Coordination*) for more-detailed requirements.

A. **DTCS:**

1. Project contact list.
2. Project drawing list.
3. Submittal register and files (including but not limited to environmental, operations and maintenance manual, monthly environmental monitoring reports, corrective action plans (if any), and sample submittal information).
4. Guarantee and warranty log.
5. Test report log and files.
6. Transmittal log and files.
7. Request for information log and files.
8. Variation log and files.
9. Daily report files.
10. Project photo/video log.
11. Meeting agendas and meeting note files.
12. Correspondence log and files.
13. E-mail record files.
14. Telephone call record files.
15. Requests (by the Employer) for clarification.
16. Quality Records as defined in Section 01 40 00 (*Quality Requirements*)
17. Non-conformance log and files.

B. **Non-DTCS Documents:** The Contractor shall provide and maintain a non-DTCS server system to store the electronic files of the following documents.

1. Drawing files.
2. Submittal files.
3. Photo/video files.

1.09 ARCHIVING AND DOCUMENT RETENTION:

A. **Records Close-Out Procedures:** ^{A17}The Employer will continue to operate the DTCS for the duration of the Contract. However, project files for the construction phase will be closed out after completion of all outstanding work identified in the Taking-Over Certificate.^{A17} The Contractor shall fully cooperate with the Employer to provide all project information and records required commencing no later than immediately after the Taking-Over Certificate is issued and concluding promptly upon completion of all outstanding work identified in the Taking-Over-Certificate. This shall include archiving and turning over to the Employer all non-DTCS document files.

B. **Contractor's Records:** In addition to the records specified elsewhere in this Section, the Contractor's records to be provided under section 1.09A above shall include:

1. Legal and administrative records, including all contracts and agreements.
2. Project-management records.
3. Design and construction work products and deliverables.
4. Accounts payable and accounts receivable records.

1.10 MAINTENANCE PERIOD PROJECT RECORDS: The Contractor shall maintain detailed records during the maintenance period as specified in Section 01 93 00 (*Facility Maintenance and Operational Support*). This information shall be submitted to the Employer's Representative at the end of the Defects Notification Period and prior to the issuance of the Performance Certificate.

END OF SECTION

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