# SECTION 01320

# 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
2. Requests for Information and Logs
3. Inspection Requests / Reports
4. Non-Compliance Inspection Reports
5. Project Photographs
6. Project Meeting Minutes
7. Project FTP Site
8. Electronic Drawings, Sketches, ASIs
9. 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** except faxed and/or computer generated documentation and/or hand written documentation of RFIs, RFI Sketches, and/or Inspection Requests.
1. The Contractor shall be solely responsible for data entry via Prolog Website for the generation of RFIs.
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 all necessary computer equipment necessary to enter RFIs electronically.

F. Submittals shall be submitted via hard copy per Section 01330 Submittals Procedures.

## 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. At the pre-construction meeting, the Contractor shall provide to the University's Representative the email addresses of all Contractor personnel that the Contractor chooses to have access to the EPM system and information. At a minimum, this will include the Contractor's Project Manager and Superintendent. These personnel shall have sufficient computer skills required to access the Internet, log on to the EPM system, and utilize the system. The University shall provide training and technical support to the Contractor's personnel for use of the EPM system. 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.

## 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" and/or Prolog Manager "bex" files for import/export.

**END OF SECTION**