



**SPECIAL PROVISIONS
FOR
E-BUILDER**

**Pottawattamie County
IMN-029-3(127)48--0E-78
IMN-080-1(366)4--0E-78**

**Effective Date
June 16, 2015**

THE STANDARD SPECIFICATIONS, SERIES 2012, ARE AMENDED BY THE FOLLOWING MODIFICATIONS AND ADDITIONS. THESE ARE SPECIAL PROVISIONS AND THEY SHALL PREVAIL OVER THOSE PUBLISHED IN THE STANDARD SPECIFICATIONS.

120317.01 GENERAL.

This specification covers the contractor's mandatory use of an electronic Project Management Information System (PMIS) called e-Builder for the purpose of communication, transparency, accountability, document management, review of documents and shared collaboration. The website www.e-Builder.net, is an internet based software system with controlled access through licensed accounts. The software is designed for contract management between the Department and the Contractor to act in accordance with their respective roles.

120317.02 e-BUILDER LICENSE.

The Department will provide three total licenses to the Contractor; one each for the project manager, assistant project manager and clerical administrator. The Contractor may at their expense purchase additional licenses from e-Builder which the Department will allow access to the contract. The three named parties will be provided to the Department within 3 working days of the signed contract. In the event of personnel changes experienced by the Contractor, the licenses can be re-assigned by the Contractor with approval of the Department. Upon completion of the contract the three licenses will be removed from Contractor. The Department will provide support to the Contractor for the successful migration of the contract data to an electronic storage system of the Contractor's choosing and at the Contractor's expense.

120317.03 ACCESS AND SOFTWARE.

Recommended base minimum desktop standard to maintain optimal performance for an operating system is: Windows XP SP3+ or Mac OS X. See more information at: www.e-builder.net/support/optimization for supported internet browsers and required browser plug-ins. The Contractor shall be responsible for possessing the materials and broadband internet connection for accessing the website to fully comply with the specifications.

120317.04 e-BUILDER TRAININGS AND SUPPORT.

- A.** Within 7 working days of the signed contract the first of two mandatory trainings will be scheduled and conducted by the Department for the Contractor. The training will be scheduled

for 8 hours and held at the CBIS Program Office located at 1751 Madison Avenue, Suite 750, Council Bluffs, IA 51501.

- B. The training will provide the Contractor with the knowledge and skill set to become familiar with the software, provided supplemental training materials and support contacts. The training is a hands-on environment requiring a computer. The Contractor shall notify the Department if they will require a computer provided for them for the purpose of the training only.
- C. The second mandatory training will be provided by the Department as a follow-up training for the Contractor for a date and length of time to be determined by the Department. The Department will provide at least 2 weeks notice to the Contractor. The Contractor will have access to the Department's support personnel for assistance in effectively utilizing the software and providing technical support when appropriate. Internet connectivity, connection speed and computer hardware are the responsibility of the Contractor and outside the bounds of Department support. The Contractor will be provided direct contact information for direct e-Builder support if requested and deemed warranted.

120317.05 PURPOSE AND USE.

- A. The primary purpose of the website is to facilitate electronic communication between the Contractor and Department. The PMIS electronic system allows enhanced reporting capabilities through e-Builder whereby providing transparency, visibility, and collaboration to the Department and the Contractor for more timely and responsive partnering.
- B. The e-Builder website will manage Requests for Information (RFIs), submittals, shop drawings and working drawings, required by the contract documents and at the discretion of the Department. This functionality of e-Builder will allow Contractor participants to create and upload all submittals, shop drawings, working drawings, RFIs, for review.
- C. Review and approval of all submitted documents will occur in e-Builder with all participants notified of the results of reviews via e-Builder email notifications. Participants shall interface with e-Builder on a regular basis to ensure they are aware of current information. The capabilities of the website will allow participants to track the progress of all submittals and documents under review. All other contract documents, change orders, material certification, payrolls, meeting minutes etc. will be submitted through Doc Express following the requirements of the Development Specifications for Doc Express (Electronic Document Storage).
- D. Additional functions and exceptions of the website may be made on a case by case basis at the Department's discretion. In the case of an emergency where the timeframe of a review does not allow it to be processed through e-Builder the Contractor will be required to retroactively document the submission and approval process through e-Builder.
- E. No confidential information shall be placed on e-Builder. Information residing on the website is the property of the Department. The Contracting Authority reserves the right to revoke access to the website for unauthorized or inappropriate use and dissemination of user passwords.

120317.06 SUBMITTALS.

- A. Submittals shall be submitted in Adobe Acrobat PDF format sized to print 11 inches by 17 inches or 8.5 inches by 11 inches. Each party uploading submittals and other shall ensure it is legible. A minimum resolution of 300 dpi is recommended. Shop drawings submittals requiring the Engineer's review stamp shall contain white space sized 3 inches horizontally by 2.5 inches vertically for the stamp and shall be located in the same spot on each page in a given submittal.

- B.** Submittal schedule and review period shall follow Article 1105.03 of the Standard Specifications along with Special Provisions for Progress Scheduling. Submittals without a defined review period in the Standard Specifications shall be 30 calendar days.

120317.07 TIMELINE.

| EVENT TRIGGERS | DURATION | OUTCOME |
|---|--|--|
| Signed contract | Within 3 Working Days | Contractor to provide three names and email address's for project manager, assistant project manager and clerical administrator. |
| | Within 7 Working Days | Contractor attends Department scheduled mandatory training for 8 hours at the CBIS Program Office. |
| Date to be determined Second mandatory Department scheduled training | Department provides 2 calendar week notice to the Contractor | Contractor attends Department scheduled mandatory training for a time duration to be determined by the Department. |

120317.08 METHOD OF MEASUREMENT AND BASIS OF PAYMENT.

Costs for complying with this specification shall be considered incidental to the Contract and no separate payment will be made.