To VIEW Notes to Specifier, Click On ¶ Icon Under the Home Tab.

To PRINT with Notes to Specifier, click on "File"/ click on Options/ Display/Printing Options, check "Hidden Text"/click OK.

The TEXT indicated with <_____> is to be selected or filled in by the Specifier to meet the requirements of the project.

If any of the SECTIONS (i.e. 1.02, 1.03, etc.) below are not required for the project do NOT delete the Section, but rather change the title of the Section to "NOT USED" (i.e. 1.02 NOT USED) so that numbering of specification references is preserved, and delete the specification language in this Section below the title.

PART 1   GENERAL

1.01   SECTION INCLUDES

    A.   Requirements.

    B.   Description.

    C.   Utilization.

    D.   Submittals.

1.02   REQUIREMENTS

    A.   UTILITIES, <Engineer> and CONTRACTOR shall utilize Colorado Springs Utilities PM SaaS (PM SaaS through EADOC is a registered trademark of EADOC, LLC) or PMWeb is a registered trademark of PMWeb, Inc.) for submission of all data and documents (unless specified otherwise in this Section) throughout the duration of the Contract.
        1.   PM SaaS is a web-based electronic media site hosted by Colorado Springs Utilities. EADOC, LLC or PMWeb, Inc.
        2.   PM SaaS is paid for by UTILITIES.
        3.   PM SaaS will be made available to all identified CONTRACTOR's personnel, Subcontractor personnel, Suppliers, consultants, and Engineer at no additional cost to CONTRACTOR, as needed for CONTRACTOR's performance of the Work.
        4.   The joint use of this system is to facilitate electronic exchange of information, automation of key processes, and overall management of Contract Documentation.
        5.   PM SaaS shall be the primary means of project information submission and management.

    B.   User access limitations:
        1.   UTILITIES will control the CONTRACTOR's access to PM SaaS by allowing access and assigning user profiles to accepted CONTRACTOR personnel. User profiles will define levels of access into the system; determine assigned function based upon authorizations and user privileges. Subcontractors and Suppliers will be given access to PM SaaS by and through the CONTRACTOR. Entry of information exchanged and transferred between the CONTRACTOR and its subcontractors and suppliers on PM SaaS shall be the responsibility of the CONTRACTOR.

    C.   Joint use of data:
        1.   Data entered in a collaborative mode (entered with the intent to share as determined by permissions and workflows within the PM SaaS system) by <the Engineer and the CONTRACTOR will be jointly used>.

2. CONTRACTOR may obtain an archive file directly from EADOC, LLC or PMWeb, Inc. at CONTRACTOR's expense.

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D. Automated system notification and audit log tracking:
   1. Review comments made (or lack thereof) by UTILITIES <and/or Engineer> 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. UTILITIES' <and Engineer's> 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.

E. Computer Requirements:
   1. The CONTRACTOR shall use computer hardware and software that meets the requirements of the PM SaaS system as recommended by EADOC, LLC or PMWeb, Inc to access and utilize PM SaaS. As recommendations are modified by EADOC, LLC or PMWeb, Inc the CONTRACTOR will upgrade their system(s) to meet or exceed the recommendations. Upgrading of the CONTRACTOR's computer systems will not be justification for a cost or time modification to the Contract.
   2. The CONTRACTOR shall ensure that connectivity to the PM SaaS system is accomplished through DSL, cable, T-1, or wireless communications systems. The minimum bandwidth requirements for using the system are 128kb/s. It is recommended a faster connection be used when uploading pictures and files into the system.
   3. PM SaaS supports the current and prior two major versions of Chrome, Mozilla's Firefox, Microsoft's Internet Explorer, Edge, and Apple's Safari on a rolling basis.

a. Each time a new version of one of these browsers is released, PM SaaS will begin supporting the update and stop supporting the fourth-oldest version.

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F. CONTRACTOR responsibility:
   1. The CONTRACTOR shall be responsible for the validity of their information placed in PM SaaS and for the abilities of their personnel.
   2. Accepted users shall be knowledgeable in the use of computers, including Internet Browsers, email programs, CAD drawing applications, and Adobe Portable Document Format (PDF) document distribution program.
   3. The CONTRACTOR shall utilize the existing forms in PM SaaS to the maximum extent possible. If a form does not exist in PM SaaS the CONTRACTOR must include a form of their own or provided by UTILITIES <or Engineer> as an attachment to a submittal.
   4. Adobe PDF documents will be created through electronic conversion rather than optically scanned whenever possible.
   5. The CONTRACTOR is responsible for the training of their personnel in the use of PM SaaS (outside what is provided by UTILITIES) and the other programs indicated above as needed.

G. Provide a list of the CONTRACTOR's and subcontractors key PM SaaS personnel for UTILITIES' <and Engineer's> acceptance. CONTRACTOR is responsible for adding and removing users from the system. UTILITIES <and Engineer> reserves the right to perform a security check on all potential users. The CONTRACTOR will be allowed to add additional personnel and subcontractors to PM SaaS.

PART 2   PRODUCTS

2.01   DESCRIPTION

A. EADOC (PM SaaS) project management application (No Equal) provided by EADOC, LLC www.EADOCsoftware.com.

B.A.   PMWeb (PM SaaS) project management application (No Equal) provided by PMWeb, Inc.www.pmweb.com/Colorado Springs Utilities PM SaaS is a project management application built upon the Microsoft Office 365 platform.

PART 3   EXECUTION

3.01   UTILIZATION

A. PM SaaS shall be utilized in connection with all document and information management required by these Contract Documents.

3.02   SUBMITTALS

A. The CONTRACTOR shall include a list of the CONTRACTOR's proposed key PM SaaS personnel with the Preconstruction Meeting agenda and materials as indicated in Section 01 30 00 – Administrative Requirements. Include descriptions of key personnel's roles and responsibilities for this project. CONTRACTOR should also identify their organizations administrator on the list.

B. Product data:
1. Product catalog data and Manufacturer's instructions shall be submitted as PDF attachments to the PM SaaS submittal work flow process and form as noted in Section 01 33 00 – Submittal Procedures.

C. Samples:
1. Sample submittals shall be physically submitted as specified in Section 01 33 00 – Submittal Procedures. CONTRACTOR shall enter submittal data information into PM SaaS with a copy of the submittal form(s) attached to the sample.

D. Shop drawings:
1. Shop drawing and design data documents shall be submitted as PDF attachments to the PM SaaS submittal work flow process and form.
2. Paper copy submittals may be allowed, if approved by UTILITIES <and Engineer> on a case-by-case basis as indicated in Section 01 33 00 – Submittal Procedures.

E. Administrative:
1. All correspondence and pre-construction submittals shall be submitted using PM SaaS. Formal notices required per Article 16 of the Contract shall be provided as set forth in the Contract. Examples of administrative submittals include, but are not limited to:
   a. Permits.
   b. Requests for substitutions.
   c. List of contact personnel.
   d. Requests for Information (RFI).
   e. Schedules and associated reports and updates. Each schedule submittal specified in these Contract Documents shall be submitted as a native backed-up file of the scheduling program being used. The schedule shall also be posted as a PDF file in the format specified in these Contract Documents.
   f. Testing Plan and Log, Outage Plans, Pre-Construction and Construction Videos and Photographs, Project Health and Safety Plan, Risk Management Plan, Quality Management Plan and Reports, Field Test reports, Summary reports, Rework Items List, etc.
   g. Meeting minutes for quality control meetings, progress meetings, pre-installation meetings, etc.
   h. Any general correspondence submitted.

F. Compliance:
1. Test reports, certificates, and manufacturer field report submittals shall be submitted on PM SaaS as PDF attachments. Examples of compliance submittals include, but are not limited to:
   a. Inspection requests:

        1) When a portion of Work is ready for inspection and prior to covering up the Work (for example, a concrete pour that has waterstop, rebar and embeds placed prior to pouring the concrete), inspection requests shall be submitted via PM SaaS and approved via PM SaaS.

        2) Reports associated with this element of the Work will be submitted via PM SaaS and associated with the inspection request.

    b. Field Test reports.

    c. Quality Control certifications.

    d. Manufacturer's documentation and certifications for quality of products and materials provided.

G. Record and closeout:

    1. Operation and maintenance data and closeout submittals shall be submitted on PM SaaS as PDF documents during the approval and review stage as specified, with actual set of documents submitted for final.

H. Financial:

    1. Schedule of Values, Applications For Payment, and Potential Contract Changes shall be submitted on PM SaaS. Supporting material for Application For Payment and Potential Contract Changes shall be submitted ~~on~~ via PM SaaS ~~as PDF attachments~~.

END OF SECTION