Preparing Activity: NAVFAC

UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated January 2021

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SECTION 01 31 23.13 20

ELECTRONIC CONSTRUCTION AND FACILITY SUPPORT CONTRACT MANAGEMENT SYSTEM
05/17, CHG 6: 02/21

NOTE: This guide specification covers the requirements for the Navy use of NAVFAC's web-based Electronic Construction and Facility Support Contract Management System (eCMS).

Adhere to UFC 1-300-02 Unified Facilities Guide Specifications (UFGS) Format Standard when editing this guide specification or preparing new project specification sections. Edit this guide specification for project specific requirements by adding, deleting, or revising text. For bracketed items, choose applicable item(s) or insert appropriate information.

Remove information and requirements not required in respective project, whether or not brackets are present.

Comments, suggestions and recommended changes for this guide specification are welcome and should be submitted as a Criteria Change Request (CCR).

NOTE: This guide specification includes tailoring options for Design-Build (DB) projects. Selection or de-selection of a tailoring option will include or exclude that option in the section, but editing the resulting section to fit the project is still required.

NOTE: Use of eCMS (and this Section) is mandatory on NAVFAC projects greater than $150,000. Use of eCMS is optional on projects less than $150,000. Contact the administering FEAD/ROICC office to determine if eCMS is necessary for projects less than $150,000.

PART 1 GENERAL

1.1 CONTRACT ADMINISTRATION

Utilize the Naval Facilities Engineering Command's (NAVFAC's) Electronic Construction and Facility Support Contract Management System (eCMS) for the transfer, sharing and management of electronic technical submittals and documents. The web-based eCMS is the designated means of transferring technical documents between the Contractor and the Government. Paper media or e-mail submission, including originals or copies, of the documents identified in Table 1 are not permitted, except where eCMS is unavailable, non-functional or specifically requested in addition to electronic submission. When specifically requested to provide documents outside of eCMS, upload all final project documentation (e.g. documents that are signed and/or adjudicated by the Government) mentioned in Table 1 into the subject eCMS document management folders that are associated with that document type. Include the identification number of the document, type of document; the name/subject or title; and for daily reports the date (day of work) with format YYYY/MM/DDin the filename. For example for RFI’s 0011_RFI_Roof_Leaking.doc; For submittals 0032a_Submittals_Light_Fixture.pdf; For Daily Reports 0132_Daily_Report_20190504.xls. Contact the Contracting Officer's Representative (COR) regarding availability of eCMS training and reference materials.

1.2 USER PRIVILEGES

The Contractor will be provided access to eCMS. All technical submittals and documents must be transmitted to the Government via the COR. Project roles and system roles will be established to control each user's menu, application, and software privileges, including the ability to create, edit, or delete objects.

1.3 SUBMITTALS

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NOTE: Review Submittal Description (SD) definitions in Section 01 33 00 SUBMITTAL PROCEDURES and edit the following list, and corresponding submittal items in the text, to reflect only the submittals required for the project. The Guide Specification technical editors have classified those items that require Government approval, due to their complexity or criticality, with a "G." Generally, other submittal items can be reviewed by the Contractor's Quality Control System. Only add a "G" to an item if the submittal is sufficiently important or complex in context of the project.

For Army projects, fill in the empty brackets following the "G" classification, with a code of up to three characters to indicate the approving authority. Codes for Army projects using the Resident Management System (RMS) are: "AE" for Architect-Engineer; "DO" for District Office (Engineering Division or other organization in the District Office); "AO" for Area Office; "RO" for Resident Office; and "PO" for Project Office. Codes following the "G" typically are not used for Navy,

Air Force, and NASA projects.

The "S" classification indicates submittals required as proof of compliance for sustainability Guiding Principles Validation or Third Party Certification and as described in Section 01 33 00 SUBMITTAL PROCEDURES.

Choose the first bracketed item for Navy, Air Force, and NASA projects, or choose the second bracketed item for Army projects.

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NOTE: For Design-Build projects, replace 01 33 00 SUBMITTAL PROCEDURES with 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES and 01 33 10.05 20 DESIGN SUBMITTAL PROCEDURES.

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Government approval is required for submittals with a "G" or "S" classification. Submittals not having a "G" or "S" classification are [for Contractor Quality Control approval.][for information only. When used, a code following the "G" classification identifies the office that will review the submittal for the Government.] Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

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NOTE: For projects in the NAVFAC PAC Area of Operation, and for the submittals identified as SD-01 Preconstruction Submittals, remove the "G" designation.

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List of Contractor's Personnel; G[, [_____]]

1.4 SYSTEM REQUIREMENTS AND CONNECTIVITY

1.4.1 General

The eCMS requires a web-browser (platform-neutral) and Internet connection. Obtain from an approved vendor an External Certification Authority (ECA), Primary Key Infrastructure (PKI) certificate, or other similar digital identification to support two-factor authentication and access to eCMS. Provide and maintain computer hardware and software for the eCMS access throughout the duration of the contract for all Contractor-designated users. Provide connectivity, speed, bandwidth, and access to the Internet to ensure adequate functionality. Neither upgrading of the Contractor's computer system nor delays associated from the usage of the eCMS will be justification or grounds for a time extension or cost adjustment to the Contract.

1.4.2 Contractor Personnel List

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NOTE: This paragraph contains tailoring for Design-Build.

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Within 20 calendar days of contract award, provide to the Contracting Officer a list of Contractor's personnel who will have the responsibility for the transfer, sharing and management of electronic design, technical submittals and documents and will require access to the eCMS. Project personnel roles to be filled in the eCMS include the Contractor's Project Manager, Designer of Record, Superintendent, Quality Control (QC) Manager, and Site Safety and Health Officer (SSHO). Personnel must be capable of electronic document management. Notify the COR immediately of any personnel changes to the project. The Contracting Officer reserves the right to perform a security check on all potential users. Provide the following information:

First Name
Last Name
E-mail Address
Office Address
Project Role (e.g. Project Manager, QC Manager, Superintendent)

[1.4.3 Field Administration

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NOTE: Select bracketed sentences for large projects. Consult with the Administrating FEAD/ROICC office on whether to use this bracketed paragraph.

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Within 30 days of Contract Award, provide a tablet computer with a Common Access Card (CAC) reader at the job site for Government use only. The tablet computer must have a web-browser, built-in camera, and cellular data connectivity. Provide tablet computer with a rugged case suitable for use in a construction environment. The tablet computer must be fully charged and made available at all times for Government use to facilitate the input of construction data at the job site. The tablet will be given back to the contractor prior to leaving the jobsite for charging, maintaining and securing. After completion of the work, reset the tablet computer to factory default settings. The tablet computer remains the property of the Contractor and must be removed from the site. There are restrictions on use of WIFI on military bases. Cellular data connectivity and availability, and use of WIFI requires coordination with and approval by the Contracting Officer.

]1.5 SECURITY CLASSIFICATION

In accordance with Department of Navy guidance, all military construction contract data are unclassified, unless specified otherwise by a properly designated Original Classification Authority (OCA) and in accordance with an established Security Classification Guide (SCG). Refer to the project's OCA when questions arise about the proper classification of information.

The eCMS and tablet computer must only be used for the transaction of unclassified information associated with construction projects. In conformance with the Freedom of Information Act (FOIA), DoD INSTRUCTION 5200.48 CONTROLLED UNCLASSIFIED INFORMATION (CUI), and DoD requirements, any unclassified project documentation uploaded into the eCMS must be designated either "U - UNCLASSIFIED" (U) or "CUI - CONTROLLED UNCLASSIFIED

INFORMATION"
(CUI).

1.6 ECMS UTILIZATION

Establish, maintain, and update data and documentation in the eCMS throughout the duration of the contract.

Personally Identifiable Information (PII) transmittal is not permitted in the eCMS.

1.6.1 Information Security Classification/Identification

The eCMS must be used for the transmittal of the following documents. This requirement supersedes conflicting requirements in other sections, however, submittal review times in Section 01 33 00 SUBMITTAL PROCEDURES remain applicable. Table 1 - Project Documentation Types provides the appropriate U and CUI designations for various types of project documents. Construction documents requiring CUI status must be marked accordingly. Apply the appropriate markings before any document is uploaded into eCMS. Markings are not required on U documents.

Table 1 also identifies which eCMS application is to be used in the transmittal of data (these are subject to change based on the latest software configuration). If a designated application is not functional within 4 hours of initial attempt, defer to the Submittal application and submit the required data as an uploaded portable document (e.g. PDF), word processor, spreadsheet, drawing, or other appropriate format. Hard copy or e-mail submission of these items is acceptable only if eCMS is documented to be not available or not functional or specifically requested in addition to electronic submission. After uploading documents to the Submittal application, transmit the submittals and attachments to the COR via the Transmittal application. For Submittals, select the following:

Preparation by = Contractor personnel assigned to prepare the submittal
Approval by = Contracting Officer Representative (COR)
Returned by = Design Lead/Manager
Forwarded to = Contractor project manager

Table 1 - Project Documentation Types

SUBJECT/NAME	DESIG	REMARKS	ECMS APPLICATION
As-Built Drawings	U	Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager	Submittals and Transmittals

SUBJECT/NAME	DESIG	REMARKS	ECMS APPLICATION
Building Information Modeling (BIM)	U	1. Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager 2. Design reviews will be performed in existing "Dr Checks"	Submittals and Transmittals
Construction Permits	U	Refer to rules of the issuing activity, state or jurisdiction	Submittals and Transmittals
Construction Schedules (Activities and Milestones)	U	After the schedule submittal is approved by the COR, import the schedule file into the scheduling application, and select "Approve" to establish a new schedule baseline	Submittals, Transmittals and Scheduling App
Construction Schedules (Cost-Loaded)	CUI	After the schedule submittal is approved by the COR, import the schedule file into the scheduling application, and select "Approve" to establish a new schedule baseline	Submittals, Transmittals and Scheduling App
Construction Schedules (3-Week Lookahead)	U	Import the schedule file into the scheduling application, and select "Approve" to establish a new schedule baseline	Scheduling App
DD 1354 Transfer of Real Property	U		Submittals and Transmittals
Daily Production Reports	CUI	Provide weather conditions, crew size, man-hours, equipment, and materials information	Daily Report
Daily Quality Control (QC) Reports	CUI	Provide QC Phase, Definable Features of Work Identify visitors	Daily Report
Designs and Specifications	U	1. Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager 2. Design reviews will be performed in existing "Dr Checks"	Submittals and Transmittals

SUBJECT/NAME	DESIG	REMARKS	ECMS APPLICATION
Environmental Notice of Violation (NOV), Corrective Action Plan	U	Refer to rules of the issuing activity, state or jurisdiction	Submittals and Transmittals
Environmental Protection Plan (EPP)	CUI		Submittals and Transmittals
Invoice (Supporting Documentation)	CUI	Applies to supporting documentation only. Invoices are submitted in Wide-Area Workflow (WAWF)	Submittals and Transmittals
Jobsite Documentation, Bulletin Board, Labor Laws, SDS	U		Submittals and Transmittals
Meeting Minutes	CUI		Meeting Minutes
Modification Documents	CUI	Provide final modification documents for the project. Upload into "Modifications - RFPs	Document Management
Operations & Maintenance Support Information (OMSI/eOMSI), Facility Data Worksheet	U	1. Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager 2. Design reviews will be performed in existing "Dr Checks"	Submittals and Transmittals
Photographs	U	Subject to base/installation restrictions	Submittals and Transmittals
QCM Initial Phase Checklists	CUI		Checklists (Site Management)
QCM Preparatory Phase Checklists	CUI		Checklists (Site Management)
Quality Control Plans	CUI		Submittals and Transmittals
QC Certifications	U		Submittals and Transmittals

SUBJECT/NAME	DESIG	REMARKS	ECMS APPLICATION
QC Punch List	U		Punch Lists (Testing Logs)
Red-Zone Checklist	U		Checklists (Site Management)
Rework Items List	CUI		Punch Lists (Testing Logs)
Request for Information (RFI) Post-Award	CUI		RFIs
Safety Plan	CUI		Daily Report
Safety - Activity Hazard Analyses (AHA)	CUI		Daily Report
Safety - Mishap Reports	CUI		Daily Report
SCIF/SAPF Accreditation Support Documents	CUI	Note: Some Construction Security plans may be classified as Secret. Classified information must not be uploaded into eCMS. Refer to the Site Security Manager, as applicable.	Submittals and Transmittals
Shop Drawings	U	Locations of sensitive areas must be labeled as either "Controlled Area" or "Restricted Area" and may be shown on unclassified documents with the approval from Site Security Manager	Submittals and Transmittals
Storm Water Pollution Prevention (Notice of Intent - Notice of Termination)	U	Refer to rules of the issuing activity, state or jurisdiction	Submittals and Transmittals
Submittals and Submittal Log	U		Submittals and Transmittals
Testing Plans, Logs, and Reports	CUI		Submittals and Transmittals
Training/Reference Materials	U		Submittals and Transmittals

SUBJECT/NAME	DESIG	REMARKS	ECMS APPLICATION
Training Records (Personnel)	CUI		Submittals and Transmittals
Utility Outage/Tie-In Request/Approval	CUI		Submittals and Transmittals
Warranties/BOD Letter	CUI		Submittals and Transmittals
Quality Assurance Reports	CUI		Checklists (Government initiated)
Non-Compliance Notices	CUI		Non-Compliance Notices (Government initiated)
Other Government-prepared documents	CUI		GOV ONLY
All Othere Documents	CUI	Refer to FOIA guidelines and contact the FOIA official to determine whether exemptions exist	As applicable

1.6.2 Markings on CUI documents

a. Only CUI documents being electronically uploaded into the eCMS (.docx, .xlsx, .ppt and others as appropriate), and associated paper documents described in the paragraph CONTRACT ADMINISTRATION require CUI markings as indicated in the subparagraphs below.

b. CUI documents that are originally created within the eCMS application using the web-based forms (RFIs, Daily Reports, and others as appropriate) will be automatically watermarked by the eCMS software, and these do not require additional markings.

c. CUI documents must be marked "CONTROLLED UNCLASSIFIED INFORMATION" at the bottom of the outside of the front cover (if there is one), the title page, the first page, and the outside of the back cover (if there is one).

d. CUI documents must be marked on the internal pages of the document as "CONTROLLED UNCLASSIFIED INFORMATION" at top and bottom.

e. Where Installations require digital photographs to be designated CUI, place the markings on the face of the photograph.

f. For visual documentation, other than photographs and audio documentation, mark with either visual or audio statements as appropriate at both the beginning and end of the file.

1.7 QUALITY ASSURANCE

Requested Government response dates on Transmittals and Submittals must be in accordance with the terms and conditions of the Contract. Requesting response dates earlier than the required review and response time, without concurrence by the Government COR, may be cause for rejection.

Incomplete submittals will be rejected without further review and must be resubmitted. Required Government response dates for resubmittals must reflect the date of resubmittal, not the original submittal date.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

-- End of Section --