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USACE / NAVFAC / AFCEC / NASA        UFGS-01 45 00.15 10 (November 2016)
                                     ------------------------------------
 Preparing Activity:  USACE          Superseding
                                     UFGS-01 45 00.10 10 (February 2010)
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UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated April 2017
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SECTION 01 45 00.15 10

RESIDENT MANAGEMENT SYSTEM CONTRACTOR MODE(RMS CM)
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NOTE: This guide specification covers the requirements for use of the Quality Control System (QCS) for contract monitoring and administration.

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).
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PART 1   GENERAL

1.1   REFERENCES

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NOTE: This paragraph is used to list the publications cited in the text of the guide specification. The publications are referred to in the text by basic designation only and listed in this paragraph by organization, designation, date, and title.

Use the Reference Wizard's Check Reference feature when you add a RID outside of the Section's Reference Article to automatically place the reference in the Reference Article. Also use the Reference Wizard's Check Reference feature to update the issue dates.

The publications listed below form a part of this section to the extent
referenced. The publications are referred to within the text by the basic
designation only.

          U.S. ARMY CORPS OF ENGINEERS (USACE)

EM 385-1-1   (2014) Safety and Health Requirements
                             Manual

1.2   Contract Administration

The Government will use the Resident Management System (RMS) to assist in
its monitoring and administration of this contract. The Contractor uses
the Government-furnished Construction Contractor Mode of RMS, referred to
as RMS CS, to record, maintain, and submit various information throughout
the contract period. The Contractor mode user manuals, updates, and

training information can be downloaded from the RMS web site
(http://rms.usace.army.mil). The joint Government-Contractor use of RMS
facilitates electronic exchange of information and overall management of
the contract. QCS provides the means for the Contractor to input, track,
and electronically share information with the Government in the following
areas:

    Administration
    Finances
    Quality Control
    Submittal Monitoring
    Scheduling
    Import/Export of Data

1.2.1   Correspondence and Electronic Communications

  For ease and speed of communications, exchange correspondence and other
  documents in electronic format to the maximum extent feasible between the
  Government and Contractor. Correspondence, pay requests and other
  documents comprising the official contract record are also be provided in
  paper format, with signatures and dates where necessary. Paper documents
  will govern, in the event of discrepancy with the electronic version.

1.2.2   Other Factors

  Particular attention is directed to Contract Clause, "Schedules for
  Construction Contracts", Contract Clause, "Payments", Section 01 32 01.00 10
  PROJECT SCHEDULE, Section 01 33 00 SUBMITTAL PROCEDURES, and Section
  01 45 00.00 10 QUALITY CONTROL, which have a direct relationship to the
  reporting to be accomplished through RMS. Also, there is no separate
  payment for establishing and maintaining the RMS database; costs
  associated will be included in the contract pricing for the work.

1.3   RMS SOFTWARE

  RMS is a Windows-based program that can be run on a Windows based PC
  meeting the requirements as specified in Section 1.3. The Government will
  make available the RMS software to the Contractor after award of the
  construction contract. Prior to the Pre-Construction Conference, the
  Contractor will be responsible to download, install and use the latest
  version of the RMS software from the Government's RMS Internet Website.
  Any program updates of RMS will be made available to the Contractor via the
  Government RMS Website as the updates become available.

1.3.1   RMS CONTRACTOR'S MODE (CM)

  RMS Contractor's Mode or RMS CM is the replacement for Quality Control
  System or QCS. The database remains the same. References to RMS in this
  specification includes RMS CM.

1.4   SYSTEM REQUIREMENTS

  The following is the minimum system configuration required to run RMS and
  Contractor Mode:

Minimum RMS System Requirements	
Hardware	
Windows-based PC	1.5 GHz 2 core or higher processor
RAM	8 GB
Hard drive disk	200 GB space for sole use by the QCS system
Monitor	Screen resolution 1366 x 768
Mouse or other pointing device	
Windows compatible printer	Laser printer must have 4 MB+ of RAM
Connection to the Internet	minimum 4 Mbs per user
Software	
MS Windows	Windows 7 x 64 bit (RMS requires 64 bit O/S) or newer
Word Processing software	Viewer for MS Word 2013, MS Excel 2013, or newer
Microsoft.NET Framework	Coordinate with Government QA Representative for free version required
Email	MAPI compatible
Virus protection software	Regularly upgraded with all issued manufacturer's updates and is able to detect most zero day viruses.

1.5   RELATED INFORMATION

1.5.1   RMS User Guide

   After contract award, download instructions for the installation and use of
   RMS from the Government RMS Internet Website.

1.6   CONTRACT DATABASE

   Prior to the pre-construction conference, the Government will provide the
   Contractor with basic contract award data to use for RMS. The Government
   will provide data updates to the Contractor as needed. These updates will
   generally consist of submittal reviews, correspondence status, Quality
   Assurance(QA) comments, and other administrative and QA data.

1.7   DATABASE MAINTENANCE

Establish, maintain, and update data in the RMS database throughout the
duration of the contract at the Contractor's site office. Submit data
updates to the Government (e.g., daily reports, submittals, RFI's, schedule
updates, payment requests) using RMS. The RMS database typically includes
current data on the following items:

1.7.1   Administration

1.7.1.1   Contractor Information

Contain within the database the Contractor's name, address, telephone
numbers, management staff, and other required items. Within 7 calendar
days of receipt of RMS software from the Government, deliver Contractor
administrative data in electronic format in RMS.

1.7.1.2   Subcontractor Information

Contain within the database the name, trade, address, phone numbers, and
other required information for all subcontractors. A subcontractor is
listed separately for each trade to be performed. Assign each
subcontractor/trade a unique Responsibility Code, provided in RMS. Within
7 calendar days of receipt of RMS software from the Government, deliver
subcontractor administrative data in electronic format.

1.7.1.3   Correspondence

Identify all Contractor correspondence to the Government with a serial
number. Prefix correspondence initiated by the Contractor's site office
with "S". Prefix letters initiated by the Contractor's home (main) office
with "H". Letters are numbered starting from 0001. (e.g., H-0001 or
S-0001). The Government's letters to the Contractor will be prefixed with
"C".

1.7.1.4   Equipment

Contain within the Contractor's RMS database a current list of equipment
planned for use or being used on the jobsite, including the most recent and
planned equipment inspection dates.

1.7.1.5   Management Reporting

RMS includes a number of reports that Contractor management can use to
track the status of the project. The value of these reports is reflective
of the quality of the data input, and is maintained in the various sections
of RMS. Among these reports are: Progress Payment Request worksheet,
Quality Assurance/Quality Control (QA/QC) comments, Submittal Register
Status, Three-Phase Control checklists.

1.7.1.6   Request For Information (RFI)

Exchange all Requests For Information (RFI) using the Built-in RFI
generator and tracker in RMS.

1.7.2   Finances

1.7.2.1   Pay Activity Data

  Include within the RMS database a list of pay activities that the
  Contractor develops in conjunction with the construction schedule. The sum
  of pay activities equals the total contract amount, including
  modifications. Each pay activity must be assigned to a Contract Line Item
  Number (CLIN). The sum of the activities equals the amount of each CLIN.
  The sum of all CLINs equals the contract amount.

1.7.2.2   Payment Requests

  Prepare all progress payment requests using RMS. Complete the payment
  request worksheet, prompt payment certification, and payment invoice in
  RMS. Update the work completed under the contract, measured as percent or
  as specific quantities, at least monthly. After the update, generate a
  payment request report using RMS. Submit the payment request, prompt
  payment certification, and payment invoice with supporting data using RMS
  CM. If permitted by the Contracting Officer, email or a optical disc may
  be used. A signed paper copy of the approved payment request is also
  required and will govern in the event of discrepancy with the electronic
  version.

1.7.3   Quality Control (QC)

  RMS provides a means to track implementation of the 3-phase QC Control
  System, prepare daily reports, identify and track deficiencies, document
  progress of work, and support other Contractor QC requirements. Maintain
  this data on a daily basis. Entered data will automatically output to the
  RMS generated daily report. Provide the Government a Contractor Quality
  Control (CQC) Plan within the time required in Section 01 45 00.00 10
  QUALITY CONTROL. Within seven calendar days of Government acceptance,
  submit a RMS update reflecting the information contained in the accepted
  CQC Plan: schedule, pay activities, features of work, submittal register,
  QC requirements, and equipment list.

1.7.3.1   Daily Contractor Quality Control (CQC) Reports.

  RMS includes the means to produce the Daily CQC Report. The Contractor can
  use other formats to record basic Quality Control(QC) data. However, the
  Daily CQC Report generated by RMS must be the Contractor's official
  report. Summarize data from any supplemental reports by the Contractor and
  consolidate onto the RMS-generated Daily CQC Report. Submit daily CQC
  Reports as required by Section 01 45 00.00 10 QUALITY CONTROL.
  Electronically submit reports to the Government within 24 hours after the
  date covered by the report. Also provide the Government a signed, printed
  copy of the daily CQC report.

1.7.3.2   Deficiency Tracking.

  Use RMS to track deficiencies. Deficiencies identified by the Contractor
  will be numerically tracked using its Quality Control (QC) punch list
  items. Maintain a current log of its QC punch list items in the RMS
  database. The Government will log the deficiencies it has identified using
  its Quality Assurance (QA) punch list items. The Government's QA punch
  list items will be included in its export file to the Contractor.
  Regularly update the correction status of both QC and QA punch list items.

1.7.3.3   QC Requirements

Develop and maintain a complete list of QC testing and required structural
and life safety special inspections required by the International Code
Council (ICC), transferred and installed property, and user training
requirements in RMS. Update data on these QC requirements as work
progresses, and promptly provide the information to the Government via RMS.

1.7.3.4   Three-Phase Control Meetings

Maintain scheduled and actual dates and times of preparatory and initial
control meetings in RMS.

1.7.3.5   Labor and Equipment Hours

Log labor and equipment exposure hours on a daily basis. The labor and
equipment exposure data will be rolled up into a monthly exposure report.

1.7.3.6   Accident/Safety Reporting

The Government will issue safety comments, directions, or guidance whenever
safety deficiencies are observed. The Government's safety comments will be
provided via RMS CM. Regularly update the correction status of the safety
comments. In addition, utilize RMS to advise the Government of any
accidents occurring on the jobsite. A brief supplemental entry of an
accident is not to be considered as a substitute for completion of
mandatory reports, e.g., ENG Form 3394 and OSHA Form 300.

1.7.3.7   Features of Work

Include a complete list of the features of work in the RMS database. A
feature of work is associated with multiple pay activities. However, each
pay activity (see subparagraph "Pay Activity Data" of paragraph "Finances")
will only be linked to a single feature of work.

1.7.3.8   Hazard Analysis

Use RMS CM to develop a hazard analysis for each feature of work included
in the CQC Plan. The Activity Hazard Analysis will include information
required by EM 385-1-1, paragraph 01.A.13.

1.7.4   Submittal Management

The Government will provide the initial submittal register in electronic
format. Thereafter, maintain a complete list of submittals, including
completion of data columns. Dates when submittals are received and
returned by the Government will be included. Use RMS CM to track and
transmit submittals. ENG Form 4025, submittal transmittal form, and the
submittal register update is produced using RMS. RMS will be used to
update, store and exchange submittal registers and transmittals. In
addition to requirements stated in specification 01 33 00, actual
submittals are to be stored in RMS CM, with hard copies also provided.
Exception will be where the Contracting Officer specifies only hard copies
required, where size of document cannot be saved in RMS CM, and where
samples, spare parts, color boards, and full size drawings are to be
provided.

1.7.5   Schedule

Develop a construction schedule consisting of pay activities, in accordance
with Section 01 32 01.00 10 PROJECT SCHEDULE. Input and maintain in the
RMS database the schedule either manually or by using the Standard Data
Exchange Format (SDEF) (see Section 01 32 01.00 10 PROJECT SCHEDULE).
Include with each pay request the updated schedule. Provide electronic
copies of transmittals.

1.7.6   Import/Export of Data

RMS includes the ability to import schedule data using SDEF.

1.8   IMPLEMENTATION

Use of RMS CM as described in the preceding paragraphs is mandatory.
Ensure that sufficient resources are available to maintain contract data
within the RMS CM system. RMS CM is an integral part of the Contractor's
management of quality control.

1.9   MONTHLY COORDINATION MEETING

Update the RMS CM database each workday. At least monthly, generate and
submit a schedule update. At least one week prior to submittal, meet with
the Government representative to review the planned progress payment data
submission for errors and omissions.

Make required corrections prior to Government acceptance of the export file
and progress payment request. Payment requests accompanied by incomplete
or incorrect data submittals will not be accepted. The Government will not
process progress payments until all required corrections are processed.

1.10   NOTIFICATION OF NONCOMPLIANCE

The Contracting Officer will notify the Contractor of any detected
noncompliance with the requirements of this specification. Take immediate
corrective action after receipt of such notice. Such notice, when
delivered to the Contractor at the work site, will be deemed sufficient for
the purpose of notification.

PART 2   PRODUCTS

Not Used

PART 3   EXECUTION

Not Used

        -- End of Section --