Preparing Activity: NAVFAC

Superseding
UFGS-01 31 23.13 20 (May 2017)

UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated July 2023
****

SECTION TABLE OF CONTENTS

DIVISION 01 - GENERAL REQUIREMENTS

SECTION 01 31 23.13 20

ELECTRONIC CONSTRUCTION AND FACILITY SUPPORT CONTRACT MANAGEMENT SYSTEM (eCMS)

08/23

PART 1 GENERAL

1.1 CONTRACT ADMINISTRATION
1.2 USER PRIVILEGES
1.2.1 eCMS Subcontractor Users
1.2.2 Users with Multiple Roles
1.2.3 Loss of Privilege
1.3 SUBMITTALS
1.4 SYSTEM REQUIREMENTS AND CONNECTIVITY
1.4.1 General
1.4.2 Contractor Personnel List
1.5 SECURITY CLASSIFICATION
1.5.1 Markings on CUI Documents
1.6 eCMS UTILIZATION
1.6.1 Restricted Information
1.6.2 Naming Convention for Files
1.6.3 RFIs Module
1.6.4 Submittals Module
1.6.5 Submittal Packages Module
1.6.6 Communications Module
1.6.7 Issues Module
1.6.8 Meeting Minutes Module
1.6.9 Potential Change Items Module
1.6.10 Daily Report Module
1.6.11 Punchlists Testing Logs (Legacy)
1.6.12 Punch Lists Module
1.6.13 FWD UltraLean COAR RFP Module
1.6.14 Non-Compliance Notices (NCN) Module
1.6.15 Checklists
1.6.15.1 Partnering Team Health Survey Checklist
1.6.16 Flysheets
1.6.17 eCMS Outage

1.6.18 User Account Activity
1.7 QUALITY ASSURANCE

PART 2 PRODUCTS

PART 3 EXECUTION

-- End of Section Table of Contents --

Preparing Activity: NAVFAC

Superseding
UFGS-01 31 23.13 20 (May 2017)

UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated July 2023

SECTION 01 31 23.13 20

ELECTRONIC CONSTRUCTION AND FACILITY SUPPORT CONTRACT MANAGEMENT SYSTEM (eCMS)
08/23

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: (1) For all military construction (MILCON) projects and other construction projects above $1M utilize eCMS for requests for information (RFIs), submittals, issues, non-compliance notices, punch

lists, checklists, and daily reports to allow for the collection of necessary construction data, KPIs, and metrics. An example list is below:
(a) Navy centrally managed facilities sustainment;
(b) Restoration and maintenance (FSRM) projects;
(c) U.S. Marine Corps – M2R2 projects;
(d) Defense Logistics Agency bulk fuel tank repair; or
(e) Air Force FSRM.
(2) For all projects above the Simplified Acquisition Threshold (SAT) (as of publication is $250K) and less than $1M, project teams will continue to utilize eCMS, at a minimum, as an electronic file repository to ensure maintenance of project related technical information. Use of the various communication and site management modules is highly recommended.
(3) For all projects below the SAT, project teams are encouraged to utilize eCMS, but its use remains optional.

Waivers. NAVFAC's business requirement is to utilize eCMS to store crucial DoD project documents, such as RFIs, submittals, QASP/CPARS checklists, etc. and to manage associated KPIs (e.g., processing times). Waivers that deviate from this policy pose unwarranted risks and additional costs to the eCMS, the business system integration, and the Authority-to-Operate. As such, waivers are disadvantageous to the government, are highly discouraged, and will only be considered in rare, extenuating circumstances where eCMS is non-functional and the contractor's solution does not pose unacceptable risks or additional costs to NAVFAC. Requests for waivers may be submitted via OPS for adjudication by HQ DCBL.
****

PART 1 GENERAL

1.1 CONTRACT ADMINISTRATION

Utilize the Naval Facilities Engineering Systems 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 email submission, including originals or copies, of the documents are not permitted unless identified within the contract.

All government contracting specialist/officer, legal, and command communications will remain the same.

1.2 USER PRIVILEGES

The Contractor's key staff may be provided access to eCMS. Contact the COR for eCMS account access. 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. Additional project roles may be assigned for workflow. The COR makes the final decision on roles for the project. User's ability to view, edit documents may be lowered at the discretion of the COR.

Only one eCMS user account is required regardless of the number of user's projects. Notify the COR within seven calendar days if a contractor user is no longer associated with company or project so they can remove them from any open record and inactivate them from the project.

1.2.1 eCMS Subcontractor Users

****
NOTE: The second paragraph is tailored for DESIGN-BUILD.
****

If the contractor's user is a subcontractor, the subcontractor must be registered under the name of their company and email. For example it is common for contractors to contract Quality Control Managers. The QC Manager's account should be under their company's name and email reducing the number of eCMS accounts required.

For Design Build, the contractor's Designer of Record Architectural Engineer will be given a single account. Only one account per AE is required. The role of the AE is determined by the project role assigned by the COR. The contractor is to request their AE staff be placed into the AE-KTR-DOR project role.

1.2.2 Users with Multiple Roles

Users may have multiple roles associated with their account within eCMS. Roles are used in workflow. When a user is added to the project, they will be assigned the default role when the user was created. Contact the COR to change or add roles to the user for the project.

1.2.3 Loss of Privilege

Users may lose privilege to access eCMS at the discretion of the COR [and][or] Contracting Officer. The eCMS is a collaborative system that allows flexibility of use and does not restrict all inappropriate user actions. User activities are logged into eCMS in visible and background data collection. Users found to use eCMS in an inappropriate action may have their eCMS access revoked. Examples include, but not limited to, fraudulent representations, sharing user accounts with others, and changing approved records without the consent of the COR. Depending on the severity of the infraction, the users can lose eCMS access for a period of time, permanently for the project, or lose eCMS access for any project. The contractor may appeal the suspension in writing to the contracting officer within 14 calendar days of notice. The appeal must identify the infraction, supporting information, and steps to ensure the infraction will not happen in the future.

1.3 SUBMITTALS

****
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.
****

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

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

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

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

For Division 1 government approved Pre-Construction submittals,

combine into a single Pre-Construction Submittal Package. Annotated with SD Type of SD-01. Pre-Construction submittal package approval date will be used as a KPI.

1.4 SYSTEM REQUIREMENTS AND CONNECTIVITY

1.4.1 General

NAVFAC eCMS requires a web-browser (platform-neutral) and Internet connection. For best results, recommend using browser in InPrivate/Incognito mode; Internet speeds greater than 40mbps when uploading files, computers with high RAM and Solid State Drives, "White List" eCMS website, Zip or Split files for better uploading. Non-NAVFAC Users are not to use VPN when using eCMS per NAVFAC IT.

The use of eCMS is required by the Contractor and all associated costs and time necessary to utilize eCMS will be borne by the Contractor with no allowance for time extensions and at no additional cost to the government.

1.4.2 Contractor Personnel List

****
NOTE: This paragraph contains tailoring for Design-Build.
****

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, submittals, RFIs, daily reports, and other files and will require access to the eCMS. Project personnel roles which must be filled as applicable in the eCMS, include, at a minimum, the Contractor's Project Manager (KTR-PM), Designer of Record (AE-KTR-DOR), Superintendent (KTSUPT), Quality Control (QC) Manager (KTR-QC), Principal (KTR-PRIN), and Site Safety and Health Officer (KTR-SSHO). 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.

[Internal design deliberations under a D-B contract are managed outside of eCMS. Besides the D-B DOR Representative, D-B design team members are neither required nor encouraged to create user accounts in eCMS. Users are highly recommended to take eCMS live or online training prior to use. See https://www.navfac.navy.mil/Business-Lines/Design-and-Construction/About-Us/Design-and-Construction-Documents/Electronic-Construction-Management-System-eCMS/ for eCMS useful information

] Provide the following information:

Company Name

Name (First, Last)

Email Address

Project Role (CQM, SSHO, Superintendent, CM, PM, Principal)

Existing or New eCMS User

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.

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).NAVFAC eCMS must only be used for the transaction of unclassified information associated with construction projects. Controlled Unclassified Identification (CUI) documents may be loaded into eCMS with the appropriate markings.

1.5.1 Markings on CUI Documents

Contractor's proprietary information, or documents determined by the originator in accordance with CUI guidance, should be marked CUI. Proprietary information not marked CUI can be released under the Freedom of Information Act (FOIA). Apply the appropriate markings before any document is uploaded into eCMS. Markings are not required on Unclassified U documents.

1.6 eCMS UTILIZATION

****

NOTE: This paragraph is written for "Full Use" on projects greater than $1M. The project team is encouraged to choose Full Use regardless of dollar amount. The project team can optionally select "eCMS as an Electronic File Repository" if the project is less than $1M.

****

Establish, maintain, and update data and documentation in the eCMS throughout the duration of the contract. Utilize eCMS to transfer all submittals, RFIs, daily reports, and other files required by contract to be forwarded to the government.

[Full eCMS use is required. All Submittals/Information to use eCMS Modules including, but not limited to, RFIs, Daily Reports, Meeting Minutes, Communications, Issues, Punch Lists, Checklists, and Flysheets, unless otherwise directed by the COR or Contracting Officer.

][The eCMS as an Electronic File Repository is authorized for projects under $1M. Upload all files using the appropriate eCMS module or as directed by the COR. Bulk uploads of RFIs, Submittals, Daily Reports, Issues, Meeting Minutes or Communications records into eCMS modules are allowed. For RFIs, group files by specification number, RFP Part number, or sheet number. For Submittals, group files by specification number. For Daily Reports, group by date range(s), Issues by date range(s), Meeting Minutes by date range(s), and Communications by Type.

]1.6.1 Restricted Information

Personally Identifiable Information (PII) transmittal such as credit card, driver's license, passport, social security, and payroll number are not permitted in eCMS. Name, address, and email are permitted. Pre-negotiation information such as cost estimates that require formal negotiations are not allowed. For example, proposed changes over the SAP level of $250k require formal negotiations. Cost estimates for LEAN, ULTRA LEAN, and Design Changes under the SAP level are at the discretion of the COR's or Contract Specialist/Officer's direction. The eCMS must only be used for the transaction of unclassified information associated with construction projects. Controlled Unclassified Identification (CUI) documents may be loaded into eCMS with the appropriate markings. Uploading of files directly into the Documents folder is not allowed. All documents must be uploaded using an eCMS module.

1.6.2 Naming Convention for Files

Titles of files uploaded are to be descriptive of the purpose and content of the file. For example RFI_ROOF_Leak.doc or for submittals, SUB_LIGHT_FIXTURE.pdf. Titles of file to be uploaded must only contain uppercase letters, lowercase letters, numbers, hyphens (-), underscores (_) and periods (.). Use of any other characters is not allowed and may create an error. When practicable, adding the record number to the title is desired. For example RFI_XYZ12345_ROOF_Leak.doc. Uploading files with the same title will create a new revision in eCMS. Original revision is Rev 0, the first revision is Rev 1. Uploaded files are to use the default file location regardless of the module used unless directed by the COR.

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).

Table 1 - Project Documentation Types

SUBJECT/NAME	REMARKS	eCMS APPLICATION
As-Built Drawings	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
Building Information Modeling (BIM)	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
Construction Permits	Refer to rules of the issuing activity, state or jurisdiction	Submittals

SUBJECT/NAME	REMARKS	eCMS APPLICATION
Construction Schedules (Activities and Milestones)		Submittals
Construction Schedules		Submittals
Construction Schedules (3-Week Look ahead)	Import the schedule file into the scheduling application, and select "Approve" to establish a new schedule baseline	Meeting Minutes
DD 1354 Transfer of Real Property	When applicable, required for final billing.	Submittals
Daily Production Reports	Provide weather conditions, crew size, man-hours, equipment, and materials information	Daily Report
Daily Quality Control (QC) Reports	Provide QC Phase, Definable Features of Work Identify visitors	Daily Report
Designs and Specifications	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
Environmental Notice of Violation (NOV), Corrective Action Plan	Refer to rules of the issuing activity, state or jurisdiction	Submittals
Environmental Protection Plan (EPP)		Submittals
Invoice (Supporting Documentation)	Applies to supporting documentation only. Invoices are submitted in Wide-Area Workflow (WAWF)	Submittals
Jobsite Documentation, Bulletin Board, Labor Laws, SDS	Redact any PII information when loaded into eCMS	Submittals
Meeting Minutes		Meeting Minutes

SUBJECT/NAME	REMARKS	eCMS APPLICATION
Modification Documents	Provide final modification documents for the project. Upload into Modifications RFPs folder	Communications
Operations & Maintenance Support Information (OMSI/eOMSI), Facility Data Worksheet	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
Photographs	Subject to base/installation restrictions	Submittals
QCM Initial Phase Checklists		Meeting Minutes or Checklists
QCM Preparatory Phase Checklists		Meeting Minutes or Checklists
Quality Control Plans		Submittals
QC Certifications		Submittals
QC Punch List		Punch Lists
Red-Zone Checklist		Punch List or Checklists
Rework Items List		Punch Lists
Request for Information (RFI) Post-Award		RFIs
Safety Plan		Submittals
Safety - Activity Hazard Analyses (AHA)		Submittals
Safety - Mishap Reports		Daily Report

SUBJECT/NAME	REMARKS	eCMS APPLICATION
Shop Drawings	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
Storm Water Pollution Prevention (Notice of Intent - Notice of Termination)	Refer to rules of the issuing activity, state or jurisdiction	Submittals
Submittals and Submittal Register		Submittals
Testing Plans, Logs, and Reports		Submittals
Training/Reference Materials		Submittals
Training Records (Personnel)	Redact any PII information if storing in eCMS	Submittals
Utility Outage/Tie-In Request/Approval		Submittals
Warranties/BOD Letter		Submittals
Quality Assurance Reports		Checklists (Government initiated)
Non-Compliance Notices		Non-Compliance Notices (Government initiated)
Other Government-prepared documents		GOV ONLY
Letters to government contracting, claims, REAs, and other contracting officer communications	eCMS is not the primary tool to use in contracting officer communications. eCMS can only store documents or letters after the submission to the contracting officer is made.	Communications

SUBJECT/NAME	REMARKS	eCMS APPLICATION
All Othere Documents	Refer to FOIA guidelines and contact the FOIA official to determine whether exemptions exist	As applicable

1.6.3 RFIs Module

Create contractor RFIs using eCMS RFIs module. The contractor must confirm the numbering convention with the COR if different than eCMS default.

If the government (GOV) Response has "No" Cost or Schedule Impact, this reply is given with the expressed understanding that it does not constitute a basis for any change in the amount or time of subject contract. Information provided in this response does not authorize work not currently included in the contract. If GOV Response is "Yes" or "Potentially" then this response may require a change to the contract. If the contractor disagrees with the government's No Cost [and][or] No Schedule impact determination, the contractor has 14 calendar days to notify the COR and Contracting Officer in writing.

1.6.4 Submittals Module

Create contractor submittals using eCMS Submittals module. The contractor must confirm the numbering convention with the COR if different than eCMS default.

1.6.5 Submittal Packages Module

Create submittal packages using the eCMS Submittal Packages module in lieu of or in addition to Related Objects. Submittal Packages track completion of the packaged submittals and is used in NAVFAC HQ's KPIs.

1.6.6 Communications Module

Create communications using the eCMS Communications module. The Communications module is used to create or document communications that are not a part of other eCMS modules. Use of Communications module will memorialize information into an eCMS record file. The following are Types of Communications:

Email

Memo to File

Face to Face

Telephone

Web Collaboration

Photos

Other Documents

Other

Unless directed by the COR, upload documents or files that do not have a corresponding eCMS module. Choose "Photos" Type for Photos and "Other Documents" for all other documents.

1.6.7 Issues Module

Create or respond to issues using the eCMS Issues module. Respond to CPARS issues using the Issues module.

1.6.8 Meeting Minutes Module

Create or respond to Meeting Minutes using the eCMS Meetings module.

Document required contractual meetings. Dates of meetings are used in NAVFAC KPIs. Minimum meetings in eCMS include the following:

Post Award Kickoff (PAK)

Pre-construction (Pre Con)

Initial and Preparatory Three Phases of Control

Quality Control (QC)

1.6.9 Potential Change Items Module

Not used.

1.6.10 Daily Report Module

Create Daily Reports using the eCMS Daily Report Module. The contractor must confirm the numbering convention with the COR if different than eCMS default.

1.6.11 Punchlists Testing Logs (Legacy)

Punchlist Testing Logs is a legacy program that is being replaced by the Punch Lists Module. This module is to be used for reference of past projects. Use the Punch Lists Module for all future work.

1.6.12 Punch Lists Module

The eCMS Punch Lists module is useful more than just for Punchlists. The module includes the capability of batch editing, create items from Optical Character Recognition (OCR) plans, assign tasks and track completion of individual items.

Create the following using the Punch Lists module:

Rework Items List

DFOW List

Punch-Out Inspection

Pre-Final Punchlist Inspection

Final Punchlist Inspection

Testing Logs

1.6.13 FWD UltraLean COAR RFP Module

Not Used.

1.6.14 Non-Compliance Notices (NCN) Module

Respond to Non-Compliance Notices listed in the Non-Compliance Notices module.

1.6.15 Checklists

Use Checklist listed in the contractor's eCMS menu and as directed by the COR. Checklists capture data and is used in dashboards and KPIs.

1.6.15.1 Partnering Team Health Survey Checklist

Contractor must use the eCMS checklist to document the partnering team health survey. Partnering Team Health Survey is in accordance with the Partnering Specification of this contract.

1.6.16 Flysheets

Use Flysheets listed in the contractor's eCMS menu, if available, and as directed by the COR. Flysheets allow the contractor to print out information from other systems and upload into eCMS. The eCMS will use OCR to capture the information as data. Flysheets capture data and used in dashboards and KPIs.

1.6.17 eCMS Outage

In the case where eCMS is unavailable for 8 hours or more, paper or email may be used in the interim to maintain project schedule.

Once the system is operational, all final records are required to be recreated using the appropriate module. Subject/title of the record to include the type of record i.e., RFI/Submittal/Daily Report/Communication/Other, the identification number(s), and the statement "Processed Outside of eCMS". Example, "RFI 001 Processed Outside of eCMS".

1.6.18 User Account Activity

NAVFAC eCMS captures user data and activities that are directly related to the user's account. The user agrees through the use of eCMS, their account activities will be captured and can be displayed on eCMS printed reports.

1.7 QUALITY ASSURANCE

Requested Government response dates on Submittals must be in accordance with the terms and conditions of the Contract unless previously agreed by the COR. 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.

All submittals and associated attachments must be transmitted to the Government via the COR. Transmittals are no longer required when using eCMS since approval status is tracked on the submittal. Transmittal forms can be attached to submittals if approved by the COR. Submittals requiring government approval are "Transmitted For" "Approval". Submittals requiring contractor approved submittals, including those designated for Contractor Quality Control approval or Information Only, are "*Transmitted For" "Information Only" in the Submittal Module. Provide and sign the QC certification or approving statement on the attachment per submittal specification section. When Submittal Packages are required, use eCMS Submittal Packages after creating individual submittals. Importing Submittals from the Submittal Register is optional. Contact the COR for the data conversion requirements.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

-- End of Section --