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USACE / NAVFAC / AFCEA / NASA            UFGS-01322 (October 2004)  
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Preparing Activity:    NAVFAC            MasterFormat™ 2004 - 01 31 23  
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UNIFIED FACILITIES GUIDE SPECIFICATIONS

Latest change indicated by CHG tags

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## UNIFIED FACILITIES GUIDE SPECIFICATIONS

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### SECTION 01322

#### WEB BASED CONSTRUCTION MANAGEMENT (WEBCM) 10/04

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NOTE: This guide specification covers the requirements for the Navy use of NAVFAC's WebCM web-based construction management program.

Comments and suggestions on this guide specification are welcome and should be directed to the technical proponent of the specification. A listing of technical proponents, including their organization designation and telephone number, is on the Internet.

Recommended changes to a UFGS should be submitted as a Criteria Change Request (CCR).

Use of electronic communication is encouraged.

Brackets are used in the text to indicate designer choices or locations where text must be supplied by the designer.

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NOTE: WebCM may be used on any sized project, at the discretion of the administering ROICC Office.

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## PART 1   GENERAL

### 1.1   DESCRIPTION

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NOTE: Include the bracketed phrase if the project will be Design Build.

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The Government and Contractor shall utilize the Naval Facilities Engineering Command's (NAVFAC) WebCM system for electronic submittal of all data and documents (unless specified otherwise by the Contracting Officer) throughout the duration of the Contract. WebCM is a web-based electronic media site that is hosted by Primavera Systems, Inc. utilizing their

PrimeContract (hereinafter referred to as WebCM) web solution and will be made available only to key Prime Contractor personnel[,] [and ]QC Specialist personnel working for subcontractors[ and the Designer of Record]. The joint use of this system is to facilitate; electronic exchange of information, key processes, and overall management of the contract. WebCM shall be the primary means of project information submission and management. When required by the Contracting Officer, paper documents will also be provided (i.e.; e.g. the signature of Contract Modifications and submission of Contract Claims). In the event of discrepancy between the electronic version and paper documents, the paper documents will govern.

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## 1.2 USER ACCESS LIMITATIONS

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**NOTE: Include the bracketed phrase if the project  
will be Design Build.**  
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The Contracting Officer will control the Contractor's access to WebCM 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 authorizations (determines what can be seen) and user privileges (determines what they can do). Sub-contractors and suppliers will not have direct access to WebCM. Entry of information exchanged and transferred between the Contractor and its [Designer of Record, ]sub-contractors and suppliers on WebCM shall be the responsibility of the Contractor.

### 1.2.1 Joint Ownership of Data

Data entered in a collaborative mode (entered with the intent to share as determined by permissions and workflows within the WebCM system) by the Contracting Officer and the Contractor will be jointly owned.

## 1.3 AUTOMATED SYSTEM NOTIFICATION AND AUDIT LOG TRACKING

Review comments made (or lack thereof) by the Government 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. Government 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.

## 1.4 SUBMITTALS

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**NOTE: Review submittal description (SD) definitions  
in Section 01330 SUBMITTAL PROCEDURES and edit the  
following list to reflect only the submittals**  
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required for the project. Submittals should be kept to the minimum required for adequate quality control.

A "G" following a submittal item indicates that the submittal requires Government approval. Some submittals are already marked with a "G". Only delete an existing "G" if the submittal item is not complex and can be reviewed through the Contractor's Quality Control system. Only add a "G" if the submittal is sufficiently important or complex in context of the project.

For submittals requiring Government approval on Army projects, a code of up to three characters within the submittal tags may be used following the "G" designation 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.

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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Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are [for Contractor Quality Control approval.] [for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government.] The following shall be submitted in accordance with Section 01330 SUBMITTAL PROCEDURES:

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NOTE: Use Section 01332 for Design-Build projects, replacing Section 01330 referenced above with Section 01332.

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#### SD-01 Preconstruction Submittals

List of Contractor's key WebCM personnel.

Include descriptions of key personnel's roles and responsibilities for this project.

#### [1.5 COMPUTER REQUIREMENTS

The Contractor shall use computer hardware and software that meets the requirements of the WebCM system as recommended by Primavera Systems, Inc. to access and utilize WebCM. As recommendations are modified by Primavera, the Contractor will upgrade their system(s) to meet the recommendations or better. Upgrading of the Contractor's computer systems will not be justification for a cost or time modification to the Contract.

The contractor will ensure that connectivity to the WebCM system (whether at the home office or jobsite) is accomplished through DSL, cable or wireless communications systems. Requests for use of 56K modems will not be allowed for use in the system, as the time required to download information and input data becomes excessive and will cause the system to "time out".

#### ]1.6 CONTRACTOR RESPONSIBILITY

The Contractor shall be responsible for the validity of their information placed in WebCM and for the abilities of their personnel. Accepted users shall be knowledgeable in the use of computers, including Internet Explorer, e-mail programs such as Outlook, word processing programs such as Word, spreadsheet programs such as Excel, and Adobe Portable Document Format (PDF) document distribution program. The Contractor shall utilize the existing forms in WebCM to the maximum extent possible. If a form does not exist in WebCM and the Contractor must include as an attachment or by uploading the data file, PDF documents will be created through electronic conversion rather than optically scanned. The Contractor is responsible for the training of their personnel in the use of WebCM and the other programs indicated above as needed. All costs associated with the use of this system will be evenly distributed in the project overheads and spread across the duration of the contract; a separate cost line item will not be allowed.

##### 1.6.1 User Access Administration

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**NOTE: Include the first bracketed phrase if the project will be Design Build. Include the second bracketed phrase if the Specification Section 01450 requires the presence of QA Specialists.**  
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Provide a list of Contractor's key WebCM personnel for the Contracting Officer's acceptance. Notify the Contracting Officer immediately of any users that are to have access removed. Resubmit the personnel list whenever modified. User changes will take effect within 1 one working day of accepting the requested change. The Contracting Officer reserves the right to perform a security check on all potential users. The Contractor will be allocated [5][\_] key personnel with access to WebCM. Access will include [[2][\_] key personnel from the Designer of Record][ and ][one access for each QC Specialist while they are performing their duties, per Section 01450N DESIGN AND CONSTRUCTION QUALITY CONTROL.].

#### 1.7 CONNECTIVITY PROBLEMS

WebCM is a web-based environment and therefore subject to the inherent speed and connectivity problems of the Internet. The Contractor is responsible for its own connectivity to the Internet. WebCM response time is dependent on the Contractor's equipment, including processor speed, modem speed, Internet access speed, etc. and current traffic on the Internet. The Government will not be liable for any delays associated from the usage of WebCM including, but not limited to: slow response time, down time periods, connectivity problems, or loss of information.

The contractor will ensure that connectivity to the WebCM system (whether at the home office or jobsite) is accomplished through DSL, cable or

wireless communications systems. Requests for use of 56K modems will not be allowed for use in the system, as the time required to download information and input data becomes excessive and will cause the system to "time out".

Under no circumstances shall the usage of the WebCM be grounds for a time extension or cost adjustment to the contract.

## PART 2 PRODUCTS

Not used.

## PART 3 EXECUTION

### 3.1 WEBCM UTILIZATION

WebCM shall be utilized in connection with submittal preparation and information management required by Section 01321N NETWORK ANALYSIS SCHEDULES (NAS), Section 01330 SUBMITTAL PROCEDURES, Section 01450N DESIGN AND CONSTRUCTION QUALITY CONTROL and other Division One sections. Requirements of this section are in addition to requirements of all other sections of the specifications.

#### [ 3.1.1 Design Document Submittals

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**NOTE: Include this paragraph if the project will be  
Design Build.**  
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Provide all design drawings and specifications in file formats specified in other sections of the contract documents.

#### ] 3.1.2 Shop Drawings

Shop drawing and design data documents shall be submitted as PDF attachments to the WebCM submittal workflow process and form. All PDF shop drawing submittal documents shall have the Contractor's review and submittal stamp (including signatures) as specified in Section 01330 SUBMITTAL PROCEDURES the same as if submitted as hard copy. Examples of shop drawings include, but are not limited to:

- a. Standard manufacturer installation drawings.
- b. Drawings prepared to illustrate portions of the work designed or developed by the Contractor.
- c. Steel fabrication, piece, and erection drawings.

#### 3.1.3 Product Data

Product catalog data and manufacturers instructions shall be submitted as PDF attachments to the Webs submittal workflow process and form, except that color charts and similar color oriented pages shall be submitted as hard copy separate from and in addition to the PDF copy. Submittal forms shall indicate when hard copy color documents are submitted. All PDF product data submittal documents shall have the Contractors review and submittal stamp (including signatures) as specified in Section 01330, "Submittal Procedures" the same as if submitted as hard copy. Examples of

product data include, but are not limited to:

- a. Manufacturer's printed literature.
- b. Preprinted product specification data and installation instructions.

#### 3.1.4 Samples

Sample submittals shall be physically submitted as specified in Section 01330 SUBMITTAL PROCEDURES. Contractor shall enter submittal data information into WebCM with a copy of the transmittal form(s) attached to the submittal. Examples of samples include, but are not limited to:

- a. Product finishes and color selection samples.
- b. Product finishes and color verification samples.
- c. Finish/color boards.
- d. Physical samples of materials.

#### 3.1.5 Administrative Submittals

All correspondence and Preconstruction submittals shall be submitted on WebCM. Examples of administrative submittals include, but are not limited to:

- a. Digging permits and notices for excavation.
- b. List of Contractor personnel accessing WebCM.
- c. List of contact personnel.
- d. Notices for roadway interruption, work outside regular hours, and utility cutovers.
- e. Requests for Information (RFI).
- f. Network Analysis Schedules and associated reports and updates. Each schedule submittal specified in Specification Section 01321N NETWORK ANALYSIS SCHEDULES (NAS) shall be submitted as a native backed-up file (.PRX or .STX) of the scheduling program being used. The schedule will also be posted as a PDF file in the format specified in Specification Section 01321N. Due to data transfer rates, do not display relationship lines in the graphical depiction of the schedule.
- g. Submittal Register: Use the submittal register data provided by the Government. Contractor shall input data for dates as specified and upon acceptance of the register, load the register up to WebCM and update as required by the Contract documents.
- h. Plans for safety, demolition, environmental protection, and similar activities.
- i. Quality Control Plan(s), Testing Plan and Log, Quality Control Reports, Production Reports, Quality Control Specialist Reports, Preparatory Phase Checklist, Initial Phase Checklist, Field Test reports, Summary reports, Rework Items List, etc.

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NOTE: Include the bracketed phrase if the project  
will be Design Build.  
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j. Meeting minutes for [Post Award Kick-off Meeting, design review meetings, ]quality control meetings, progress meetings, pre-installation meetings, etc.

k. Any general correspondence submitted.

#### 3.1.6 Compliance Submittals

Test report, certificate, and manufacture field report submittals shall be submitted on WebCM as PDF attachments. Examples of compliance submittals include, but are not limited to:

- a. Field test reports.
- b. Quality Control certifications.
- c. Manufacturers documentation and certifications for quality of products and materials provided.

#### 3.1.7 Record and Closeout Submittals

Operation and maintenance data and closeout submittals shall be submitted on WebCM as PDF documents during the approval and review stage as specified, with actual set of documents submitted for final. Examples of record submittals include, but are not limited to:

- a. Operation and Maintenance Manuals: Final documents shall be submitted as specified.
- b. As-built Drawings: Final documents shall be submitted as specified.
- c. Extra Materials, Spare Stock, etc.: Submittal forms shall indicate when actual materials are submitted.

#### 3.1.8 Exceptions

Documents with legal consequences, contract modifications, contract claims, security implications, and those required by other agencies may require an additional submittal as original hard copy with original signatures and seals. Hard copies of these documents shall be submitted as specified or as directed by the Contracting Officer.

-- End of Section --