PART 1 - GENERAL

1.1 WORKS INCLUDES

1. Data entry, collaboration and communication using the Owners web-based project management system.

1.2 RELATED WORK

1. Specified elsewhere: Section 01 00 0- Project Requirements and Summary

1.3 DESCRIPTION

1. The intent of the web-based project management system, named PRZM (Project Resource and Information System Management) is to provide the Owner the capability to monitor quality, schedule and costs for capital projects, while providing the project team a consistent delivery process and the means to communicate, collaborate and team, to eliminate duplication of data entry, and to encourage easy access and exchange of information through a secure and paperless web-based environment.

2. System Requirements:
   a. A personal computer with internet access (T1 or higher, ISDN, DSL or ADSL recommended), e-mail capability for team members, and a web browser (Microsoft Internet Explorer 4.0 or higher).
   b. Other software including Microsoft Office, Project 2007, and AutoCAD viewer is recommended.

3. Training
   a. The Owner will provide training on the PRZM system at no cost to the contractors.
   b. Training will consist of not less than 3 full day sessions. Attendance by the contractor’s project manager, office manager, data entry clerk, and other appropriate personnel is required.
   c. Additional training will be provided as needed, at no cost to the contractor.

4. Support
a. The Owner will provide unlimited telephone, e-mail and on-line support, without cost to the contractor.

5. Data entry will be required to support the following:
   a. General Contractor Information
   b. Insurance Certificates data
   c. Performance and Payment Bond data
   d. Requests for Information
   e. Responses to Architect’s Supplemental Instruction
   f. Request for Proposal Response
   g. Emergency Work Authorization Response
   h. Contractor Schedule of Values preparation and submittal
   i. Schedule of Work Completed preparation and submittal
   j. Stored Materials Report preparation and submittal
   k. Wavier or Lien preparation and submittal
   l. Payment Applications preparation and submittal
   m. MAFBE Certification and Reporting
   n. Employee Utilization Report preparation and submittal
   o. Response to punch lists
   p. Affidavit for Reduction in Retainage preparation and submittal
   q. Substantial completion Certificate preparation and submittal
   r. As-Built Drawings/Maintenance Manual submittal
   s. Final Affidavit for Payment preparation and submittal
   t. Warranty call responses

1.4 EXECUTION

1. Timeliness:
   a. All data shall be entered in a timely fashion, so that it is available to the appropriate team members in real time.

2. Format:
   a. All data shall be entered in the format required by the PRZM system. Check, verify and coordinate all data with construction manager.