

**SECTION 01 31 23****PROJECT WEBSITE****PART 1 - GENERAL****1.1 DESCRIPTION**

- A. This specification defines the general requirements and procedures for providing a cloud-based, SaaS Construction Management solution for the duration of the project. Access to the website is required for all project participants and collaborators at no additional cost to the VA, accessible from any internet-connected device including both desktop and mobile devices, including specified features at a minimum.

**1.2 RELATED REQUIREMENTS**

- A. Deliverables: Sections 01 00 00 General Requirements
- B. Project schedules: Section 01 32 16.15 Project Schedules (Small Projects - Design/Bid/Build)
- C. Submittals: Section 01 33 23 Shop Drawings, Product Data, and Samples

**1.3 DEFINITIONS**

- A. Cloud-Based: Software stored, managed, and processed on a network of remote servers hosted on the Internet, rather than on local servers or personal computers.
- B. SaaS: Software as a service. A method of software delivery and licensing in which software is accessed online via a subscription, rather than bought and installed on individual computers.
- C. Product Data: Catalog cuts, illustrations, schedules, diagrams, performance charts, instructions, and brochures, which describe and illustrate size, physical appearance, and other characteristics of materials, systems, or equipment for some portion of the work. Samples of warranty language when the contract requires extended product warranties.

**1.4 ADMINISTRATIVE REQUIREMENTS**

- A. Coordinate with the work of all other specifications.
- B. Pre-Construction Conference
  - 1. Discuss project website system and training requirements during pre-construction conference.

2. Determine mutually agreeable permission and access for each party. The VA COR must always maintain administrative permission for all tools at all times.
3. Discuss and document project workflows for applicable tools for the project.
4. Identify and determine Project Website Administrator for Contractor and VA. The VA COR must always maintain administrative rights for all tools.

## **PART 2 - PRODUCTS**

### **2.1 PRODUCTS - GENERAL**

- A. Basis of design: Procore Technologies, Inc., or approved equal.
- B. For equal product, submit list of features of Project Website demonstrating compliance with this specification. Solution must be approved prior to deployment. Submit per Section 01 33 23 Shop Drawings, Product Data, and Samples.
- C. No delay costs or time extensions will be allowed for time lost in late deployment of system.
- D. Project Website shall be active for the entire duration of the contract period of performance, plus an additional six (6) months to account for project closeout and downloading of data for VA records management.

### **2.2 FEATURES**

- A. Project Directory: Can manage all participants and contacts.
- B. Project Document Management:
  1. Document Storage: Unlimited.
  2. Document Tracking: Author, addressee(s), and when files are sent, received, and read.
  3. Document and Folder Permissions: Granular Permissions at the folder and document level.
  4. Document versioning control.
  5. Document Access offline and from desktop.
  6. Document viewer for common file formats.
  7. Search names, description and contents of documents within the documents tool.
- C. Project Emails:

1. Create, store, and tag key project emails for record keeping purposes.

2. Dedicate project email address for automated capture.

3. Bulk upload of emails to project website.

D. Project Schedule:

1. Integrates with leading scheduling tools including, but not limited to, Primavera P6 and Microsoft Project.

2. Provide the ability to view, in Gantt and calendar view, the most recent schedule.

3. Provide schedule feedback to projects team including percent completed and reasons for changes.

E. Meeting Minutes:

1. Track attendance, meeting notes, and attachments.

2. Distribute meeting agendas prior to meeting.

3. Track assignment and completion of meeting generated tasks.

F. Photographs:

1. Store, organize, and display both traditional and 360 photos.

2. Allow the attachment of those photos to the drawings, punch list items, and other website records.

3. Allow the markup and tagging of photos during the capture process.

4. Support the capture and upload of photos from mobile devices.

5. Automatically aggregate project photos captured in other record types such as daily logs into the photo album.

G. Submittals:

1. Collect, workflow, and distribute project submittals.

2. Submittal Register automatically created from project specifications.

3. Distribute approved packages to project participants.

4. Support both serial and parallel workflows.

H. Daily Log: Record and view daily job site activities including, but not limited to:

1. Automatic weather capture, manpower log, inspections, dumpsters, scheduled tasks, deliveries, labor productivity and notes.

2. Allows for submission by multiple project collaborators with an approval process.

I. RFI Tool: Including responsibility assignment, automatic routing and reminder notifications, as well as, the ability to respond into system via email.

## J. Drawing Management:

1. Version Tracking: Prioritize the most recent drawing set.
2. Record Drawings: Ability to markup drawings and document as-built conditions.
3. Automatic Hyperlinking: Linking of sheets, sections, and details automatically upon upload into the system.
4. Record Linking: Ability to link project critical information such as RFI's, submittals, observations and photos to locations on the drawings. Allow for the search of any text throughout the drawing set.

## K. Punch Lists and Deficiency Lists: Creation, management, and distribution of Punch Lists and Deficiency Lists.

1. Ability to drop punch list items directly onto a drawing.
2. Ability to filter by status (unresolved, resolved, open, or closed).
3. Maintain real time history of all actions including when items were created, when the responsible party takes action, and where it stands now.
4. Ability to create a template of common punch list items for efficient reporting.

## L. Field Observations: Ability to record, assign, and track completion of field observed items such as safety, quality, and incomplete work.

## M. Inspections: Ability to develop, deploy, and complete custom inspections and checklists that are actionable and reportable.

## N. Change Orders: Multi-tiered change management tool including internal change tracking, as well as upstream and downstream change orders.

## O. Invoices: Collection, review, and submission of monthly invoices through a collaborative workflow process.

## P. Project Budget:

1. Track, manage, project, and report on project budgets.
2. Ability to forecast on a budget line item basis.
3. Take snapshots of budget at any given time and compare snapshots.
4. Filter and group budget by any sub jobs, divisions, cost codes, and cost types.

## Q. Security: For mobile app and web app as follows:

1. Cloud SaaS solution shall be SSAE 18 (SOC 1 & 2) Type 2 Compliant.
2. Cloud data shall be hosted in highly secure data centers, which include state-of-the-art power supplies and backup generators.

3. Project website must support single-sign-on (SSO) using SAML 2.0, which provides customers with flexibility in implementing their own security standards.

4. Project website shall have service-level objective for the 99.9% availability of its services.

R. Other Required Features:

1. Native Mobile Applications:

a. Project website has iOS and Android native applications available at no additional cost.

b. Mobile application must be able to work in offline mode allowing collection and access to project data without internet connection.

c. Mobile applications extend use of the field related tools with mobile specific workflows, with certain exceptions.

2. Licensing Model: Unlimited users for an annual rate.

3. Data Ownership: VA retains the rights to all data entered and stored on the website and can obtain a copy at any time.

4. Access to Data:

a. Open API (application programming interface) at no extra cost.

b. Ability to Integrate Into: Accounting, estimating, budgeting, scheduling, digital signature, etc.

c. Ability to bulk extract project records upon user request.

5. Offline Access: Project data may be accessed offline, and changes made offline are synchronized when back online.

6. Bulk Import: Ability to bulk import project data into key categories for project setup including vendors, contacts, cost codes, submittals, and similar categories of information.

7. Multilingual Interface per project: English, Spanish.

8. Audit Log: For each tool, containing all changes made to project records include date, time, user, and change made.

9. Reporting and Dashboards:

a. Real time reporting.

b. Filtering of reports based on any available data in the table.

c. Scheduled reports for automatic email delivery.

d. Reports provided at the program and project level, and a subset of projects may be selected as part of that program.

e. Report viewing based on permission level.

- f. User customizable dashboards of key project data which can be updated in real time.
  - g. Drill in functionality allowing easy access to root data feeding each report and dashboard.
10. Project Notifications:
- a. Automatic notifications of Ball in Court for project tasks.
  - b. Automatic late notifications based on overdue tasks. This is configurable by project.
  - c. Optional notifications based on changes to tracked records and documents.
11. Permissions;
- a. Granular and configurable by administrating users.
  - b. Role based templates.
  - c. Project and company level templates.
  - d. Administrators can reassign work from one user to another.
12. Related Items: Ability to attach related records to any record within the Project record.
13. Custom Forms and Documents: Ability to have custom forms and record generating documents set up upon user request.
14. Support: Support available to all project collaborators at no additional cost, including:
- a. Project Onboarding Support.
  - b. Live Chat, Phone, and Email Support.
  - c. Online training and certification at no additional cost.
15. Location Hierarchy:
- a. Ability to create a location hierarchy to apply to project records.
  - b. Scan QR codes from mobile app to quickly locate relevant records for a given location.

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