

# **EADOC recommended specifications**

## **for**

### **construction projects using EADOC**

**These specifications are designed to be a guide for modifying project specifications or adding a section to incorporate EADOC. If you should have any questions please contact your EADOC representative. If you have any legal questions regarding modifying your specifications please contact your organizations legal counsel.**

Throughout these specifications you will find notes included in <>, these notes are intended to provide project owners with suggestions on areas to make modification to the specifications to best fit their projects. These recommendations are to serve the project owner as a guide in modifying their standard project specifications. **EADOC** does not provide any guarantees that these recommendation are complete. All Specification numbers are based on the 2004 CSI Master Format.

**<EADOC references can be included in the following spec sections or referenced by the following specification sections.>**

- 00 60 00 Project Forms
  - <Reference **EADOC** application for each form that you want the contractor to submit electronically through the **EADOC** application. These forms can be submitted as independent web forms or they can be attached to the standard submittal form.>
- 01 30 00 Administrative Requirements
  - 01 31 00 Project Management and Coordination
    - 01 31 23 Project Website
  - 01 32 00 Construction Progress Documentation
    - 01 32 16 Construction Progress Schedule
    - 01 32 20 Web Based Construction Management Application
    - 01 32 33 Photographic Documentation
  - 01 33 00 Submittal Procedures
  - 01 35 00 Special Procedures
  - 01 45 00 Quality Control
    - 01 45 16 Field Quality Control Procedures
      - 01 45 16.13 Contractor Quality Control
  - 01 78 00 Closeout Procedures

**<Add section 01 32 20 to your standard specifications, this section will provide the detailed information about *EADOC* .>**

**SECTION 01 32 20**

WEB BASED CONSTRUCTION MANAGEMENT (**EADOC**)

**PART 1 GENERAL**

- 1.1 DESCRIPTION
- 1.2 USER ACCESS LIMITATIONS
  - 1.2.1 Joint Ownership of Data
- 1.3 AUTOMATED SYSTEM NOTIFICATION AND AUDIT LOG TRACKING
- 1.4 SUBMITTALS
- 1.5 COMPUTER REQUIREMENTS
- 1.6 CONTRACTOR RESPONSIBILITY
  - 1.6.1 User Access Administration
- 1.7 CONNECTIVITY PROBLEMS
- 1.8 TRAINING

**PART 2 PRODUCTS**

- 2.1 Description

**PART 3 EXECUTION**

- 3.1 **EADOC** UTILIZATION
  - 3.1.1 Design Document Submittals
  - 3.1.2 Shop Drawings
  - 3.1.3 Product Data
  - 3.1.4 Samples
  - 3.1.5 Administrative Submittals
  - 3.1.6 Compliance Submittals
  - 3.1.7 Financial Submittals

**PART 1 GENERAL**

**1.1 DESCRIPTION**

The Owner and Contractor shall utilize **EADOC LLC's EADOC** system for electronic submittal of all data and documents (unless specified otherwise by the owners representative) throughout the duration of the Contract. **EADOC** is a web-based electronic media site that is hosted by **EADOC LLC**. utilizing their **EADOC** web

solution. **EADOC** will be made available to all contractors project personnel, subcontractor personnel, suppliers, consultants and the Designer of Record. The joint use of this system is to facilitate; electronic exchange of information, automation of key processes, and overall management of the contract. **EADOC** shall be the primary means of project information submission and management. When required by the Owners representative, paper documents will also be provided. In the event of discrepancy between the electronic version and paper documents, the paper documents will govern. **EADOC** is a registered trademarks of **EADOC LLC**.

## **1.2 USER ACCESS LIMITATIONS**

The Owners representative will control the Contractor's access to **EADOC** 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 be given access to **EADOC** through the Contractor. Entry of information exchanged and transferred between the Contractor and its sub-contractors and suppliers on **EADOC** 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 **EADOC** system) by the Owners Representative and the Contractor will be jointly owned.

## **1.3 AUTOMATED SYSTEM NOTIFICATION AND AUDIT LOG TRACKING**

Review comments made (or lack thereof) by the Owner 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. Owners 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**

See Section 01 33 00 SUBMITTAL PROCEDURES:

### **Preconstruction Submittals**

List of Contractor's key **EADOC** personnel.  
Include descriptions of key personnel's roles and responsibilities for this project. Contractor should also identify their organizations administrator on the list.

## **1.5 COMPUTER REQUIREMENTS**

The Contractor shall use computer hardware and software that meets the requirements of the **EADOC** system as recommended by **EADOC LLC**. to access and utilize **EADOC** . As recommendations are modified by **EADOC**, 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 **EADOC** system (whether at the home office or job site) is accomplished through DSL, cable, T-1 or wireless communications systems. The minimum bandwidth requirements for using the system is 128kb/s. It is recommended a faster connection be used when uploading pictures and files into the system. **EADOC** currently supports Mozilla's Firefox v3.0-3.6, Apple's Safari V3.0-5.0, and Microsoft's Internet Explorer v7.0-8.0 web browsers for accessing the application.

## **1.6 CONTRACTOR RESPONSIBILITY**

The Contractor shall be responsible for the validity of their information placed in **EADOC** and for the abilities of their personnel. Accepted users shall be knowledgeable in the use of computers, including Internet Browsers, email programs, cad drawing applications, and Adobe Portable Document Format (PDF) document distribution program. The Contractor shall utilize the existing forms in **EADOC** to the maximum extent possible. If a form does not exist in **EADOC** the Contractor must include a form of their own or provided by the Owner representative as an attachment to a submittal. Adobe PDF documents will be created through electronic conversion rather than optically scanned whenever possible. The Contractor is responsible for the training of their personnel in the use of **EADOC** (outside what is provided by the owner) and the other programs indicated above as needed.

### **1.6.1 User Access Administration**

Provide a list of Contractor's key **EADOC** personnel for the Owner's Representative acceptance. Contractor is responsible for adding and removing users from the system. The Owners Representative reserves the right to perform a security check on all potential users. The Contractor will be allowed to add additional personnel and sub contractors to **EADOC**.

## **1.7 CONNECTIVITY PROBLEMS**

**EADOC** 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. **EADOC** response time is dependent on the Contractor's equipment, including processor speed, Internet access speed, etc. and current traffic on the Internet. The Owner will not be liable for any delays associated from the usage of **EADOC** 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 **EADOC** system (whether at the home office or job site) is accomplished through DSL, cable, T-1 or wireless communications systems. The minimum bandwidth requirements for using the system is 128kb/s. It is recommended a faster connection be used when uploading pictures and files into the system. Under no circumstances shall the usage of the **EADOC** be grounds for a time extension or cost adjustment to the contract.

## **1.8 TRAINING**

The project owner has arranged for the following training to be provided to the contractor.

<Enter Training classes and durations from **EADOC** proposal that the contractor can attend>

## **PART 2 PRODUCTS**

### **2.1 Description**

**EADOC** project management application (no equal)  
Provided by **EADOC LLC** [www.EADOCsoftware.com](http://www.EADOCsoftware.com)

## **PART 3 EXECUTION**

### **3.1 EADOC UTILIZATION**

<owner to specify and make references to other specification sections, or other sections can reference this section>

**EADOC** shall be utilized in connection with submittal preparation and information management required by Sections:  
01 31 00 PROJECT MANAGEMENT AND COORDINATION  
01 32 00 CONSTRUCTION PROGRESS DOCUMENTATION  
01 32 10 NETWORK ANALYSIS SCHEDULES (NAS)  
01 32 30 PROJECT WEB SITE  
01 33 00 SUBMITTAL PROCEDURES,  
01 45 00 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**

All design drawings and specifications shall be submitted as cad .dwg files or PDF attachments to the **EADOC** submittal work flow process and form.

#### **3.1.2 Shop Drawings**

Shop drawing and design data documents shall be submitted as cad .dwg files or PDF attachments to the **EADOC** submittal work flow process and form.

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 **EADOC** submittal work flow process and form. 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 **EADOC** with a copy of the submittal form(s) attached to the sample. 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 <Owner can add or delete items from this section>**

All correspondence and pre-construction submittals shall be submitted using **EADOC**. Examples of administrative submittals include, but are not limited to:

- a. Digging permits and notices for excavation.
- b. List of product substitutions
- c. List of contact personnel.
- d. Notices for roadway interruption, work outside regular hours, and utility cut overs.
- 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.
- g. Plans for safety, demolition, environmental protection, and similar activities.
- h. 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.
- j. Meeting minutes for quality control meetings, progress meetings, pre-installation meetings, etc.
- k. Any general correspondence submitted.

**3.1.6 Compliance Submittals <Owner can add or delete items from this section>**

Test reports, certificates, and manufacture field report submittals shall be submitted on **EADOC** 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 **EADOC** 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.

**3.1.7 Financial Submittals <Owner can add or delete items from this section>**

Schedule of Value, Pay Estimates and Change Request Proposals shall be submitted on **EADOC**. Supporting material for Pay Estimates and Change Requests shall be submitted on **EADOC** as PDF attachments. Examples of compliance submittals include, but are not limited to:

- a. Contractors Schedule of Values
- b. Contractors Monthly Progress Payment Requests
- c. Contract Change proposals requested by the project owner.

**References:**

**These specifications are based on:  
CSI MasterFormat 2004**

**and  
USACE / NAVFAC / AFCEA / NASA UFGS-01322 (October 2004)**