

SECTION 01 36 00.01
ELECTRONIC PROJECT MANAGEMENT

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Contract Award (eBuilder)
- B. Connectivity Requirements
- C. Requests for Information
- D. Submittals
- E. Substitutions
- F. Document Management
- G. Payment Procedures

1.02 RELATED REQUIREMENTS

- A. Section 01 20 00 - Price and Payment Procedures: For general requirements regarding payment procedures.
- B. Section 01 25 00 - Substitution Procedures: For substituting specified projects.
- C. Section 01 31 00 - Project Management and Coordination: For general requirements regarding Requests for Information, and project documentation.
- D. Section 01 33 00 - Submittal Procedures: For general requirements regarding submittal procedures.

1.03 CONTRACT AWARD (EBUILDER)

- A. The Capital Projects Division (CPD) of the New York City Housing Authority (NYCHA) utilizes the eBuilder Project Management Information System (eBuilder) within a government cloud service to manage its capital projects. The use of eBuilder facilitates transparency, shared collaboration, accountability, and increased efficiency.
- B. eBuilder is utilized by CPD for all of its project management activities. The system requires vendors' participation in creating, submitting, and reviewing RFIs, contract documents, submittals, shop drawings, working drawings, meeting minutes, issue log and other forms of documentation/communication required by the contract documents and allows participants to track the progress of their transactions.
- C. No confidential information shall be placed on the NYCHA/CPD eBuilder website and passwords are not to be shared. Information must conform to NYCHA's Personal Information Protection protocol. CPD reserves the right to revoke access to the website for unauthorized or inappropriate use and/or dissemination of user passwords.
- D. As use of the eBuilder system is mandatory for CPD vendors, vendors must ensure that they are equipped to use the system. As a first step, vendors are required to have a registered professional email address to communicate with CPD within the system. Licenses and initial training for vendors will be provided through CPD. In the meantime, please feel free to visit the eBuilder website at www.gov.eBuilder.net or call 1-800-580-9322 to learn more about the system and its capabilities.

1.04 CONNECTIVITY REQUIREMENTS

- A. Provide all labor, material, tools and equipment necessary for a complete onsite installation and maintenance and as required operation throughout the project of at least one personal computer (PC) for use in connecting to E-Builder Project Management. The following are minimum requirements:
 - 1. The Contractor shall specify the one individual who will administer E-Builder Project Management on behalf of the Contract. NYCHA will administer the username and password accordingly.

2. Any subcontractors, supplier or vendor that the Contractor wishes to allow access to E-Builder Project Management will be addressed by NYCHA on a case by case basis. If NYCHA allows access, the Contractor will be responsible for all data entered into the system by anyone on his team, including subcontractors, suppliers, and vendors.
3. Minimum system requirements are as per E-Builder Project Management user manual.

1.05 REQUESTS FOR INFORMATION

- A. The Contractor shall comply with the Division 01 Section "Project Management and Coordination" regarding this requirement. The Contractor shall use E-Builder Project Management in accordance with provided training and E-Builder Project Management Manual to generate all RFIs. Immediately upon discovery of the need for interpretation of the Contract Documents, prepare and submit a Request for Information (RFI) using E-Builder Project Management. All fields in the E-Builder Project Management shall be completed with no blanks.

1.06 SUBMITTALS

- A. The Contractor shall comply with the Division 01 Section "Submittal Procedures" regarding this requirement. The Contractor shall use E-Builder Project Management in accordance with the provided training and the E-Builder Project Management Manual to generate and track all submittals and submittal packages. The Contractor shall create a Submittal Register of all items to be submitted in accordance with the specifications sections for uploading to E-Builder Project Management. The Contractor shall obtain pre-approval of the Submittal Registrar before being uploaded to E-Builder Project Management. All submittals shall be logged and transmitted through E-Builder Project Management. Any submittal that cannot be transmitted through E-Builder Project Management (i.e samples) shall be submitted with a transmittal through E-Builder Project Management and forwarded accordingly. Post electronic submittals as PDF electronic files directly to E-Builder Project Management.
 1. Authority's Representative will annotate and retain one (1) copy of each file as an electronic Project record document file.

1.07 SUBSTITUTIONS

- A. The Contractor shall comply with the Division 01 Section "Substitution Procedures" regarding this requirement. The Contractor shall use E-Builder Project Management in accordance with the provided training and the E-Builder Project Management Manual to generate and track all submittals and submittal packages. Substitutions shall be submitted as a Request for Information (RFI) on E-Builder Project Management.

1.08 DOCUMENT MANAGEMENT

- A. The Contractor shall upload all project correspondences in E-Builder Project Management.
 1. The Contractor shall utilize E-Builder Project Management for distributing all meeting minutes, including but not limited to Daily Field Meetings, Tool Box Talks, and Coordinated Drawing Meetings.
 2. The Contractor shall provide all comments to meeting minutes distributed by others in E-Builder Project Management.
 3. The Contractor shall use E-Builder Project Management Daily Work Log in accordance with the provided training and the E-Builder Project Management Manual to submit Daily Construction Reports. The Contractor shall comply with the Division 01 Section "Construction Progress Documentation" regarding this requirement.

1.09 PAYMENT PROCEDURES

- A. The Contractor shall submit monthly Invoices/Applications for Payment in accordance with the provided training and the E-Builder Project Management Manual. The Contractor shall comply with the Division 01 Section "Price and Payment Procedures" regarding this requirement.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION