

PROJECT DOCUMENT MANAGEMENT AND CONTROL

PART 1 - GENERAL

1.1 SUMMARY

- A. This section describes the project document management extranet program or Project Control System that shall be utilized on the Project. This system is mandatory and the University will not accept any request for substitution for this program.
- B. Requests for Information, Submittals, PCO's, Issues will be issued via and stored on AiM administered by Assetworks.

1.2 WORK SPECIFIED ELSEWHERE

- A. The Contractor shall provide, at the Contractor's Temporary Site Office, and home office if required, the computer hardware and software to provide access to the Project Control System.
- B. The Owner has established the project document management database for this project. The Owner or its agents will provide management, training, etc. of the database and interface with the system provider.
- C. Use of the Project Control System will not replace or change any contractual responsibilities of the Contractor. The system has been implemented to enhance and expedite team communication.

PART 2 – PRODUCTS

2.1 PROJECT CONTROL SYSTEM

- A. The Project Control System will use AiM from Assetworks.

2.2 TECHNICAL SUPPORT CONTACT DETAILS & COSTS

- A. Information concerning the system can be obtained by contacting:

1. Sheryl Reed, Facilities and Planning, Portland State University, Portland OR 97201. (503) 725-3738

PART 3 – EXECUTION

3.1 PROJECT CORRESPONDENCE

- A. All Contractor Project correspondence shall be either created electronically or digitized so that it can be stored and tracked by the document management and control system. This includes, but is not limited to:
 1. Requests for Information (RFI's) and attachments,
 2. Submittals,
 3. Potential Change Orders,
 4. Issues Log
 5. Payment Applications