DIVISION 01 – GENERAL REQUIREMENTS

 SECTION 01 11 00 - SUMMARY OF WORK

 PART 1 - GENERAL

 1.4 PROJECT INFORMATION

 H. Project Management Documentation & Administration:

1. The agency reserves the right to utilize an online cloud-based project management system. Virtual Project Manager (VPM) allows for paperless documentation and project administration. For more information, go to www.virtual- pm.com.

a. See Section 01 33 00 - SUBMITTAL PROCEDURES and Section 01 32 00 - CONSTRUCTION PROGRESS DOCUMENTATION for requirements for administering and using VPM.

SECTION 01 31 19 - PROJECT MEETINGS

 PART 1 - GENERAL

 1.3 PROJECT MANAGEMENT DOCUMENTATION & ADMINISTRATION

A. The Contractor shall submit the items associated with this section via Virtual Project Manager (VPM), an online cloud-based project management system, as specified in Section 01 11 00 - SUMMARY OF WORK and Section 01 33 00 – SUBMITTAL PROCEDURES.

SECTION 01 33 00 - SUBMITTAL PROCEDURES

 PART 1 - GENERAL

 1.3 VIRTUAL PROJECT MANAGER (VPM)

1. Virtual Project Manager (VPM) allows for paperless documentation and project administration. All posted information is available to all personnel involved with the project at any time using the internet.
2. The use of VPM by the Contractor is mandatory. Access to VPM will be provided at no cost to the contractor.
3. In order to utilize VPM, the contractor needs a computer, internet access, a digital camera, and a scanner. For more information, go to www.virtual-pm.com. To Login, from the homepage, select LOGIN and enter the Username and Password that will be provided to you by the agency.
4. The contractor shall use the following features:
	1. Daily Logs: Contractor’s daily reports shall be entered electronically via VPM.
	2. Change Order Manager: Contractor requests for change order shall be submitted electronically via VPM.
	3. Transmittals: Schedules, Pay applications, etc. shall be submitted electronically via VPM.
	4. Submittals: Submittals requiring approval shall be submitted electronically via VPM.
	5. RFIs: Requests for information (RFIs) shall be submitted electronically via VPM.

 1.7 TECHNICAL SUBMITTALS

1. Submittal Procedure
	1. The Contractor shall utilize the agency’s online cloud-based project management system (Virtual Project Manager) for submittals.