SECTION 01 45 00.15 10

RESIDENT MANAGEMENT SYSTEM CONTRACTOR MODE (RMS CM)
11/16

PART 1   GENERAL

1.1   REFERENCES

  The publications listed below form a part of this section to the extent
  referenced. The publications are referred to within the text by the basic
  designation only.

        U.S. ARMY CORPS OF ENGINEERS (USACE)

  EM 385-1-1   Safety -- Safety and Health Requirements
                                     Manual

1.2   MEASUREMENT AND PAYMENT

  The work of this section is not measured for payment. The Contractor is
  responsible for the work of this section, without any direct compensation
  other than the payment received for contract items.

1.3   CONTRACT ADMINISTRATION

  The Government will use the Resident Management System (RMS) to assist in
  its monitoring and administration of this contract. The Government
  accesses the system using the Government Mode of RMS (RMS GM) and the
  Contractor accesses the system using the Contractor Mode (RMS CM). The
  term RMS will be used in the remainder of this section for both RMS GM and
  RMS CM. The joint Government-Contractor use of RMS facilitates electronic
  exchange of information and overall management of the contract. The
  Contractor accesses RMS to record, maintain, input, track, and
  electronically share information with the Government throughout the
  contract period in the following areas:

      Administration
      Finances
      Quality Control
      Submittal Monitoring
      Scheduling
      Closeout
      Import/Export of Data

1.3.1   Correspondence and Electronic Communications

  For ease and speed of communications, exchange correspondence and other
  documents in electronic format to the maximum extent feasible. Some
  correspondence, including pay requests and payrolls, are also to be
  provided in paper format with original signatures. Paper documents will
  govern, in the event of discrepancy with the electronic version.

1.3.2   Other Factors

  Other portions of this document have a direct relationship to the
  reporting accomplished through RMS. Particular attention is directed to

FAR 52.236-15 Schedules for Construction Contracts; FAR 52.232-27 Prompt
Payment for Construction Contracts; FAR 52.232-5 Payments Under
Fixed-Priced Construction Contracts; [Section 01 32 01.00 10 PROJECT
SCHEDULE][Section 01 32 16.00 20 SMALL PROJECT CONSTRUCTION PROGRESS
SCHEDULES]; Section 01 33 00 SUBMITTAL PROCEDURES; Section 01 35 26
GOVERNMENTAL SAFETY REQUIREMENTS; and Section 01 45 00.00 10 QUALITY
CONTROL.

1.4   RMS SOFTWARE

RMS is a Windows-based program that can be run on a Windows-based PC
meeting the requirements as specified in paragraph SYSTEM REQUIREMENTS.
Download, install and be able to utilize the latest version of the RMS
software within 7 calendar days of receipt of the Notice to Proceed. RMS
software, user manuals, access and installation instructions, program
updates and training information are available from the RMS website (
https://rms.usace.army.mil). The Government and the Contractor will have
different access authorities to the same contract database through RMS.
The common database will be updated automatically each time a user
finalizes an entry or change.

1.5   SYSTEM REQUIREMENTS

The following is the recommended system configuration to run the
Contractor Mode RMS for full utilization of all features for all types and
sizes of contracts. Smaller, less complicated, projects may not require
the configuration levels described below. Required configuration also
noted below.

Recommended RMS System Requirements	
Hardware	
Windows-based PC	1.7 GHz i3; AMD A6 3650 GHz or higher processor (REQUIRED)
RAM	8 GB
Hard drive disk	100 GB space for sole use by RMS system
Monitor	Screen resolution 1366 x 768
Mouse or other pointing device	
Windows compatible printer	Laser printer must have 4 MB+ of RAM
Connection to the Internet	minimum 4 Mbs per user
Software	
MS Windows	Windows 10 x 64 bit (RMS requires 64 bit O/S) or newer (REQUIRED)
Word Processing software	Viewer for MS Word 2013, MS Excel 2013 or newer (REQUIRED)

Recommended RMS System Requirements	
E-mail	MAPI compatible (REQUIRED)
Virus protection software	Regularly upgraded with all issued Manufacturer's updates and is able to detect most zero day viruses (REQUIRED)

1.6   CONTRACT DATABASE - GOVERNMENT

The Government will enter the basic contract award data in RMS prior to
granting the Contractor access. The Government entries into RMS will
generally be related to submittal reviews, correspondence status, and
Quality Assurance(QA)comments, as well as other miscellaneous
administrative information.

1.7   CONTRACT DATABASE - CONTRACTOR

Contractor entries into RMS establish, maintain, and update data
throughout the duration of the contract. Contractor entries generally
include prime and subcontractor information, daily reports, submittals,
RFI's, schedule updates and payment requests. RMS includes the ability to
import attachments and export reports in many of the modules, including
submittals. The Contractor responsibilities for entries in RMS typically
include the following items:

1.7.1   Administration

1.7.1.1   Contractor Information

Enter all current Contractor administrative data and information into RMS
within 7 calendar days of receiving access to the contract in RMS. This
includes, but is not limited to, Contractor's name, address, telephone
numbers, management staff, and other required items.

1.7.1.2   Subcontractor Information

Enter all missing subcontractor administrative data and information into
RMS CM within 7 calendar days of receiving access to the contract in RMS
or within 7 calendar days of the signing of the subcontractor agreement
for agreements signed at a later date. This includes name, trade,
address, phone numbers, and other required information for all
subcontractors. A subcontractor is listed separately for each trade to be
performed.

1.7.1.3   Correspondence

Identify all Contractor correspondence to the Government with a serial
number. Prefix correspondence initiated by the Contractor's site office
with "S". Prefix letters initiated by the Contractor's home (main) office
with "H". Letters are numbered starting from 0001. (e.g., H-0001 or
S-0001). The Government's letters to the Contractor will be prefixed with
"C" or "RFP".

1.7.1.4   Equipment

Enter and maintain a current list of equipment planned for use or being

used on the jobsite, including the most recent and planned equipment
inspection dates.

1.7.1.5   Reports

Track the status of the project utilizing the reports available in RMS.
The value of these reports is reflective of the quality of the data
input. These reports include the Progress Payment Request worksheet,
Quality Control (QC) comments, Submittal Register Status, and Three-Phase
Control worksheets.

1.7.1.6   Request For Information (RFI)

Create and track all Requests For Information (RFI) in the RMS
Administration Module for Government review and response.

1.7.2   Finances

1.7.2.1   Pay Activity Data

Develop and enter a list of pay activities in conjunction with the project
schedule. The sum of pay activities equals the total contract amount,
including modifications. Each pay activity must be assigned to a Contract
Line Item Number (CLIN). The sum of the activities assigned to a CLIN
equals the amount of each CLIN.

1.7.2.2   Payment Requests

Prepare all progress payment requests using RMS. Update the work
completed under the contract at least monthly, measured as percent or as
specific quantities. After the update, generate a payment request and
prompt payment certification using RMS. Submit the signed prompt payment
certification and payment request as well as supporting data either
electronically or by hard copy. Unless waived by the Contracting Officer,
a signed paper copy of the approved payment certification and request is
also required and will govern in the event of discrepancy with the
electronic version.

1.7.3   Quality Control (QC)

Enter and track implementation of the 3-phase QC Control System, QC
testing, transferred and installed property and warranties in RMS.
Prepare daily reports, identify and track deficiencies, document progress
of work, and support other Contractor QC requirements in RMS. Maintain
all data on a daily basis. Insure that RMS reflects all quality control
methods, tests and actions contained within the Contractor Quality Control
(CQC) Plan and Government review comments of same within 7 calendar days
of Government acceptance of the CQC Plan.

1.7.3.1   Quality Control (QC) Reports

The Contractor's Quality Control (QC) Daily Report in RMS is the official
report. The Contractor can use other supplemental formats to record QC
data, but information from any supplemental formats are to be consolidated
and entered into the RMS QC Daily Report. Any supplemental information
may be entered into RMS as an attachment to the report. QC Daily Reports
must be finalized and signed in RMS within 24 hours after the date covered
by the report. Provide the Government a printed signed copy of the QC
Daily Report, unless waived by the Contracting Officer.

1.7.3.2   Deficiency Tracking.

   Use the QC Daily Report Module to enter and track deficiencies.
   Deficiencies identified and entered into RMS by the Contractor or the
   Government will be sequentially numbered with a QC or QA prefix for
   tracking purposes. Enter each deficiency into RMS the same day that the
   deficiency is identified. Monitor, track and resolve all QC and QA
   entered deficiencies. A deficiency is not considered to be corrected
   until the Government indicates concurrence in RMS.

1.7.3.3   Three-Phase Control Meetings

   Maintain scheduled and actual dates and times of preparatory and initial
   control meetings in RMS. Worksheets for the three-phase control meetings
   are generated within RMS.

1.7.3.4   Labor and Equipment Hours

   Enter labor and equipment exposure hours on a daily basis. Roll up the
   labor and equipment exposure data into a monthly exposure report.

1.7.3.5   Accident/Safety Reporting

   Both the Contractor and the Government enter safety related comments in
   RMS as a deficiency. The Contractor must monitor, track and show
   resolution for safety issues in the QC Daily Report area of the RMS QC
   Module. In addition, follow all reporting requirements for accidents and
   incidents as required in EM 385-1-1, Section 01 35 26 GOVERNMENTAL SAFETY
   REQUIREMENTS and as required by any other applicable Federal, State or
   local agencies.

1.7.3.6   Definable Features of Work

   Enter each feature of work, as defined in the approved CQC Plan, into the
   RMS QC Module. A feature of work may be associated with a single or
   multiple pay activities, however a pay activity is only to be linked to a
   single feature of work.

1.7.3.7   Activity Hazard Analysis

   Import activity hazard analysis electronic document files into the RMS QC
   Module utilizing the document package manager.

1.7.4   Submittal Management

   Enter all current submittal register data and information into RMS within
   7 calendar days of receiving access to the contract in RMS. The
   information shown on the submittal register following the specification
   Section 01 33 00 SUBMITTAL PROCEDURES will already be entered into the RMS
   database when access is granted. Group electronic submittal documents
   into transmittal packages to send to the Government, except very large
   electronic files, samples, mock ups, color boards, or where hard copies
   are specifically required. Track transmittals and update the submittal
   register in RMS on a daily basis throughout the duration of the contract.
   Submit hard copies of all submittals unless waived by the Contracting
   Officer.

1.7.5   Schedule

   Enter and update the contract project schedule in RMS by either manually
   entering all schedule data or by importing the Standard Data Exchange
   Format (SDEF) file, based on the requirements in [Section 01 32 01.00 10
   PROJECT SCHEDULE][Section 01 32 16.00 20 SMALL PROJECT CONSTRUCTION
   PROGRESS SCHEDULES].

1.7.6   Closeout

   Closeout documents, processes and forms are managed and tracked in RMS by
   both the Contractor and the Government. Ensure that all closeout
   documents are entered, completed and documented within RMS.

1.8   IMPLEMENTATION

   Use of RMS as described in the preceding paragraphs is mandatory. Ensure
   that sufficient resources are available to maintain contract data within
   the RMS system. RMS is an integral part of the Contractor's required
   management of quality control.

1.9   MONTHLY COORDINATION MEETING

   Update the RMS CM database each workday. At least monthly, generate and
   submit one schedule update. At least one week prior to submittal, meet
   with the Government representative to review the planned progress payment
   data submission for errors and omissions.

   Make required corrections prior to Government acceptance of the export
   file and progress payment request. Payment requests accompanied by
   incomplete or incorrect data submittals will not be accepted. The
   Government will not process progress payments until all required
   corrections are processed.

1.10   NOTIFICATION OF NONCOMPLIANCE

   Take corrective action within 7 calendar days after receipt of notice of
   RMS non-compliance by the Contracting Officer.

PART 2   PRODUCTS

   Not Used

PART 3   EXECUTION

   Not Used

          -- End of Section --