
City of Van Wert, OH
Water Treatment Plant Spray Aeration

ADDENDUM 3

September 10, 2026

Planholders on the City of Van Wert, Water Treatment Plant Spray Aeration are hereby notified of the following amendments to the Contract Documents. This Addendum is hereby made a part of the Contract Documents.

SPECIFICATIONS

Replace the following specifications with the attached:

01320 - Electronic Project Management System (EPMS)

Planholders should update the Table of Contents to reflect the above sections.

An updated Table of Contents will be included in the Issued for Construction Project Manual.

DRAWINGS

Replace the following drawings with the attached:

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Planholders should update the Drawing Index to reflect the above changes.

An updated Drawing Index will be included in the Issued for Construction Project Manual.

RECEIPT OF THIS ADDENDUM MUST BE ACKNOWLEDGED ON PAGE C-410-1 OF THE BID.

**SECTION 01320
ELECTRONIC PROJECT MANAGEMENT SYSTEM (EPMS)**

PART 1 GENERAL

1.01 SCOPE

- A. This section describes the requirements for the Electronic Project Management System (EPMS) which will be required on this project.
- B. The Contractor shall be responsible for including the cost to the EPMS; the pricing shall be _____ ~~or~~ the pricing factor of .000864 _____
(Addendum 3, Issued September 10, 2026) times the Contractor's Bid. The Contractor shall be responsible for paying the cost as a onetime payment to Eastern Engineering within 30 days of the Notice to Proceed and will be considered part of the project mobilization on the schedule of values.
- C. Engineer will implement an internet/web site based Electronic Project Management System (EPMS) for the administration of the Contract on this project. Owner, Contractors and Engineer shall be responsible to interface with EPMS and collaborating via the EPMS on this project. The EPMS is intended to supplement the Contract Documents and the provisions of the Contract Documents shall not be superseded by the EPMS.
 - 1. The EPMS is intended to provide a mode of communication which is electronic and to reduce the reliance upon printed documents. Printed documents transmitted will not be reviewed, and electronic documents emailed outside of the EPMS will not be reviewed. The Owner, Contractor and Engineer will collaborate on unique situations or circumstances in order to preserve the project electronic records.
- D. The Owner, Contractor and Engineer shall be required to provide project related information/documents via EPMS. In general, the EPMS will receive information via uploaded documents as PDF documents, in their native format (when permitted or required), or other electronic formats designated or required for functionality. The EPMS shall be a central repository for information to all project team members. The EPMS will provide viewing, printing, up/downloading of various information/documents.
- E. In general, the following is a partial list of information/documents which shall be tracked through the EPMS:
 - 1. Drawings, Specifications and Addendums (included revisions as necessary).
 - 2. Insurance.
 - 3. General Project Communication, Emails, Letters, Correspondence and Collaboration or any other document any participant wishes to make part of the project records.

4. Request for Information (RFI).
 5. Submittals (Shop Drawings, Operation and maintenance manuals, color selections etc.)
 6. Work Change Directives, Change Request and Change Orders.
 7. Schedule of Values, Pay Requests and Certified Payroll Reports.
 8. Reports and Photos (daily, monthly, etc.).
 9. Schedules (project, weekly and monthly).
 10. Meeting Agendas and Minutes.
 11. Permits and Special Inspections Reports.
 12. Laboratory Services (testing and reporting).
 13. Closeout procedures (deficiency list, warranty, substantial completion).
 14. Record Drawings.
- F. In an effort to protect proprietary information and prohibit unauthorized use or modifications, levels of access security will be assigned in order to provide safe and secure access to information with respects to involvement and responsibility on the project. The Owner, Contractor and Engineer shall establish these levels of access and rights which are appropriate for this project.
- G. Owner, Contractor and Engineer shall utilize the mark-up tool integral within the EPMS or have a PDF review software that includes the ability to mark up and apply electronic stamps (such as Adobe Acrobat, or Bluebeam PDF Revu).
- H. A high-speed internet connection is required.
- I. The EPMS will provide notifications regarding new or updated documents through an existing Email account outside of the EPMS.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

3.01 CONTRACT REQUIREMENTS

- A. All provisions of the Contract Documents are in full effect and enforcement. The submittal procedures specified in the Contract Documents are applicable with the understanding that they will be electronic documents and submitted via the EPMS.

3.02 PRINTING, REPRODUCTION AND DISTRIBUTION

- A. The Engineer will not be responsible for printing reproduction or preparation of any hard copy documents, or the cost of doing so.

- B. Contractor shall produce printed copies of all submittals as required in Section 01300 and in the Contract Documents.

3.03 TRAINING

- A. One training session by the Engineer and Eastern Engineering, Inc. will be provided to the team members at the beginning of the EPMS implementation. Training will be coordinated with the Preconstruction meeting and held at the same location. There are many tutorials, help features and technical support options located on the Eastern Engineering web site.
- B. Engineer will provide project related support as needed within their ability to provide it. Technical support will be available to all project team members from Eastern Engineering, Inc.

3.04 OPERATION

- A. Contractor and all Subcontractors shall maintain a Windows-based computer system including high speed internet access and ability to create/mark-up documents using Adobe Acrobat (pdf) and to scan documents.
- B. Engineer will facilitate the implementation and overall operation of the EPMS with Eastern Engineering. Eastern Engineering will provide and maintain the EPMS server and will back up the information.

3.05 ARCHIVE PROJECT CLOSE OUT

- A. All files on the EPMS web site will be archived at the end of the project. These archives will be made available to the Owner, Contractors and Engineer for download over the internet, at the end of the warranty period.

3.06 ELECTRONIC SUBMITTAL FILE NAMING CONVENTION

- A. The Contractor shall utilize the following file name convention for PDF files submitted through eComm:
 - 1. Spec Section - Number of Submittal from Section - Number of Times Submitted.
 - a. Example: 02552-01-03.
 - 2. The example represents the first submittal from Specification Section 02552 and the third time this Submittal has been submitted.

PART 4 SPECIAL PROVISIONS

Not used.

END OF SECTION

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