

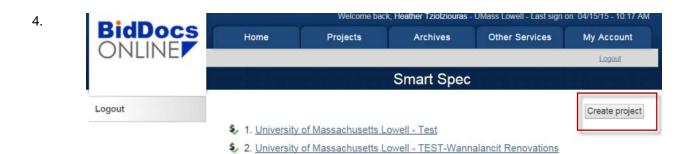
Procurement – Smart Spec – Project Administrator



2. Using the link https://biddocsonline.com/login.php?from=/smartspec/login . Login to your account.

Creating a Project

3. Click on Create Project.





5. Add New Project × Complete the form below to create a new project. Fields designated with an asterisk are required and may not be modified at a future date. PROJECT ADMINISTRATOR **BDO Order #** 46cb69 Heather tziotziouras@uml.edu SPECIFICATION TEMPLATE Select the specification template that will be used for this Project. The template cannot be changed at a future date. Template Type: ----- Select -----Awarding Authority Name: ----- Select -----Project Name: PAYMENT METHOD The project will not be activated until the payment has been processed. Electronic payment (credit card) will be processed immediately. Pay now - Credit Card Payment by Prime Designer (enter an email address) I have read and accept the terms and conditions. Process Order Cancel Order

6. The Project Administrator will default in as your email.
Select Template Type and Awarding Authority Name from the drop down values.

Note: The only Template Type currently available is UML_149. More templates may be added in the future use.

7. Project Name should use the convention of *Building Formal Name – Project Name*, i.e. Wannalancit – Bathroom Code Updates.

Note: Project names can be the same as is used in Team Dynamix for consistency and mapping.

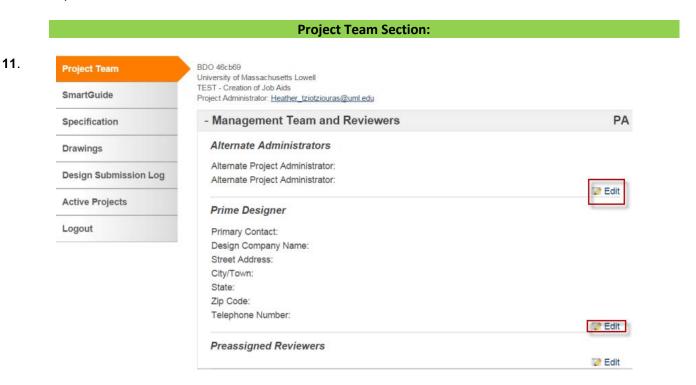
- 8. Check the box "I have read and accept terms and Conditions". Click Process Order.
- You have created the following SmartSpec Project:
 Front End: UML_149_over_100
 Awarding Authority: University of Massachusetts Lowell

 Confirm and Continue Back
- 10. Review information then click **Confirm and Continue**. If changes are needed, click **Back** and make

Last Updated: June 18, 2015

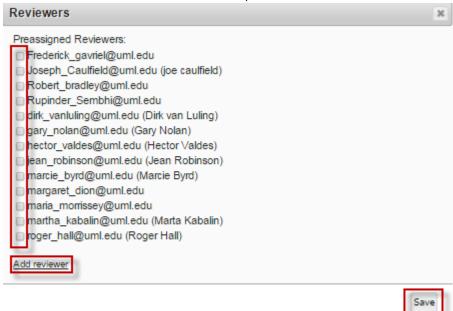


updates.



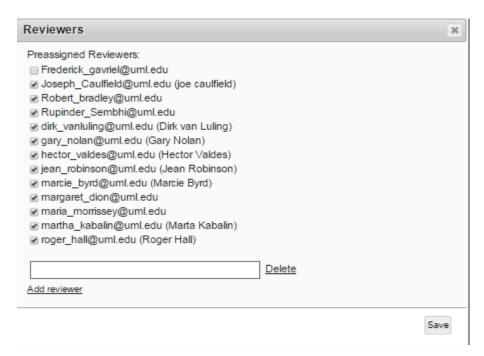
- 12. Populate Alternate Administrators and Prime Designer by clicking the Edit buttons for each section.
- 13. To assign a **Project Manager** and additional reviewers, click **Edit** box in **Preassigned Reviewers** section. Check appropriate reviewers then click **SAVE**.

To add someone not on list of Reviewers, click Add Reviewer.





14. Enter Email address in box provided and click SAVE.



15. **Design Team** will be populated by your Prime Designer.





16. Questions BDO 46cb69 University of Massachusetts Lowell TEST - Creation of Job Aids PROJECT DETAILS PA,A-PA PROJECT SCHEDULE and BID DATES PA,A-PA PROJECT OVERVIEW PD,PM-PD,JC-PD SUMMARY OF WORK PD,PM-PD,JC-PD FILED SUB-BIDS (FSB) PD,PM-PD,JC-PD **TEMPORARY FACILITIES** PD,PM-PD,JC-PD

17. Each section can be expanded by clicking on **Plus sign**. Then Click on **Edit**. Fill in fields as appropriate.

18.	- PROJECT DETAILS		PA,A-PA
	Project Information		
	Project Name	TEST - Creation of Job Aids	
	UML FMP Number		
	UML Bid Number		
	Project Construction Budget	\$0	
	Site #1 Name		
	Site #1 Street Address		
	Site #2 Name		
	Site #2 Street Address		
	Site #3 Name		
	Site #3 Street Address		
	Site #4 Name		
	Site #4 Street Address		
	Site #5 Name		
	Site #5 Street Address		· ·

Note: Site #1 is primary project address. The address will default from the building selected. If building is not listed in the drop down, please contact BidDoc to have added to configuration.



Wage Rates

Attach Prevailing Wage Rates

19. - PROJECT SCHEDULE and BID DATES PA,A-PA Schedule Central Register Submission Date Central Register Posting Date Project Availability Date on BidDocs ONLINE General Bid Date General Bid Time Verify there are filed sub-buds? Ν Filed Sub-bid Date Filed Sub-bid Time Edit **Pre-bid Conference** Is there a Pre-bid Conference / Site Visit? Date Time Meeting Location (street address and room number) Meeting Location (City) Lowell Additional instructions for Pre-Bid Conference NONE Edit

Note: Project Schedule and BID Dates will be completed by Procurement Services after Request for Bid Form B has been submitted and approved.

Last Updated: June 18, 2015

Edit



20.

- FRONT END				
DIVISION 0				
00 01 00	TITLE SHEET FOR PROJECT MANUAL	<u>View</u>		
00 01 05	LIST OF CONSULTANTS	<u> √iew</u>		
00 01 10	TABLE OF CONTENTS	<u>View</u>		
00 11 13	ADVERTISEMENT TO BID	<u>View</u>		
00 21 13	INSTRUCTIONS TO BIDDERS	<u>View</u>		
	TUTORIAL #1 - eBIDDING REGISTRATION	<u>View</u>		
00 41 00	FORM FOR GENERAL BID	<u>View</u>		
	GENERAL CONTRACTOR DCAM UPDATE STATEMENT	<u>View</u>		
00 41 10	FORM FOR SUB-BID	<u>View</u>		
	SUB-BIDDER DCAM UPDATE STATEMENT	<u>View</u>		
00 52 00	AWARDING AUTHORITY/CONTRACTOR AGREEMENT	<u>View</u>		
00 52 03	FORM OF SUBCONTRACT	<u>View</u>		
00 52 06	FORM OF CORPORATE VOTE	<u>View</u>		
00 61 01	PAYMENT BOND - CONTRACTOR	<u>View</u>		
00 61 02	PERFORMANCE BOND - CONTRACTOR	<u>View</u>		
00 61 03	PERFORMANCE BOND - SUBCONTRACTOR	<u> √iew</u>		
00 72 00	GENERAL CONDITIONS OF THE CONTRACT	<u> √iew</u>		
00 73 00	SUPPLEMENTAL CONDITIONS	<u>View</u>		
00 73 36	FORM OF CONTRACTOR'S ECC	<u>View</u>		
00 73 37	FORM OF SUBCONTRACTOR'S ECC	<u> √iew</u>		
00 73 43	WAGE RATE REQUIREMENTS	<u> √iew</u>		
	WAGE RATES	<u>View</u>		
00 74 00	FORMS	<u>View</u>		
	C1 CHANGE ORDER FORM	<u>View</u>		
	C2 APPLICATION FOR PAYMENT	<u>View</u>		
	C3 CERTIFICATE OF SUBSTANTIAL COMPLETION	<u>View</u>		
	C4 CERTIFICATE OF PARTIAL RELEASE	<u>View</u>		
	C5 CERTIFICATE OF FINAL COMPLETION	<u>View</u>		
	Refrigerant Equipment Inventory	<u>View</u>		
	System Impairment Request/Notification	<u>√iew</u>		



21.

- Division 1 - General Requirements				
DIVISION 1				
01 11 00	SUMMARY OF WORK	<u> √iew</u>		
01 22 00	UNIT PRICES	<u>View</u>		
01 23 00	<u>ALTERNATES</u>	<u>View</u>		
01 33 00	SUBMITTAL PROCEDURE	<u>View</u>		
01 33 01	SUBSTITUTION REQUEST FORM	<u>View</u>		
01 50 00	TEMPORARY FACILITIES	<u> √iew</u>		
01 50 10	TEMPORARY PROTECTION AND CONTROLS	<u> √iew</u>		
01 50 20	CLEANING	<u> √iew</u>		
01 73 29	CUTTING AND PATCHING	<u> √iew</u>		
01 77 00	PROJECT CLOSEOUT PROCEDURES	<u>View</u>		

- **22**. **Drawings** and **Design Submission Log** will become populated later in the process as the Designer updates the project.
- 23. Active Projects will display your current project list.



Create project

- \$ 1. University of Massachusetts Lowell Test
- 2. University of Massachusetts Lowell TEST-Wannalancit Renovations
- 3. University of Massachusetts Lowell TEST Creation of Job Aids