

SCHEDULE 13

DOCUMENT MANAGEMENT SYSTEM

SECTION A GENERAL

A1. Capitalized Terms

A1.1 Capitalized terms used in this Schedule 13 have the meanings set out in the Design Build Agreement, unless otherwise expressed in this Schedule 13.

A2. Definitions

A2.1 In this Schedule 13, the following terms have the meanings as described:

- (a) “**City Document Management Team**” is the team responsible to oversee the administration of the DMS for the City; and
- (b) “**Design Builder Document Management Team**” is the team responsible to oversee the administration of the DMS for Design Builder and for interfacing with the City Document Management Team;

A3. General

A3.1 Design Builder shall prepare the Document Management Plan for the Project in accordance with Schedule 18 – Technical Requirements Section B.8.2 prior to the operation or use of its DMS or the City’s DMS.

A3.2 No failure by the City to provide support, or participate in any manner in respect of this Schedule 13 shall:

- (a) relieve Design Builder from Design Builder’s exclusive responsibility to ensure that the Project complies with the Design Build Agreement;
- (b) excuse any failure by Design Builder to carry out the Work in accordance with the Design Build Agreement;
- (c) excuse any failure by Design Builder to complete Milestones in accordance with the Design Build Agreement; or
- (d) estop the City from asserting any Non-Conformance with the Design Build Agreement.

A3.3 Design Builder shall submit all Documents to the City in accordance with this Schedule 13. For clarity, this also includes the Documents that Design Builder must submit in accordance with the Design Build Agreement but are not subject to Schedule 5 – Review Procedure.

A4. Document Management System Teams

- A4.1 The Document Management Teams are responsible for the administration of the DMSs in accordance with this Schedule 13.
- A4.2 Design Builder Document Management Team shall work collaboratively with the City Document Management Team to perform the tasks as set out in this Schedule 13.
- A4.3 The City Representative will notify Design Builder who the members of the City Document Management Team are prior to the operation or use of the DMS.

A5. Design Builder's Document Management Team Requirements

- A5.1 Design Builder's Document Management Team shall:
- (a) be comprised of enough people to ensure at least one member of Design Builder's Document Management Team is available during business hours on all Business Days for the duration of the Project Term to perform its document management activities as set out in this Schedule 13;
 - (b) be responsible for uploading and transmitting all Documents to the City via the City's DMS and ensuring that all Documents are numbered in accordance with the *Document Numbering Standard* included in Schedule 18 – Technical Requirements – Appendix 18D – City Standards. For clarity, Design Builder's Document Management Team members will be the only people with the authority on the City's DMS to upload and transmit Documents to the City; and
 - (c) assist in any audits of Design Builder's DMS, in accordance with Schedule 18 – Technical Requirements Section B.6.4.1.
- A5.2 Design Builder's Document Management Team shall notify the City Document Management Team of any changes to the Design Builder Document Management Team and vice versa.

SECTION B CITY'S DOCUMENT MANAGEMENT SYSTEM

B1. Aconex

- B1.1 The City's Document Management System for the Project Term will be Aconex.
- B1.2 All Documents to be submitted to the City must be uploaded to Aconex and transmitted to the City by Aconex. All Documents to be returned to Design Builder, by the City, will be uploaded to Aconex and transmitted to Design Builder by Aconex.
- B1.3 Submission of any Document within an e-mail, hard copy or by other means outside of Aconex shall not be considered received in accordance with this Schedule 13 unless otherwise noted in Schedule 18 – Technical Requirements.

- B1.4 Although Aconex will allow submission of Documents at any time of day, Documents transmitted by either Party after 4:30 p.m. will not be considered received by the other Party until the following Business Day.
- B1.5 Design Builder may also use Aconex for its Document Management System. Whether Design Builder chooses to use Aconex or an alternate Document Management System, such system shall meet the DMS requirements set out in Section C.
- B1.6 The City will provide access to the City's DMS for the Design Builder Document Management Team up to a maximum of 3 users for the Project Term with sufficient access privileges necessary to accomplish the document management activities as set out in Section A5.1(b).
- B1.7 The City will provide access to the City's DMS for Design Builder Parties up to a maximum of 8 users for the Project Term with sufficient access privileges necessary to view documents transmitted between Parties and communicate via the Aconex mail system.
- B1.8 Additional users beyond what is specified in Section B1.6 and B1.7 may be available at a cost and shall be coordinated with the City Representative.

B2. Communication

- B2.1 Any written communications between the Design Builder and City Parties shall be via the Aconex mail system, except as follows:
- (a) standard e-mail may be utilized for calendar appointments; however, no documents or other information shall be attached to the calendar appointments.
- B2.2 Design Builder shall use the Aconex mail system in accordance with the City Representative's instructions and the following requirements:
- (a) address no more than one topic in a single Aconex mail; and
 - (b) send mail (including cc's) to persons in accordance with instructions from the City Representative.

SECTION C DESIGN BUILDER'S DOCUMENT MANAGEMENT SYSTEM

C1. General

- C1.1 Design Builder shall provide a digital technology platform in the form of hardware, networking and/or software, solely for this Project, that can satisfy the DMS requirements as set out in this Schedule 13.
- C1.2 Design Builder is responsible for all computer hardware, software (including any and all operating systems, browsers and extensions), networking, internet connectivity, consumables and any other requirements to access and use the DMS.

- C1.3 Design Builder shall maintain internal information cybersecurity practices to ensure the City and its operations are not disrupted by any act or omission of the Design Builder, including:
- (a) using appropriate firewall and anti-virus software;
 - (b) maintaining its firewall, operating systems, and other applications with up-to-date current virus definitions and security patches; and
 - (c) permitting only authorized users access to Design Builder's systems and applications.

C2. System Access

- C2.1 Design Builder shall provide access to its DMS for the City up to a maximum of 7 City Party users for the Project Term with sufficient access privileges necessary to access and view Project documentation such as shop drawings, Submittals, field instructions, RFIs within Design Builder Parties, quality reviews, documentation associated with Design Builder's Management Systems and Plans, etc.

SECTION D DOCUMENT REQUIREMENTS

D1. General

- D1.1 All Documents shall be in a text-searchable electronic format (e.g. Word, PDF, Excel, etc.). Scanned Documents will not be permitted due to the loss of metadata.
- D1.2 Design Builder shall provide native files of all Documents.
- D1.3 Design Builder shall individually upload each Document to the DMS as a separate Document, with the exception of the following:
- (a) photographs may be packaged into a folder or compressed file provided it contains a specific set of photographs corresponding to a date, event or location and is clearly identified in accordance with Schedule 18 – Technical Requirements Section D.6.4.3; and
 - (b) a Document where both a clean and black-lined (track changes) version are provided may be uploaded as a compressed file,
- or as expressly permitted in writing by the City Representative.

D2. Document Numbering

- D2.1 Design Builder shall use the *Document Numbering Standard* in Schedule 18 – Technical Requirements – Appendix 18D – City Standards for all Documents.

D3. Metadata

- D3.1 Design Builder shall apply appropriate document metadata that adheres to the City's *Document Numbering Standards* found in Schedule 18 – Appendix 18D – City Standards, to all Documents uploaded to the City's DMS.

SECTION E TRAINING

E1. General

- E1.1 DMS training sessions shall occur prior to the operation or use of the DMS.

E2. Design Builder's Document Management System

- E2.1 Design Builder is responsible for training all Design Builder Parties on the use of its DMS.
- E2.2 Further to Section C2.1 of this Schedule 13, Design Builder shall coordinate up to a maximum of 3 training sessions for the City exclusively on the use of Design Builder's DMS for the Project. Design Builder shall coordinate with the City Representative to schedule the training sessions.

E3. City Document Management System

- E3.1 The City will coordinate up to a maximum of 3 training sessions for Design Builder Document Management Team users exclusively on the use of Aconex for the Project. Design Builder shall coordinate with the City Representative to schedule the training sessions.
- E3.2 The City will coordinate up to a maximum of 3 training sessions for Design Builder's Parties, as set out in Section B1.7, that will be using Aconex. Design Builder shall coordinate with the City Representative to schedule the training sessions.