



e-Construction Overview

A Discussion Among
The Contractors of Arkansas
and
The Arkansas State Highway and Transportation Department

Little Rock, Arkansas
December 1, 2016

e-Construction Definition

“e-Construction is a paperless construction administration delivery process that includes electronic submission of all construction documentation by all stakeholders, electronic document routing/approvals (e-signature), and digital management of all construction documentation in a secure environment allowing distribution to all project stakeholders through mobile devices.”

-- FHWA

e-Construction @ AHTD

- 2004: Began using SiteManager
- 2014: Began using Doc Express to sign contracts
- 2016:
 - Began using Doc Express during construction
 - Ceased mailing paper estimate vouchers

e-Construction Projects

- Number of Ongoing jobs in e-Builder (CAP jobs)

10

- Number of Accepted jobs in e-Builder (CAP jobs)

1

- Number of Ongoing jobs in Doc Express

41

- Number of Accepted jobs in Doc Express

1

Doc Express – What is it?

- Hosted website www.docexpress.com developed by InfoTech for document handling and storage
- Official “filing cabinet” for construction jobs with this Special Provision
- Combines files from the RE, District, and Central offices

Use of Doc Express

- First included on 5 jobs in the March 2016 letting
- Included on ALL projects in September 2016 to December 2016 lettings
- Still refining the procedures for document storage and transitioning

Doc Express on Contracts

- How do I know if a job has the Doc Express requirement?
- The contract will have a special provision
 - ***“Mandatory Electronic Document Submittal”***

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT**SPECIAL PROVISION****JOB NO. [REDACTED]****MANDATORY ELECTRONIC DOCUMENT SUBMITTAL****Paper Document Submittals will not be accepted.**

The Department will only accept electronically-submitted documents for consideration on this project. All correspondence and submittals to the Department shall be submitted through Doc Express, a paperless contracting system. When signed originals are required, the original shall be the document uploaded to Doc Express and the signature shall be the electronic signature applied through Doc Express. The Contractor shall use the same account for project documentation as used to fulfill the requirements of the Mandatory Electronic Contract Special Provision. The toll-free phone number for Doc Express is 1-888-352-2439 and their website address is www.docexpress.com.

Any reference in the Standard Specifications to document submittal in writing or by U.S. Mail, facsimile, or in person is hereby amended to require that such documents be submitted using Doc Express with the following exceptions:

- Material delivery tickets which are used for payment or for field verification shall be submitted on paper as required by the Standard Specifications for Highway Construction, Edition of 2014.
- Any document with specific submittal requirements in state and/or federal law or federal regulations that conflict with the requirements of this Special Provision shall be submitted in accordance with such state and/or federal law or federal regulations.

The requirements of this Special Provision shall supersede the requirements of all other Special Provisions unless such Special Provision includes a stated exception to this Special Provision.

Doc Express

- Demonstration...

NOTICE TO CONTRACTORS

ACCEPTANCE OF CORRESPONDENCE/ SUBMITTALS WITH ELECTRONIC SIGNATURES

Effective Immediately

The Department is in the process of implementing e-Construction to modernize construction document management through elimination of a paper-based approach. e-Construction will advance the quality, efficiency, environmental sustainability, and productivity of highway construction.

As part of this implementation, the acceptance of electronically signed documents will now be allowed. This effort will advance the Department towards the goal of paperless construction and will increase the quality, efficiency, and productivity of construction within the state.

Effective immediately, electronic copies of correspondence, submittals, material certifications, and test reports with either a digital or scanned signature may be accepted without receipt of a hard copy with an original signature. Notable exceptions will be any signed original document that is required by either State or Federal Law such as Certified Payrolls. Delivery tickets for asphalt, concrete, and aggregates used for payment or field verification must still be an original printed document obtained from the field. Electronic submittal of subcontracts and purchase orders is not authorized at this time, with the exception of Connecting Arkansas projects utilizing e-Builder or Doc Express pilot projects.

Define “Signatures”

- Digital Signature
 - Not currently required by the Dept. or State of Arkansas
- Electronic Signature
- What does the Department want
 - Physically sign and scan
 - Use electronic or digital signature tool
 - Free Adobe Acrobat Reader, for example
 - This applies to REs as well

Subcontracts

- Subcontracts on Doc Express jobs must be submitted electronically via Doc Express
- **After January 1, 2017:**
 - Subcontracts on non-Doc Express contracts may be submitted electronically to subcontracts@ahtd.ar.gov
 - Include Job Number and Subcontractor Name in Subject Line

Subcontracts

- Cover letter signed by Prime Contractor must accompany ALL subcontract submittals
 - This includes 2nd Tier Subcontracts and Purchase Orders
- Subcontractors may not submit the subcontract
 - Subcontracts must be submitted by the Prime Contractor

Subcontract Submittals – Common Errors

- Pay items and units not matching those found in the plans.
 - It is the contractor's responsibility to convert these to match the contract units.
- Excessive decimal places in quantity and dollar amounts.
 - Quantity limited to 2 decimal places.
 - Unit price limited to 4 decimal places.

Subcontract Submittal – Example of Prices

QTY: Max 2
Decimal Places

UNIT PRICE: Max 4
Decimal Places

| No. | Description | Quantity | Measure | Unit Price | Total |
|---|--|--------------|---------|------------|-------------------------------|
| 54 | Class S(AE) Conc - Partial (Metal Deck: 122,979 SF @ \$2.93) | 4,747.80 | CY | \$ 75.894 | 360,329.53 |
| 57 | Reinf Steel - Bridge- Partial | 502,990.00 | LB | \$ 0.650 | 326,943.50 |
| 58 | Epoxy Coated Reinf. Steel - Partial | 1,143,800.00 | LB | \$ 0.680 | 777,784.00 |
| <u>Total Before Administrative Expenses:</u> | | | | | <u>\$ 1,465,057.03</u> |

Subcontract Submittals – Common Errors

- Missing or incomplete FHWA 1273 form.
 - Wage Rates, Training Program (if the contract has one set up) and the **C**argo **P**reference **A**ct to be attached to the back of **EACH** subcontract.
- Failure to sign additional forms required by AHTD.
 - Completely fill out the forms
 - Subcontractor and prime must sign as applicable.

Examples of additional forms:

- If Subcontract is \$10,000.00 or more, an EEO Certification form must be submitted
- If \$100,000.00 or more a Certification for Federal-Aid Contracts must be submitted
- If the Contract has **SWPPP** SP, the SWPPP certification form must be submitted

(This is not an exhaustive list...)

Subcontracts

- Subcontract checklist added to arkansashighways.com.
 - Please use this to ensure your submittal is correct.
- Acknowledged Subcontracts will be distributed electronically
 - Letter will be sent to Resident Agents to obtain email addresses for distribution of Subcontracts, Work Orders, etc.

Where are we going next?

- Supplemental Agreements
 - Intend to distribute electronically to Contractor
 - Planning to accept electronic signatures from Contractor and Surety
 - Employ electronic approval by Department Administration
 - Distribution of approved copies will be by email

Where are we going next?

- Civil Rights and Labor (CRL)
 - AASHTOWare product designed to interact with existing software (SiteManager, Preconstruction, etc).
 - Electronically handles:
 - DBE commitments
 - Subcontract submittals
 - DBE goal tracking
 - DBE payment tracking
 - Certified Payrolls

Where are we going next?

- Department expecting to include Doc Express (Mandatory Electronic Document Submittal SP) on ALL future contracts
 - Doc Express will NOT be used on CAP projects
- Is the Contracting Industry ready for this?
- We need feedback
 - Please submit feedback directly to david.henning@ahtd.ar.gov or to your representative agencies (AGC, AAPA, ACPA, etc.)

Questions?

- Construction Division Contact Information
 - Phone: 501-569-2251
 - Email: sitemanager@ahtd.ar.gov

References

- <https://www.fhwa.dot.gov/innovation/everydaycounts/edc-3/econstruction.cfm>