

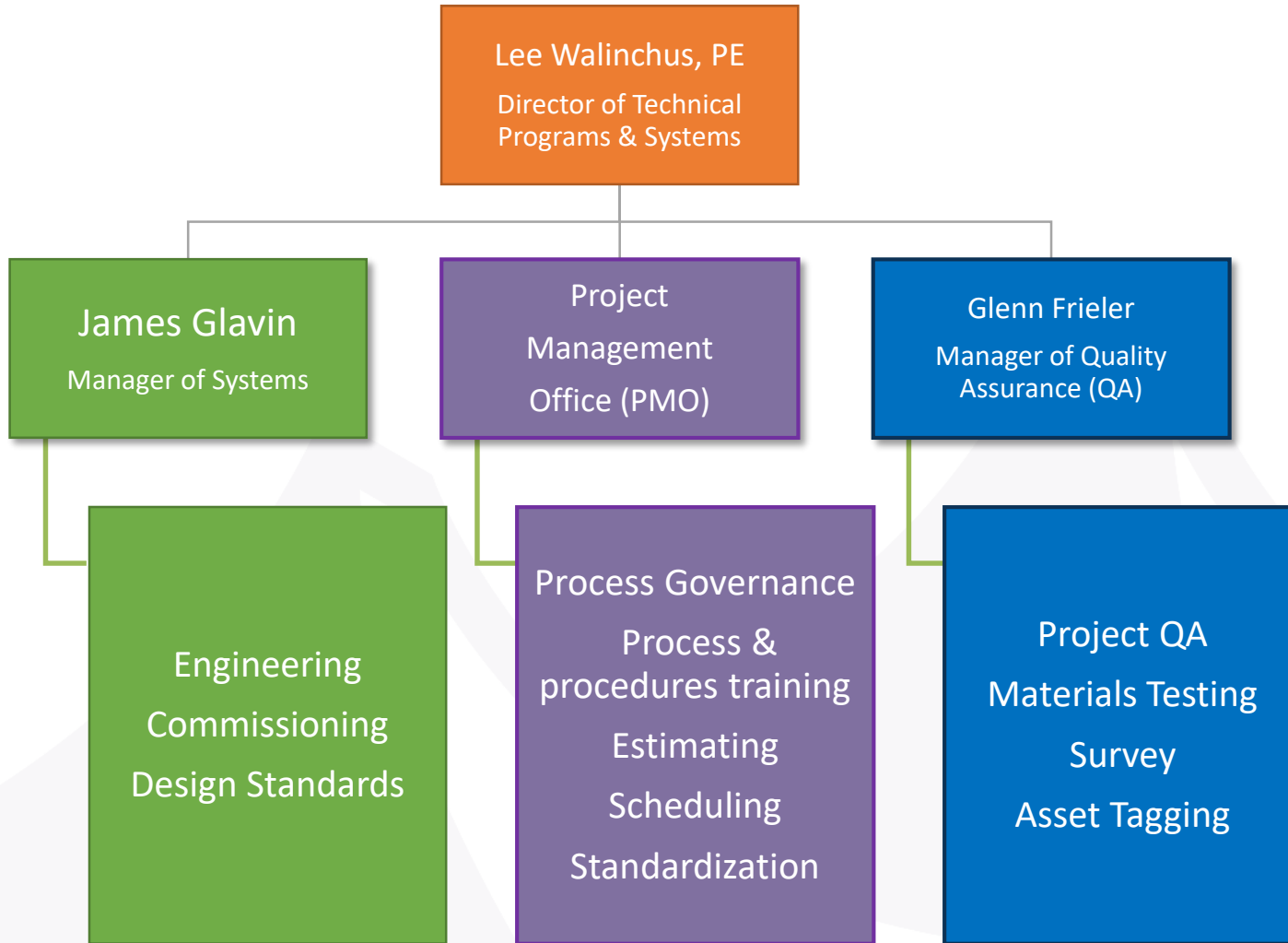


BASICS FOR REQUIRED COMPUTER PROGRAMS INTRODUCTION

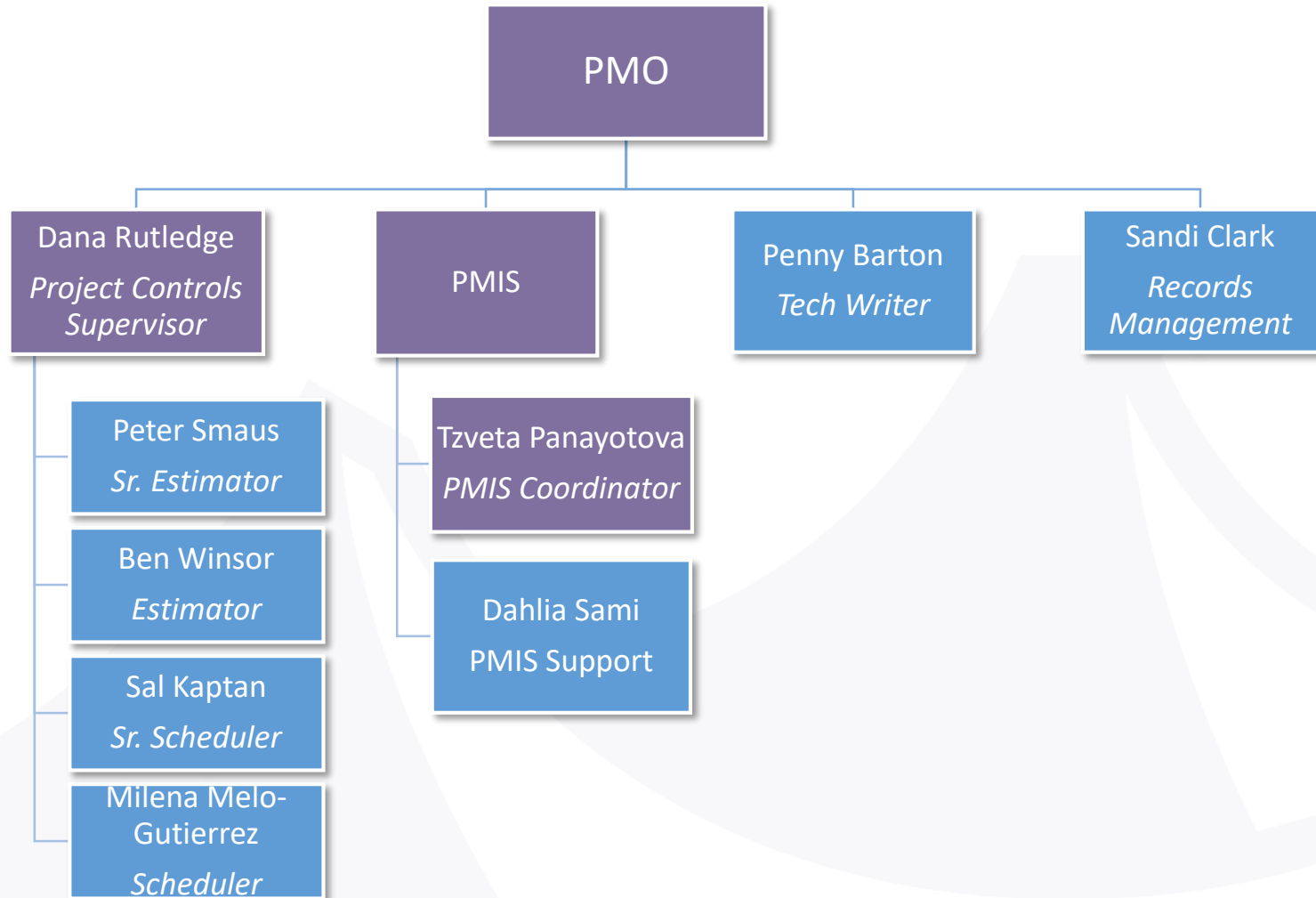
LEE WALINCHUS, DIRECTOR OF TECHNICAL
PROGRAMS & SYSTEMS

NOVEMBER 13, 2019

DEPARTMENT



PROJECT MANAGEMENT OFFICE (PMO)



WHAT IS NOT COVERED TODAY?

- Technical Specifications – contact your DEN Project Manager
- Design Standards Manuals (DSM) – In the next class 12/11
 - <http://business.flydenver.com/bizops/bizRequirements.asp>
- General Contract Conditions (aka “Yellow Book”)
 - <https://www.denvergov.org/content/dam/denvergov/Portals/743/documents/2011%20DENVER%20GENERAL%20CONTRACT%20CONDITIONS.pdf>
- Revit – class coming in 2020
- BIM 360 Field – class coming in 2020
- LCPTracker – City Auditor – Prevailing Wage
- B2G – Division of Small Business Opportunity



DENVER INTERNATIONAL AIRPORT

DEN



SCHEDULE REQUIREMENTS FOR CONSULTANTS AND CONTRACTORS

DANA RUTLEDGE, PROJECT CONTROLS SUPERVISOR
DENVER INTERNATIONAL AIRPORT
NOVEMBER 13TH, 2019

WHY

- What value does scheduling add?
 - Schedules are a project management tool to ensure successful project execution and completion
 - They help narrate scope changes and support the change order process
 - They protect contractors and owners from performance related disputes
 - Protects contractor from scope creep/changes directed by owner
- Why does DEN have these requirements?
 - Transparency
 - Good Partner
 - Accountability



DEN CONTRACT REQUIREMENTS

- GENERAL CONTRACT CONDITIONS (Yellow Book) Section 306
 - Construction Schedule to be submitted within 10 days of NTP
 - Schedule Format will be CRITICAL PATH METHOD
 - Monthly Submittals (including progress report & schedule update)
- TECHNICAL SPECIFICATIONS 013210
 - Describes detailed procedures and requirements for scheduling & progress documentation



TECHNICAL SPECIFICATIONS 013210

- Provides detailed requirements for DEN schedule submittal process, schedule creation, and impacts to the contract
 - Software
 - Submittals
 - Coordination with DEN
 - Schedule Requirements
 - Schedule Submittals
 - Withholding/Payment Rejection
 - Request for Time Extension (Changes/Delays)

TS 013210 SOFTWARE

- Must be compatible with Oracle Primavera P6, Release 18.7
 - DEN will not provide software or software support to the contractor
 - Software Settings will be standardized
 - Recommended (Required) Software:
 - Primavera P6, Release 16 or higher
- Accepted Files:
 - Any software export of XER files compatible with Primavera P6 18.7
 - Note: Using other software to generate the XER file (Microsoft Project, Powerproject, etc.) may result in a loss of data, causing schedules to get rejected.

TS 013210 SUBMITTALS

- Scheduler Qualifications - 2+ years of experience in scheduling with P6 software in similar setting
- Preliminary Project Schedule - Due 10 days from NTP
- Initial (Baseline) Project Construction Schedule - Complete schedule, must conform to all schedule specs.
- Monthly Progress Schedules - Including narrative of changes
- As-Built (Final) Schedule - Including narrative of changes
- Additional schedules, as required by PM - Time/Change Requests, Recovery Schedules, etc.

TS 013210 COORDINATION

- Pre-scheduling Conference
 - Discuss activities that are impacted by other entities (DEN, other contractors)
 - Ensure all questions/concerns are answered by DEN
 - Not required – recommended to come with a draft schedule or WBS to discuss
- Other coordination activities:
 - Time commitments from other entities
 - Ensure SOV matches WBS
 - Communicate with PM on changes to schedule

TS 013210 SCHEDULE REQUIREMENTS

- Level of Detail – WBS should be reflective of the SOV, activities should be descriptive, only one action per activity (example: Do NOT use “demo and haul concrete to recycling area” as one activity)
- User Defined Fields – required: responsible party; recommended: SOV, crew
- Cost/Resource Loading – one resource (LS\$) required for every activity. Other resource for hours (MH), required for construction activities.
- Milestones – ensure all required milestones are included
- Out of Sequence/Delays/Schedule Changes – Document all schedule changes in a narrative. Add activities to account for changes when needed

USE BEST PRACTICES – INDUSTRY ACCEPTED STANDARDS

TS 013210 WITHHOLDING/PAYMENT REJECTION

- ALL SCHEDULES MUST BE ACCEPTED BY DEN PROJECT MANAGER
 - Schedules that have been rejected by DEN with comments must be corrected and resubmitted in order to be in compliance with the contract
 - “Failure of the contractor to have an Initial Project Construction Schedule accepted by DEN Project Manager will be considered cause for withholding progress payment”
 - “Failure of the Contractor to have a Monthly Progress Construction Schedule accepted by the DEN Project Manager will be considered cause for withholding progress payment per Article 306 - Working Hours and Schedules and Article 909 - Additional Withholding of Progress Payments of the General Contract Conditions, 2011 Edition”

TS 013210 REQUEST FOR TIME EXTENSION (CHANGES AND DELAYS)

- Must be submitted within 10 days of a delay occurring
- Each request must be accompanied by the following:
 - Justification of Delay
 - Time-Impact Analysis (AACEi Recommended Practice 52R-06)
 - Fragmentary Network (FragNet)
 - This is a proposal for how activities will be sequenced in the schedule due to the change
 - Requested Time Extension
 - Impact to Schedule Completion

SCHEDULE SUBMITTAL DATES

- Preliminary Project Construction Schedule
 - Submitted ten (10) days after the issuance of NTP
- Initial Project Construction Schedule
 - Submitted thirty (30) days after the issuance of NTP
- 3-Week Look Ahead Schedules
 - Provided weekly to the PM in PDF format
- Monthly Progress Schedule Updates
 - Submit at the end of each month following issuance of NTP
 - Accompany the Monthly Request for Payment or Application for Payment
- As-Built Project Construction Schedule
 - Submitted at project completion with final payment application

SCHEDULE SUBMITTALS CHECKLIST

- Schedule PDF, including GANTT chart
 - Include (at minimum) the following columns: Activity ID, Description, Baseline Start/Finish, Start/Finish, Float, Variance, Responsible Party
- Export of the schedule in .XER format
 - Must not have resources, risks, or any global data in the XER
- Schedule Narrative that describes construction approach, changes to approach, and any updates made to the schedule (activities actualized, added, or deleted; changes to logic,etc.)

SCHEDULE REQUIREMENTS FOR CONSULTANTS AND CONTRACTORS

- Prior to contract award, must have
 - Scheduling Software (compatible with Primavera P6 V18.7)
 - Qualified Scheduler
- After contract award
 - Be prepared to submit a preliminary schedule within 10 days
 - Be able to support weekly and monthly schedule submittal requirements
 - Use the schedule as a tool to partner with DEN, work through project changes, and support successful project execution and completion



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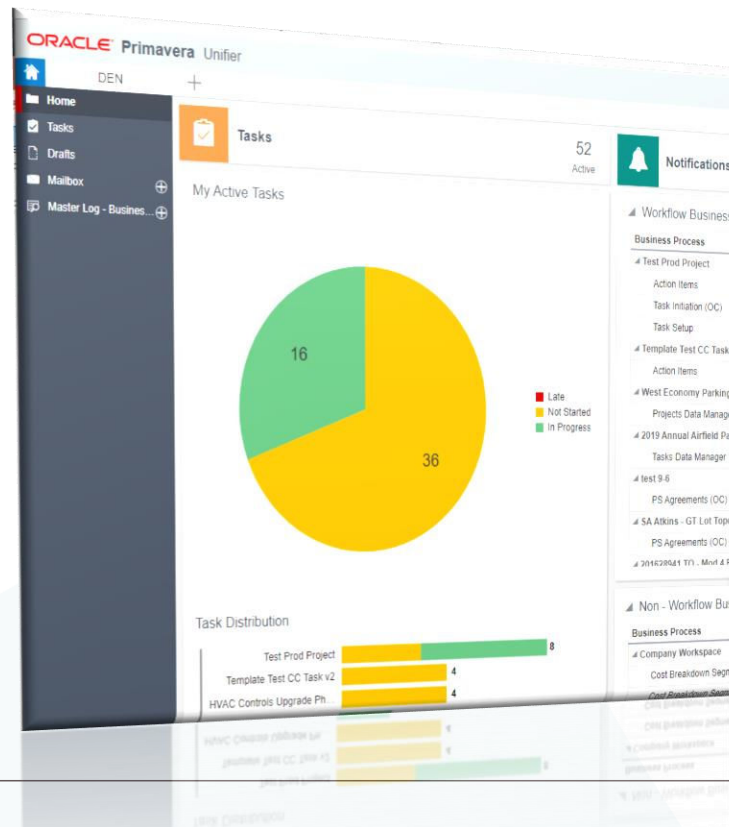
AIM DEVELOPMENT ORACLE PRIMAVERA UNIFIER

TZVETANKA PANAYOTOVA, PMIS COORDINATOR
AIM DEVELOPMENT PMO

11/13/ 2019

WHAT IS ORACLE UNIFIER?

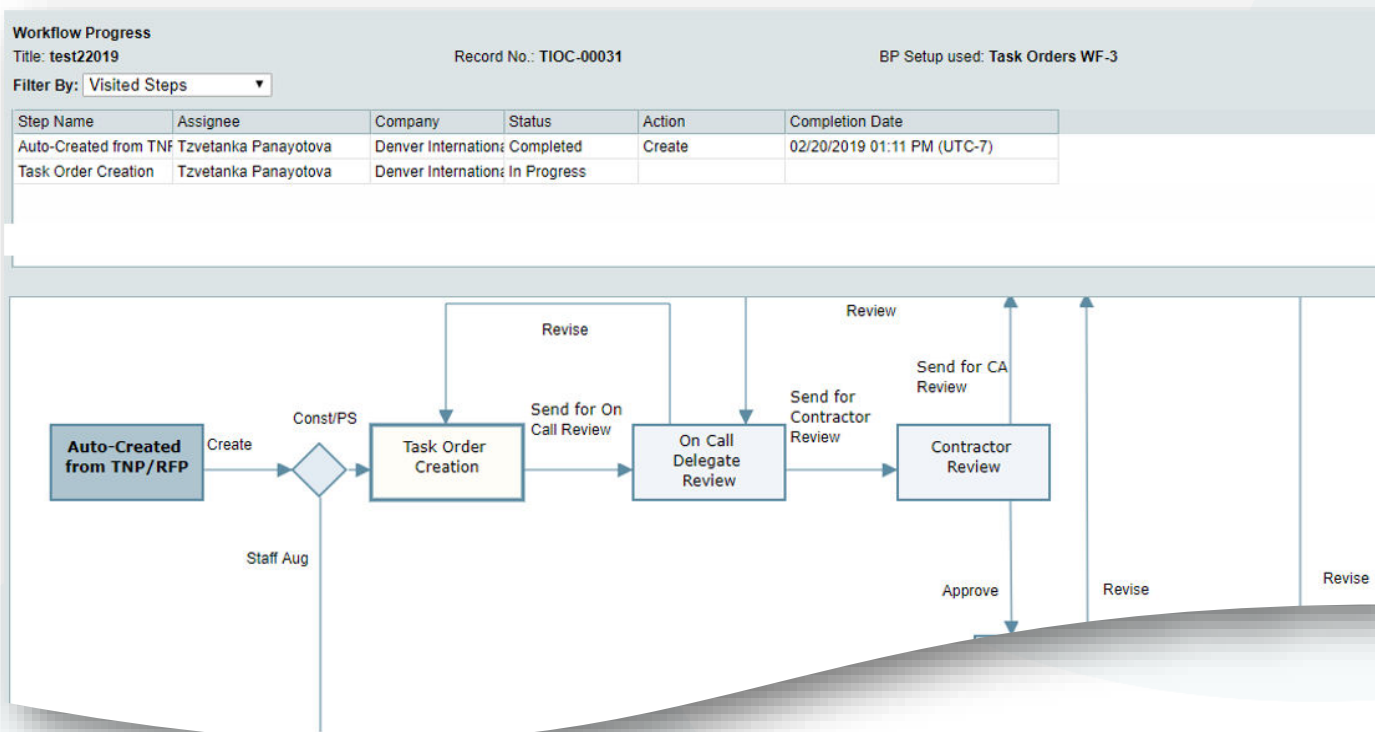
- Project lifecycle management solution DEN AIM Development is using for project delivery
- Manages the flow of information in projects across all project phases, from planning and building to operations and maintenance



- Automated processes with workflows (notifications, workflow history, etc.)
- Real-time visibility in collaborative yet controlled environment
- Cloud based application (access anytime from anywhere)
- Dashboards and reports

KEY FEATURES

- Business processes and reports
- Automated processes with workflows (notifications, step assignees, workflow history)
- Workflow Progress to check status and where it is in the workflow



KEY FEATURES

- Current business processes in Unifier

Budget Approval
Budget Changes
Other costs
Submittal Register
Document Manager
Project mailbox
Transmittals
Correspondence
Lessons Learned
Action Items

Contractors will collaborate on:

Task Initiation (Issue new Task Order)
Payment Applications/Invoices
Submittals
Change Management

- Change Orders
- Contractor Change Request
- Change Directive
- Change Directive Response
- Change Notice
- Request for Information

- Reports available to you: RFI Log, Submittal Log, Sub. Register Activity Log



WHAT THIS MEANS TO YOU

- **DEN provides**

- Licenses

- Access to Unifier

- Maintenance of Unifier

- Training

- User support (user accounts, password resets, troubleshooting and guidance)

- **Contractor / Consultant responsible for**

- Internet / Google Chrome

- Attend Training



UNIFIER TRAINING

- Three training sessions every month
- Ask your DEN team for Unifier Onboarding information
- Register on Eventbrite
<https://www.eventbrite.com/o/den-aim-development-project-management-office-11769213814>
- Attend as many times as you need
- User Guides in Unifier under Help menu of each business process



CONTACTS

- Contact your DEN PMT first

Unifier Administrators

Tzvetanka.Panayotova@flydenver.com

Dahlia.Sami@flydenver.com

Textura Administrators

Tzvetanka.Panayotova@flydenver.com

Dahlia.Sami@flydenver.com



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TEXTURA INVOICE OVERVIEW

DENVER INTERNATIONAL AIRPORT
AIM DEVELOPMENT
NOVEMBER 2019

OVERVIEW



ORACLE

Textura Payment Management

- Textura is DEN's invoice management system
 - Allows contractors to initiate payment applications
 - Enables DEN to review pay application and contract compliance
 - Capable of serial approval

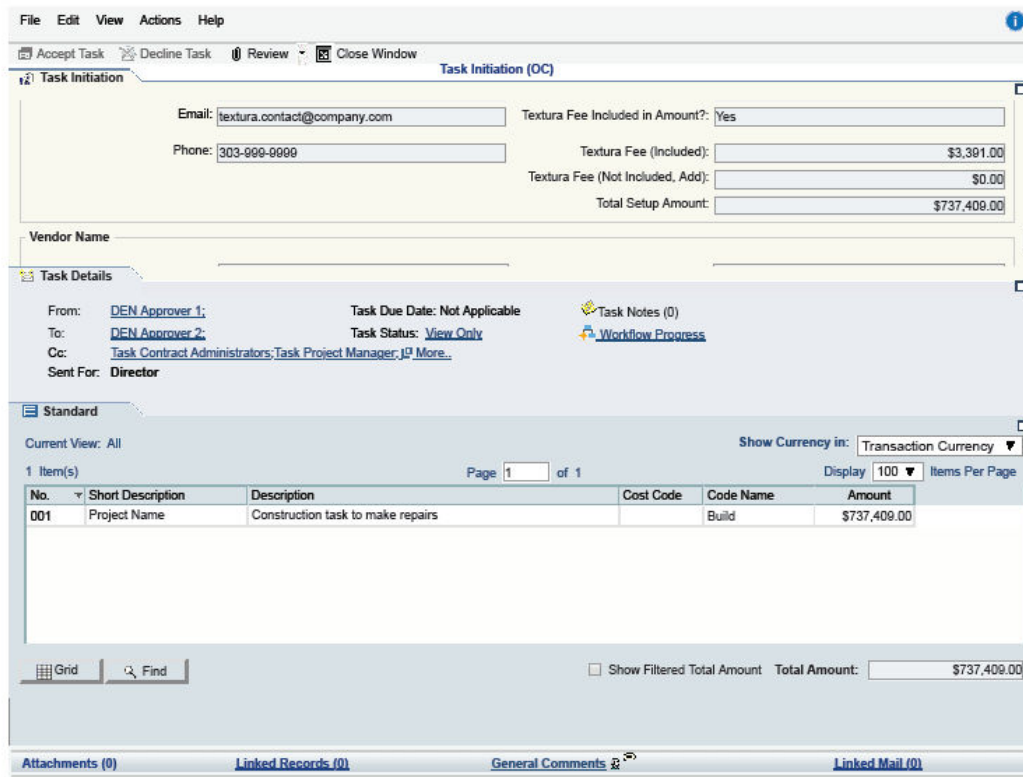
TEXTURA SETUP

1. Contractors and Consultants setup free Oracle account
 - Step 1 is for first-time users. All others may skip
 - User training can be requested from Oracle - tpmsupport-denver_us@oracle.com
 - Request project setup guide from PMT or Oracle support



TEXTURA SETUP

2. During Unifier Task Order Initiation, input contact Textura representative
 - Textura account will be auto generated after task is approved



The screenshot displays the 'Task Initiation (OC)' window in a software application. The interface includes a menu bar (File, Edit, View, Actions, Help) and a toolbar with buttons for 'Accept Task', 'Decline Task', 'Review', and 'Close Window'. The main content area is divided into several sections:

- Task Initiation (OC):** Contains input fields for 'Email' (textura.contact@company.com) and 'Phone' (303-999-9999). It also features a 'Textura Fee Included in Amount?' dropdown set to 'Yes' and a summary table:

| | |
|----------------------------------|---------------------|
| Textura Fee (Included): | \$3,391.00 |
| Textura Fee (Not Included, Add): | \$0.00 |
| Total Setup Amount: | \$737,409.00 |
- Vendor Name:** A field for entering the vendor's name.
- Task Details:** Shows 'From: DEN Approver 1;', 'To: DEN Approver 2;', 'Cc: Task Contract Administrators; Task Project Manager; J More..'; and 'Sent For: Director'. It also indicates 'Task Due Date: Not Applicable', 'Task Status: View Only', and links for 'Task Notes (0)' and 'Workflow Progress'.
- Standard:** A section for viewing task items. It shows 'Current View: All' and 'Show Currency in: Transaction Currency'. Below this is a table with one item:

| No. | Short Description | Description | Cost Code | Code Name | Amount |
|-----|-------------------|-----------------------------------|-----------|-----------|--------------|
| 001 | Project Name | Construction task to make repairs | | Build | \$737,409.00 |

At the bottom of the window, there are controls for 'Grid', 'Find', and a 'Total Amount' field showing \$737,409.00. The footer includes links for 'Attachments (0)', 'Linked Records (0)', 'General Comments', and 'Linked Mail (0)'.

TEXTURA SETUP



ORACLE Textura Payment Management

3. Confirm Textura account that was auto generated by DEN

- You should receive an email with account link
- Do not create a company-generated, independent account

City of Denver/Denver International Airport General Contractor Project Setup Guide

1. Confirm Contract

Click **Project Name** from the Home Page

Click **Confirm Participation as General Contractor** action from the Project Home page

- Review contract details, including value and owner information

Optional: Apply Existing Project Settings

- Choose an existing COD/DIA project from the Apply Existing Project Settings drop-down to replicate the settings

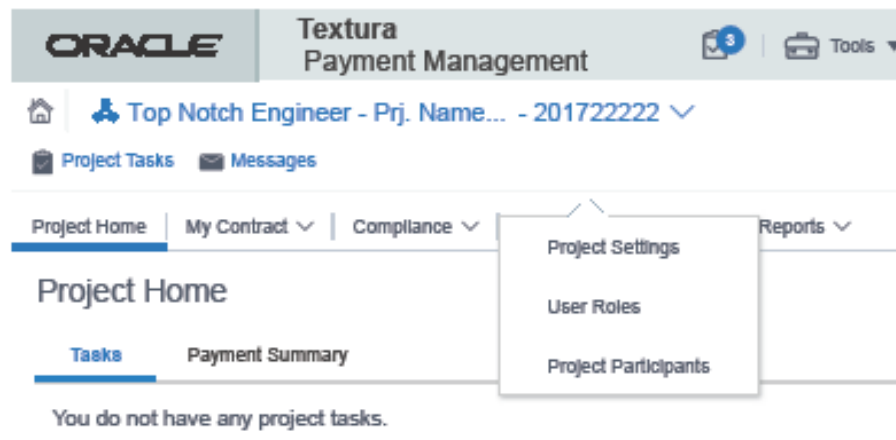
Click **Confirm**

STILL NEED ASSISTANCE? CONTACT TEXTURA SUPPORT 866-839-8872 or
tpmsupport-denver_us@oracle.com

TEXTURA SETUP

4. Selecting Project Settings

- Enter project participants and subcontractors
- Enter Contractor project information
- Select retention settings
- Select holds settings
- Select lien waver settings
- Enter PM approved schedule of values
- Enter bank information for subcontractor payments



TEXTURA SETUP



5. Common errors with settings

Common errors –

- When selecting project settings, be sure to select: “serial signatory approval for invoices to owner” and “serial signatory approval signatures on invoices”
- Omission of either selection will result in account malfunction and payment delays



Project Settings

Project Settings

| | |
|--|-------------------------------------|
| Subcontractors may edit Lien Waiver effective date | <input type="checkbox"/> |
| Subcontractors may add Lien Waiver optional text | <input type="checkbox"/> |
| Subcontractors may add Contractor Affidavit optional text | <input type="checkbox"/> |
| Track Stored Material detail | <input type="checkbox"/> |
| Track Hours Worked | <input type="checkbox"/> |
| Owner Draw Approval Disables the GC Ability to Reopen Draw | <input checked="" type="checkbox"/> |
| Collect Zero Dollar Lien Waivers | <input type="checkbox"/> |
| Track Special Budget Amounts and Changes | <input type="checkbox"/> |
| Track Subcontractor Special Budget Amounts and Changes | <input type="checkbox"/> |
| Default Subcontractor Invoice Approval Method for New Subcontracts: | |
| <input checked="" type="radio"/> Standard Invoice Approval | |
| <input type="radio"/> Parallel Signatory Approval | |
| <input type="radio"/> Serial Signatory Approval | |
| Notify Subcontractor upon Invoice Approval | <input type="checkbox"/> |
| Customize Invoice Rejection Reasons | <input type="checkbox"/> |
| Serial Signatory Approval for Invoices to Owner | <input checked="" type="checkbox"/> |
| Serial Signatory Approval Signatures on Invoice | <input checked="" type="checkbox"/> |
| New subcontracts default to Specified Billing | <input type="checkbox"/> |
| New invoices entered as whole dollars | <input type="checkbox"/> |
| Require Disbursement Authorization for Subcontractor Payments | <input type="checkbox"/> |
| Only Allow Authorization of Invoices which are Eligible for Disbursement | <input type="checkbox"/> |
| Allow Tax Codes/Rates to be entered | <input type="checkbox"/> |
| Allow component retention override | <input type="checkbox"/> |
| Sub SOV Option: | <input type="text" value="None"/> |
| Track Minority Business Status of all Subcontracts | <input type="checkbox"/> |
| Allow Out of Order Disbursements | <input type="checkbox"/> |

Change Order Management Settings

| | |
|--|--------------------------|
| Notify GC to map new Subcontract Change Orders | <input type="checkbox"/> |
| Allow Potential Change Orders to be entered | <input type="checkbox"/> |

TEXTURA SETUP



6. Project Settings quick tip – adding new users

- From the home page, click on users drop down at top left
- Select “Create User”
- Fill in all contact information
- Add enterprise administrator rights, as necessary
 - Reserved for account administrators

TEXTURA SETUP



7. Initiating a Draw

- Enter each line item into approved SOV
- Invite subcontractor to pay application
- Upload invoice backup
- Sign and submit invoice

The screenshot displays the Oracle Textura Payment Management interface. The top navigation bar includes the Oracle logo, 'Textura Payment Management', and user information for 'Denver International Airport' and 'Account Holder'. Below the navigation bar, there are links for 'Contractor Extraordinaire - Project Name 201733333-PO-00033333...', 'Find Draws', 'Project Tasks', and 'Messages'. A breadcrumb trail shows 'Project Home' > 'My Contract' > 'Compliance' > 'Project Setup' > 'Project Reports'. The main content area is titled 'View Schedule of Values' and shows details for 'Contract: PO-00033333, 201733333 General Construction (Contractor Extraordinaire)' and 'Draw: 4(October 2019) - 24-Oct-2019'. A table below displays the Schedule of Values data.

| Nav | Phase Code | Description | Organization Subcontract | Scheduled Value | Net Change by C/D | Contract Sum to Date | Billed To Date | % Comp. | Retention To Date | Balance Due | Balance To Complete |
|-----|-------------|--------------------|--------------------------|-----------------|-------------------|----------------------|----------------|---------|-------------------|-------------|---------------------|
| | | | | Amount | Amount | Amount | Amount | | Amount | | |
| — | Line Item 1 | Mobilization | | 139,168.00 | 0.00 | 139,168.00 | 105,039.00 | 75.48 | 5,251.95 | 39,380.95 | 34,125 |
| — | Line Item 2 | Equipment 1 | | 30,000.00 | 0.00 | 30,000.00 | 0.00 | 0.00 | 0.00 | 30,000.00 | 30,000 |
| — | Line Item 3 | Temporary Barriers | | 7,000.00 | 0.00 | 7,000.00 | 6,750.00 | 96.43 | 337.50 | 587.50 | 250 |

TEXTURA SETUP



8. Submit pay application to DEN PMT for review

- Ensure all contractual and PMT requested information was provided (see Exhibit B for Professional Services contracts)
- Work through any first pay application errors with PMT and Oracle

The screenshot displays the Oracle Textura Payment Management interface. At the top, the Oracle logo and 'Textura Payment Management' are visible, along with navigation icons for Tools, Denver International Airport, and Account Holder. Below the header, there are sections for 'Home' and 'Recently Viewed Projects'. The 'Recently Viewed Projects' section shows three project cards: 'Name Brand Architect- Project Name', 'Top Notch Engineer - Project Name', and 'Contractor Extraordinaire - Project Name'. Below this is the 'Project List' section, which includes a filter dropdown set to 'Active Projects' and a 'Reset Filters' button. The project list is a table with columns for Project Name, Project Number, General Contractor, Contract Number, My Tasks, and Status.

| Project Name | Project Number | General Contractor | Contract Number | My Tasks | Status |
|----------------------------------|--------------------------|--------------------|-----------------|----------|--------|
| Contractor Name - Project Name 1 | 201700000 (PO-000999999) | Contractor Name 1 | 201700000 | 0 | Active |
| Contractor Name - Project Name 2 | 201700000 (PO-000999999) | Contractor Name 5 | 201700000 | 1 | Active |
| Contractor Name - Project Name 3 | 201700000 (PO-000999999) | Contractor Name 3 | 201700000 | 0 | Active |
| Contractor Name - Project Name 4 | 201700000 (PO-000999999) | Contractor Name 4 | 201700000 | 0 | Active |
| Contractor Name - Project Name 5 | 201700000 (PO-000999999) | Contractor Name 5 | 201700000 | 0 | Active |

QUESTIONS





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