

SPECIAL PROVISION REVISIONS FOR 2015 CONSTRUCTION ENGINEERING CONTRACTS

Field Office Computer Requirements - Revised 09/22/14

Field office minimum hardware and software requirements:

The CONSULTANT shall be responsible to provide the field office with a desktop personal computer or laptop and printer which meet the following minimum specifications:

Hardware requirements for FieldManager and FieldBook workstations

- Hyper-threaded or multi-core processor, 2.1 Ghz minimum
- 4 GB RAM minimum
- 20 GB free disk space on the C:\ drive for the installation of DEPARTMENT software
- Backup storage device for the archival of the FieldManager, FIT, and MIT databases for disaster recovery purposes
- USB port(s)
- Ethernet or wireless network adapter to communicate with DEPARTMENT and Atwood Systems servers
- Printer
- Surge protector for telephone lines and power cords

Software requirements¹

- Microsoft Windows 7 Professional 64-bit (administrator access needed for installation and configuration of DEPARTMENT software)²
- Microsoft .NET Framework, version 4.5
- Microsoft Office 2010 or 2013 (only Word and Excel are required)³
- Adobe Acrobat Professional X⁴
- Antivirus and spyware scanning software with up-to-date definition files to protect the workstation
- Internet Explorer 10 for FieldNet web access⁵
- Internet and e-mail access are required and the CONSULTANT shall provide the DEPARTMENT with the project leader's e-mail address.

The DEPARTMENT region office will provide and support the following software and devices for the duration of the CONTRACT. After the completion of the CONTRACT, the CONSULTANT is required to contact the DEPARTMENT region office to remove this software and return any DEPARTMENT issued devices:

- AASHTOWare® Project FieldManager™ or FieldBook™ (optional)⁶
- Field Information Tracking System
- Materials Information Tracking System (if required by the DEPARTMENT region office)
- Pantry software and forms - DEPARTMENT spreadsheets and documents for administration and record keeping
- Local Program Management Consultants will also need to have Cisco AnyConnect VPN client 3.1.0516 installed for access to Project Tracking, Materials Tracking System, FIIPS and HOD.

The CONSULTANT shall apply all software upgrades that occur during the duration of the CONTRACT.

The DEPARTMENT shall provide instructions to obtain and apply the upgrades. The CONSULTANT shall notify the DEPARTMENT region support person when the upgrades are completed.⁷

The CONSULTANT shall have all required software installed and functioning before delivering the computer to the DEPARTMENT region office. The computer will have no programs running resident in memory that will interfere with DEPARTMENT applications. The CONSULTANT shall make an appointment with the DEPARTMENT region office prior to delivering their computer for the installation of DEPARTMENT software. The DEPARTMENT Customer IT Support (CITS) staff member at the DEPARTMENT Region Office need administrative access to the PC for software installation and configuration purposes. The DEPARTMENT Region Office reserves the right to reject, at any time, any computer that proves to be incompatible with the DEPARTMENT supplied software.

¹ The CONSULTANT shall apply the latest hotfixes and security patches to the operating system and other software they provide on an ongoing basis.

² The DEPARTMENT and the DEPARTMENT software vendors do not support other operating systems.

³ Documents must be saved in Office 2007 format unless the department provides 30 days advanced notice to save documents in a higher version.

⁴ Adobe Acrobat Professional or related product is required to create electronic as-built plans that will be submitted along with a hard copy to the region office as part of the final's process.

⁵ The DEPARTMENT and DEPARTMENT software vendors support only Internet Explorer. In some instances, Mozilla Firefox is required for the Lane Closure System (LCS). Other Internet browsers including Google Chrome, Safari, and Opera are not supported.

⁶ The DEPARTMENT offers FieldBook, optional software that works with FieldManager to automate the inspector's task of entering daily reports. FieldBook needs to be installed on hardware that meets the above specifications.

⁷ The DEPARTMENT reserves the right to waive the requirement that the CONSULTANT install software upgrades.

Revisions to previous requirements are highlighted.