

SPECIAL PROVISION REVISIONS FOR 2016 CONSTRUCTION ENGINEERING CONTRACTS

Field Office Computer Requirements - Revised 10/16/2015

Field office minimum hardware and software requirements:

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

Hardware requirements for FieldManager and FieldBook workstations

- Hyper-threaded or multi-core processor, 2.5 Ghz minimum
- 8 GB RAM minimum
- 20 GB free disk space on the C:\ drive for the installation of DEPARTMENT software
- Backup storage device to backup 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 requirements ¹

- Microsoft Windows 7 Professional 64-bit (administrator access required for installation and configuration of DEPARTMENT software) ²
- Microsoft .NET Framework, version 4.51
- Microsoft Office 2013 (only Word and Excel are required)
- Adobe Acrobat Professional XI or similar product ³
- Antivirus and spyware scanning software with up-to-date definition files to protect the workstation
- Internet Explorer 11 for FieldNet web access
- Internet and e-mail access are required - CONSULTANT shall provide the project leader's e-mail address.
- Local Program Management Consultants – Installation instructions provided by the DEPARTMENT
 - Cisco AnyConnect VPN client 3.1.0516
 - RSA SecurID® card OR RSA SecurID Soft Token application ⁴

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™, FieldBook™ (optional) or Mobile Inspector app for smartphones and tablets ⁵
- Field Information Tracking System (if AASHTOWare Project FieldManager is installed)
- 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 - Project Tracking, Materials Tracking System, FIIPS and Host on Demand.

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 IT support person when the upgrades are completed. ⁶

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 may need to modify the desktop computer or laptop configuration to work with the DEPARTMENT'S software. Modifications may include locally installed antivirus software, computer firewall and network firewall. The CONSULTANT shall make an appointment with the DEPARTMENT region office prior to delivering their computer for the installation of DEPARTMENT software. The DEPARTMENT IT support 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 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.

⁴ The CONSULTANT will be responsible for the cost of purchasing replacement RSA SecurID® cards (hard token) if a card is lost or damaged. If the CONSULTANT'S job duties change and the RSA token is no longer needed, it is the CONSULTANT'S responsibility to contact the DEPARTMENT to transfer the RSA hard or soft token to another CONSULTANT or return it to the DEPARTMENT. It is a breach of security to share DOT user IDs or RSA hard or soft tokens.

⁵ The DEPARTMENT offers FieldBook and the Mobile Inspector application. These optional software applications work with FieldManager to automate the inspector's task of entering daily reports. FieldBook needs to be installed on hardware that meets the above specifications. Mobile Inspector can be installed on iOS or Android smartphones or tablets. The DEPARTMENT has a site license for Fieldbook and a limited number of licenses for Mobile Inspector.

⁶ The DEPARTMENT reserves the right to waive the requirement that the CONSULTANT install software upgrades.

Revisions to previous requirements are highlighted.