

# SPECIAL PROVISION REVISIONS FOR 2020 CONSTRUCTION ENGINEERING CONTRACTS

## Field Office Computer Requirements - Revised 11/19/2019

### 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

- 2.5 GHz processor minimum
- 8 GB RAM minimum
- 20 GB free disk space on the C:\ drive for the installation of DEPARTMENT software
- Backup storage device (e.g. USB drive) to backup field software databases for disaster recovery purposes
- Ethernet or wireless network adapter to communicate with DEPARTMENT and Atwood Systems servers

#### Software requirements

- Microsoft Windows 10 Professional 64-bit<sup>1</sup>
- Microsoft .NET Framework, version 4.6 minimum
- Microsoft Office 2016 or Office 365 (only Word and Excel are required)
- Adobe Acrobat DC, Bluebeam, or similar product<sup>2</sup>
- Antivirus software with up-to-date definition files to protect the computer
- Internet and e-mail access are required - CONSULTANT shall provide the project leader's e-mail address.

The DEPARTMENT region office will provide and support the following software 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:

- AASHTOWare® Project FieldManager™, FieldBook™ and/or Mobile Inspector™ for smartphones and tablets<sup>3</sup>
- Field Information Tracking System (if AASHTOWare Project FieldManager is installed)
- Materials Information Tracking System (if required by the DEPARTMENT region office)
- Link to the AASHTOWare Project Knowledge Base website to access Pantry software and forms - DEPARTMENT spreadsheets and documents for administration and record keeping

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.<sup>4</sup>

The CONSULTANT shall have all required software installed and functioning before scheduling an appointment with the DEPARTMENT region office to install updates. The CONSULTANT may need to modify the computer software or driver configuration to work with the DEPARTMENT'S software. Modifications may include changing locally installed antivirus software or computer firewall rules. The DEPARTMENT IT support staff member at the DEPARTMENT Region Office needs administrative access to the computer for software installation and configuration purposes. The DEPARTMENT Region Office reserves the right to reject any computer that proves to be incompatible with DEPARTMENT software.

<sup>1</sup> The DEPARTMENT and the DEPARTMENT software vendors do not support other operating systems. Administrator access required for installation and configuration of DEPARTMENT software. The CONSULTANT shall apply the latest hotfixes and security patches to the operating system and other software they provide on an ongoing basis.

<sup>2</sup> Adobe Acrobat DC, Bluebeam, 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.

<sup>3</sup> 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 8 or higher smartphones and tablets; Android 4.x or higher smartphones and tablets; plus Windows 10 tablets. The DEPARTMENT has a site license for FieldBook and a pool of AASHTOWare Project SYNC Service™ licenses that are used with the InfoTech Mobile Inspector application.

<sup>4</sup> The DEPARTMENT reserves the right to waive the requirement that the CONSULTANT install software upgrades.

Revisions to previous requirements are highlighted.