



AIA[®] Document G201[™] – 2013

Project Digital Data Protocol Form

PROJECT: *(Name and address)*

CREC New Two Rivers High School

Bloomfield, CT

PROTOCOL VERSION NUMBER: 001

DATE: draft – January 15, 2015

PREPARED BY: R. Roach

DISTRIBUTION TO: *(List each individual to whom this protocol is distributed. Include individuals listed in Section 1.2, or reference Section 1.2, along with any additional recipients.)*

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with a project specific AIA Document E203[™]–2013, Building Information Modeling and Digital Data Exhibit, which the Parties will incorporate into their Agreement for the Project.

TABLE OF ARTICLES

- 1 GENERAL PROVISIONS REGARDING USE OF DIGITAL DATA
- 2 DIGITAL DATA MANAGEMENT PROTOCOLS
- 3 TRANSMISSION AND USE OF DIGITAL DATA

ARTICLE 1 GENERAL PROVISIONS REGARDING USE OF DIGITAL DATA

§ 1.1 List each Project Participant that has incorporated AIA Document E203[™]–2013, Building Information Modeling and Digital Data Exhibit, dated October 28, 2014 , into its agreement for the Project:

Project Participant	Discipline
Capitol Region Education Council	Owner
Friar Associates inc.	Architect
T.B.D.	Construction Manager
Freeman Companies	Civil Engineer
Consulting Engineering Services	M/E/P/FP Engineers
Santo Domingo Engineering, LLC	Structural Engineer
T.B.D.	Security consultant
T.B.D.	Voice/Data consultant

§ 1.2 **Project Participants.** For each Project Participant listed in Section 1.1, identify and provide contact information for the individuals responsible for implementation of the Digital Data protocols.

Project Participant	Individual Responsible	Contact Information
O-Owner	T.B.D.	
A – Architect/ Landscape designer	T.B.D.	
C – C.M., Contractors & Sub-contractors	T.B.D.	

Init.

Project Participant	Individual Responsible	Contact Information
CV – Civil Engineer	T.B.D.	
M – M/E/P/FP Engineers	T.B.D.	
S – Structural Engineer	T.B.D.	
SEC – Security consultant	T.B.D.	
V – Voice/Data consultant	T.B.D.	

§ 1.3 Terms in this document shall have the same meaning as those in AIA Document E203–2013.

ARTICLE 2 DIGITAL DATA MANAGEMENT PROTOCOLS

§ 2.1.1 **Electronic Document Management System.** If, pursuant to Section 3.5.1 of the Project specific version of AIA Document E203–2013, the Project Participants indicated an intent to use a centralized electronic document management system on the Project, the requirements for the centralized electronic document management system are as follows:

(The requirements for the system shall address, among other things, access to and security of Digital Data.)

CREC to purchase and maintain Primavera Unifier version xxxxxx to be utilized by the Construction Manager during the Construction process.

§ 2.1.2 **System Startup Requirements.** Initial training and other startup requirements to be implemented with respect to the use or management of Digital Data, if any, are as follows:

(Describe in detail any initial training or other startup requirements.)

§ 2.1.3 **Ongoing System Requirements.** Ongoing training or support programs to be implemented with respect to the use or management of Digital Data, if any, are as follows:

(Describe in detail any ongoing training or support programs to be implemented.)

§ 2.2 **Digital Data Storage Requirements.** The procedures and requirements for storing Digital Data during the course of the Project, if any, are as follows:

(Describe in detail the procedures and requirements for storing Digital Data during the course of the Project.)

§ 2.3 **Digital Data Archiving Requirements.** The procedures and requirements for archiving and preserving Digital Data during the course of the Project and following final completion of the Project, if any, are as follows:

(Describe in detail the procedures and requirements for archiving and preserving Digital Data during the course of the Project and following final completion.)

§ 2.4 Other Digital Data Management protocol requirements, if any, are as follows:

(Describe in detail any other requirements.)

ARTICLE 3 TRANSMISSION AND USE OF DIGITAL DATA

§ 3.1 **Digital Data Protocol Table.** The Project Participants shall comply with the data formats, transmission methods and Authorized Uses set forth in the Digital Data Protocol Table below when transmitting or using Digital Data on the Project.

(Complete the Digital Data Protocol Table by entering information in the spaces below. Adapt the table to the needs of the Project by adding, deleting or modifying the listed Digital Data as necessary. Use Section 3.2 Digital Data Protocol Table Definitions and Notes to define abbreviations placed, and to record notes indicated, in the Digital Data Protocol Table.)

Init.

Digital Data	Digital Data Format	Transmission Method	Authorized Uses	Note Number (See Sec. 3.2)
§ 3.1.1 Project Agreements and Modifications	.pdf	EM	S	
§ 3.1.2 Project communications				
General communications	.pdf	EM, DMS	M, R	
Meeting notices	.pdf	EM, DMS	M, R	
Agendas	.pdf	EM, DMS	M, R	
Minutes	.pdf	EM, DMS	S, R	
Requests for information	.pdf	DMS	M, R	
Architect's Supplemental Instructions	.pdf	DMS	S, R	
§ 3.1.3 Architect's pre-construction submittals				
Schematic Design Documents	.pdf	FTP, DB	S, R	
Design Development Documents	.pdf, .dwg, .rvt	FTP, DB	S, R	
Construction Documents	.pdf, .dwg, .rvt	FTP, DB	S, R	
§ 3.1.4 Contract Documents				
Architect's Drawings	.pdf, .dwg, .rvt	DMS	S, R	
Architect's Specifications	.pdf	DMS	S, R	
§ 3.1.5 Contractor's submittals				
Product data				
Submitted by Contractor	.pdf	DMS	M, R	
Returned by Architect	.pdf	DMS	I, M, R	
Shop drawings				
Submitted by Contractor	.pdf	DMS	M, R	
Returned by Architect	.pdf	DMS	I, M, R	
§ 3.1.6 Subcontractor's submittals				
Product data				
Submitted by Subcontractor	.pdf	DMS	M, R	
Returned by Contractor	.pdf	DMS	I, M, R	
Shop drawings				
Submitted by Subcontractor	.pdf	DMS	M, R	
Returned by Contractor	.pdf	DMS	I, M, R	
§ 3.1.7 Modifications				
Requests for proposal	.pdf	DMS	S, R	
Architect's order for a minor change in the Work	.pdf	DMS	S, R	
Proposals	.pdf	DMS	S, R	
Construction Change Directives	.pdf	DMS	S, R	
Change Orders	.pdf	DMS	M, R	
§ 3.1.8 Project payment documents	.pdf	DMS	M, R	
§ 3.1.9 Notices and Claims	.pdf	DMS	S, R	
§ 3.1.10 Closeout documents				
Record documents	.pdf, .rvt	DMS, CD	S, R	
Operations and Maintenance Manual	.pdf	DMS, CD	S, R	
LOD 500 BIM Model	.rvt	DMS, FTP	S	

§ 3.2 Digital Data Protocol Table Definitions and Notes

Digital Data Format:

(Provide required data format, including software version, if applicable.)

Digital Data Format	Definition
W	.doc, Microsoft® Word 2002 or more recent
.pdf	Portable Document File

Init.

Digital Data Format

.dwg
.rvt

Definition

AutoCAD Drawing File, version 2010 or more recent
Revit Project File, version 2015 or more recent

Transmission Method:

(Below are suggested abbreviations and definitions. Delete, modify or supplement, as necessary.)

Abbreviation

CD
EM
DMS
FTP
DMS
DB

Definition

Delivered via Compact Disk
Via e-mail
Centralized Electronic Document Management System
FTP transfer to receiving FTP server
Centralized Electronic Document Management System
Dropbox

Authorized Uses of Digital Data:

(Below are suggested abbreviations and definitions. Delete, modify or supplement, as necessary.)

Abbreviation

I
M
R
S

Definition

Integrate (incorporate additional digital data without modifying data received)
Modify as required to fulfill obligations for the Project
Reproduce and distribute
Store and view only

Notes:

(List by number shown on table.)

Additions and Deletions Report for AIA® Document G201™ – 2013

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 11:06:07 on 01/15/2015.

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<u>Friar Associates inc.</u>	<u>Architect</u>
<u>T.B.D.</u>	<u>Construction Manager</u>
<u>Freeman Companies Consulting Engineering Services</u>	<u>Civil Engineer</u>
<u>Santo Domingo Engineering, LLC</u>	<u>M/E/P/FP Engineers</u>
<u>T.B.D.</u>	<u>Structural Engineer</u>
<u>T.B.D.</u>	<u>Security consultant</u>
	<u>Voice/Data consultant</u>

...

<u>O-Owner</u>	<u>T.B.D.</u>	
<u>A – Architect/ Landscape designer</u>	<u>T.B.D.</u>	
<u>C – C.M., Contractors & Sub-contractors</u>	<u>T.B.D.</u>	
<u>CV – Civil Engineer</u>	<u>T.B.D.</u>	
<u>M – M/E/P/FP Engineers</u>	<u>T.B.D.</u>	
<u>S – Structural Engineer</u>	<u>T.B.D.</u>	
<u>SEC – Security consultant</u>	<u>T.B.D.</u>	
<u>V – Voice/Data consultant</u>	<u>T.B.D.</u>	

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CREC to purchase and maintain Primavera Unifier version **xxxxxx** to be utilized by the Construction Manager during the Construction process.

PAGE 3

§ 3.1.1 Project Agreements and Modifications	.pdf	EM	S	
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General communications	.pdf	EM, DMS	M, R	
Meeting notices	.pdf	EM, DMS	M, R	
Agendas	.pdf	EM, DMS	M, R	
Minutes	.pdf	EM, DMS	S, R	
Requests for information	.pdf	DMS	M, R	
Architect's Supplemental Instructions	.pdf	DMS	S, R	

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Schematic Design Documents	.pdf	FTP, DB	S, R	
Design Development Documents	.pdf, .dwg, .rvt	FTP, DB	S, R	
Construction Documents	.pdf, .dwg, .rvt	FTP, DB	S, R	

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Architect's Drawings	.pdf, .dwg, .rvt	DMS	S, R	
Architect's Specifications	.pdf	DMS	S, R	

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Submitted by Contractor	.pdf	DMS	M, R	
Returned by Architect	.pdf	DMS	I, M, R	

...

Submitted by Contractor	.pdf	DMS	M, R	
Returned by Architect	.pdf	DMS	I, M, R	

...

Submitted by Subcontractor	.pdf	DMS	M, R	
Returned by Contractor	.pdf	DMS	I, M, R	

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Submitted by Subcontractor	.pdf	DMS	M, R	
Returned by Contractor	.pdf	DMS	I, M, R	

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Requests for proposal	.pdf	DMS	S, R	
Architect's order for a minor change in the Work	.pdf	DMS	S, R	
Proposals	.pdf	DMS	S, R	
Construction Change Directives	.pdf	DMS	S, R	
Change Orders	.pdf	DMS	M, R	
§ 3.1.8 Project payment documents	.pdf	DMS	M, R	

§ 3.1.9 Notices and Claims	<u>.pdf</u>	<u>DMS</u>	<u>S, R</u>	
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Record documents	<u>.pdf, .rvt</u>	<u>DMS, CD</u>	<u>S, R</u>	
Operations and Maintenance Manual	<u>.pdf</u>	<u>DMS, CD</u>	<u>S, R</u>	
<u>LOD 500 BIM Model</u>	<u>.rvt</u>	<u>DMS, FTP</u>	<u>S</u>	

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W .doc, Microsoft® Word 2002 or more recent
.pdf Portable Document File
.dwg AutoCAD Drawing File, version 2010 or more recent
.rvt Revit Project File, version 2015 or more recent

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FTP FTP transfer to receiving FTP server
DMS Centralized Electronic Document Management System
DB Dropbox