

# Virtual Project Manager User Guide:

## Training Videos and Forms

*This User Guide is to be used in accordance with the Contract Documents, Supplementary Special Provisions to the 2018 Edition Whitebook, Section 5-13 (or 2015 Edition Whitebook, Section 7-20), "ELECTRONIC COMMUNICATION".*

### Virtual Project Manager Training Videos

Welcome to the Virtual Project Manager training videos support page. The videos are designed to be brief and show you how to perform a particular activity.

**#1 - Virtual Project Manager Overview** ([Video Hyperlink](#))

**#2 - Virtual Project Manager Request Form** ([Video Hyperlink](#))

**#3 - Virtual Project Manager User Login** ([Video Hyperlink](#))

**#4 - Virtual Project Manager Project Administration Part 1** ([Video Hyperlink](#))

**#5 - Virtual Project Manager Project Administration Part 2** ([Video Hyperlink](#))

**#6 - Virtual Project Manager Daily Logs** ([Video Hyperlink](#))

**#7 - Virtual Project Manager Submittals Transmittals and RFIs** ([Video Hyperlink](#))

### Virtual Project Manager Forms

**Virtual Project Manager Request Form** - This form needs to be provided to the IT department by the RE. See below attached on page 2.

**Sensitive Information Authorization Acknowledgement Form** - City Contractors, Vendors, and Consultants need to provide this form to the RE at Pre-Construction Meeting. See below attached on page 3.

**Virtual Project Manager User Agreement** - City Contractors need to provide this form to the RE at Pre-Construction Meeting. See below attached on page 4.

# Virtual Project Manager (VPM) REQUEST FORM

Fill in the information requested below and submit this document via email to

<mailto:PWD-ISEAS@san Diego.gov>

<b>Project Information</b>	Fill in this column with information about your project
WBS	
Project Name	
Street Address	
City	
State	
Zip Code	
Project Manager Name	
VPM Administrator Name	
Resident Engineer (RE) Name	
Number of Working Days	
NTP Date	
Bid Number	
Start Date in VPM	

<b>Consultant</b>	Fill in this column with information about the consultant
Contact Name (First, Last)	
Company Name	
Street Address	
City	
State	
Zip Code	
Office Number	
Cell Number	
Email Address	

<b>Contractor</b>	Fill in this column with information about the consultant
Contact Name (First, Last)	
Company Name	
Street Address	
City	
State	
Zip Code	
Office Number	
Cell Number	
Email Address	

Note: Contractors and consultants must sign the 'Information Security Policy acknowledgement Form – for Non City Employees' prior to using the system. This form is available from PWD-ISEAS.

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Sensitive Information Authorization Acknowledgement Form – City Contractors/Vendors

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Authorized Person\*Εκλ "Eqpvtcevt IXgpf qt "tgs wguvpi "cwj qtk gf "ceeguu"vq "Ugpukxg"Kphqto cvkqp+<

Name (Printed)	eMail Address	Network (AD) Login/User ID
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Company/Organization	Contractor/Vendor Office Phone	
"	"	
City Department (managing contract)	Contractor/Vendor Office FAX	
"	"	
City Contract Manager's Name (Printed)	City Contract Manager's Phone	City Contract Manager's Mail Sta.
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Policy Summary\*Γ gt kpgpv'gzegetr vultqo "Εκλ "Cf o kpkutcvkxg"Τ gi wrvkap"; 2086+<

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## Terms Of Virtual Project Manager Use

Project Name:  
WBS:  
Resident Engineer:  
Contractor:

When specified in the Supplementary Special Provisions, the Contractor shall post all communications addressed to the Engineer concerning construction including: RFIs, submittals, daily logs, and transmittals to the Virtual Project Manager (VPM) website established for the Project; maintain a list of scheduled activities including planned and actual execution dates for all major construction activities and milestones defined in the approved Schedule; and review and act on all communications addressed to you in the VPM project website. A user's guide for the VPM system is available on the City's website and shall be provided to you at the Pre-construction Meeting.

The Resident Engineer (RE) agrees to be responsible for the input of all fields in the "Project Info" section of Virtual Project Manager (VPM) and ensure that the "Working Days In Contract" and the "Notice To Proceed Date" are correct so that the Weekly Statement Of Working Days (WSWD) can be accurately calculated. Additionally, the RE agrees to setup a storm water project in VPM and do all storm water reporting/communications using the storm water module of VPM. The contractor shall be responsible for providing name and email address of person or persons to receive BMP Notices. If any changes are made, the RE shall be notified.

Both parties agree to participate fully in the discussion of RFIs and Submittals in VPM until resolution.

Failure by the Contractor to utilize VPM as required by this agreement will delay the City response time, and result in unrecoverable lost time affecting the allowed working days of the contract. Exceeding the total working days of the contract may be cause for liquidated damages as stated in the contract provisions, section 6-9.

By signing below I agree to the terms of this agreement.

Resident Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_