

SECTION 01 33 24
ELECTRONIC SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 DESCRIPTION

- A. This section specifies requirements for provision and use of an electronic, web-based service for submittal and tracking of construction submittals for the Project.

1.2 REFERENCED DOCUMENTS

- A. Additional submittal requirements: Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES.

1.3 SUMMARY:

- A. The intent of electronic submittals is to expedite the construction process by reducing paperwork, improving information flow, and decreasing turnaround time.
- B. Shop drawing and product data submittals shall be transmitted to Architect and Engineer in electronic (PDF) format using a web-based service designed specifically for transmitting and tracking submittals between construction team members.
- C. The electronic submittal process is not intended for color samples, color charts, or physical material samples.

1.4 GENERAL DESCRIPTION OF PROCEDURES:

- A. Submittal Preparation - Contractor may use any or all of the following options:
 - 1. Subcontractors and Suppliers provide electronic (PDF) submittals to Contractor via the submittal exchange website.
 - 2. Subcontractors and Suppliers provide paper submittals to General Contractor who electronically scans and converts to PDF format.
 - 3. Subcontractors and Suppliers provide paper submittals to Scanning Service which electronically scans and converts to PDF format.
- B. Contractor shall review, comment, and apply electronic stamp certifying that the submittal (as noted) complies with the requirements of the Contract Documents including verification of manufacturer / product, dimensions and coordination of information with other parts of the work.
- C. Contractor shall transmit each submittal to Architect and Owner (simultaneously) using the web-based submittal exchange service.
- D. Architect / Engineer review comments will be made available on web-based submittal exchange service. Contractor shall receive email notice of completed review.
- E. Distribution of reviewed submittals to subcontractors and suppliers is the responsibility of the Contractor.

1.5 REQUIREMENTS AND RESPONSIBILITIES

- A. Submittal Exchange Service shall provide:
 - 1. Web-based tracking and approval system.
 - 2. Automated email notice for new submittals and reminders for submittals approaching the review deadline.
 - 3. Tracking and exchange of ITC/RFI/CO's and other similar document as well as product and equipment submittals.
 - 4. Means for tracking of the status such documents including whether they have been approved and released by the Owner.
 - 5. Organized storage of submittals that is accessible for review by the designated construction team members at any time.
 - 6. Submit a complete set of submittal on CD to the Owner at the end of the Project. Include all submittals included product submittals, shop drawings, ITC/RFI/CO's and other similar submittals.
- B. Contractor responsibilities:
 - 1. Contractor shall pay the cost of the service.
 - a. The cost of services shall be paid in full by the Contractor. Contractor shall include the full cost of the service and all related costs in their proposal.
 - b. Training in the use of the service by the team members shall be at the option of the Contractor and, if chosen, shall be paid by the Contractor
 - 2. Contractor shall have or obtain required hardware and software:
 - Internet Service and Equipment Requirements:
 - a. Email address and Internet access at Contractor's main office.
 - b. Adobe Acrobat (www.adobe.com), Bluebeam PDF Revu (www.bluebeam.com), or other similar PDF review software for applying electronic stamps and comments.
 - 3. Contractor shall prepare or have prepared all required submittals in the PDF format required.
 - a. PDF files must be readable. As a general rule, a resolution of 300 dpi should be used.
 - b. If the Architect can download more readable product data directly from the manufacturer's website than was submitted by the Contractor, the Architect shall reserve the right to reject the submittal.
 - 4. Other responsibilities for submittals shall be as described in Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES.
 - a. Color samples, color charts, or physical material samples shall be submitted as described in Section 01 33 23.

1.6 ACCEPTABLE SERVICES

- A. Service must be pre-approved by the Owner.
- B. The Contractor may submit any service meeting these requirements for approval.
- C. The following services have been pre-approved:
 - 1. Submittal Exchange: 1-800-714-0024; www.submittalexchange.com.

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