

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 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/Daily Logs 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 submittals on CD to the Owner at the end of the Project. Include all submittals included product submittals, shop drawings, ITC/RFI/Daily Logs and other similar submittals.

B. Contractor responsibilities:

1. If an electronic submittal service has not already been set up by the A/E, the 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, SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES.

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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