



Iowa Department of Transportation

SPECIAL PROVISIONS FOR ELECTRONIC SUBMITTALS

Mills County
NHSX-534-1(68)--3H-65

Effective Date
July 19, 2011

THE STANDARD SPECIFICATIONS, SERIES 2009, ARE AMENDED BY THE FOLLOWING MODIFICATIONS AND ADDITIONS. THESE ARE SPECIAL PROVISIONS AND THEY SHALL PREVAIL OVER THOSE PUBLISHED IN THE STANDARD SPECIFICATIONS.

090136.01 GENERAL.

This specification covers the submittal of electronic shop drawings, working drawings, written project correspondence, other submittals as required by the contract documents, and requests for information (RFI).

In order to assist participants in the management of documents and improve communication, transparency, accountability, and review time of documents; a document management website is being used for this project. This website will handle submission, management, and approval of submittals and RFIs.

The website will require participants have an internet browser and email account. A broadband internet connection is recommended. The Department will provide and maintain the website. The Contractor shall be responsible for accessing the website to comply with the specifications. It is anticipated that little to no formal training will be required for users. An introduction to the website and its primary functions will be conducted at the preconstruction meeting. Additional information regarding website support, training, and operation will be provided at that time.

090136.02 PURPOSE AND USE.

The primary purpose of the website is to facilitate the electronic submittal process. The project website will manage RFIs, contract documents, and meeting minutes. The functionality of the website will allow participants to upload submittals to the website for review. Review of documents will occur on the website and participants will be notified of the results of reviews via the website or an email from the website. The capabilities of the website will allow participants to track the progress of submittals and view their history until contract completion. Additional functions of the website may be used at the Contracting Authority's discretion.

A website URL will be supplied to the Contractor at the preconstruction conference for the electronic submittals. The Contractor may request the URL from the Engineer prior to the preconstruction conference. Shop drawings, working drawings, other submittals as required by the contract documents, and RFIs shall be submitted, reviewed, and distributed through this website. Exceptions may be made on a case by case basis by the Engineer. In the case of an emergency where the timeframe of a review does

not allow it to be processed through the website the creator of the document will be required to retroactively document the submission and approval process on the project website. Participants shall interface with the website on a regular basis to ensure they are aware of current information.

Submittals shall be submitted in Adobe Acrobat PDF format sized to print 11 inches by 17 inches or 8.5 inches by 11 inches. Each party uploading submittals shall ensure it is legible. A minimum resolution of 300 dpi is recommended. Shop drawings submittals requiring the Engineer's review stamp shall contain white space sized 3 inches horizontally by 2.5 inches vertically for the stamp and shall be located in the same spot on each page in a given submittal.

Submittal schedule and review period shall follow Article 1105.03 of the Standard Specifications. Submittals without a defined review period in the Standard Specifications shall be 30 calendar days.

No confidential information shall be placed on the website. Information residing on the website is the property of the Department. The Contracting Authority reserves the right to revoke access to the website for unauthorized or inappropriate use and dissemination of user passwords.

090136.03 METHOD OF MEASUREMENT AND BASIS OF PAYMENT

Costs for complying with this specification shall be considered incidental to the project and no separate payment will be made.