



**SPECIAL PROVISIONS  
FOR  
ELECTRONIC SUBMITTALS**

**Linn County  
NHSX-100-1(46)--3H-57**

**Effective Date  
January 22, 2014**

**THE STANDARD SPECIFICATIONS, SERIES 2012, ARE AMENDED BY THE FOLLOWING MODIFICATIONS AND ADDITIONS. THESE ARE SPECIAL PROVISIONS AND THEY SHALL PREVAIL OVER THOSE PUBLISHED IN THE STANDARD SPECIFICATIONS.**

**120100.01 GENERAL.**

This special provision covers the submittal of electronic shop drawings, working drawings, all 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 also to improve communication, transparency, accountability, and the review time of the aforementioned documents, a document management website will be used for this project. This website will handle the submission, management, and approval of submittals and RFIs.

The website will require that participants have an internet browser and an email account. For optimum use, a broadband internet connection is recommended. The Iowa DOT will provide and maintain the project website. The Contractors will be responsible for accessing the website to comply with the special provision. It is anticipated that little to no formal training will be required for users. A brief introduction to the website and its primary functions will be conducted at the project preconstruction meeting. Additional information regarding website support, training, and operation will be provided at that time.

**120100.02 PURPOSE AND USE.**

The primary purpose of the project website is to facilitate the electronic submittal process. Additionally the project website will manage RFIs, contract documents, and meeting minutes. The functionality of the website will allow project participants to upload submittals to the website for review. Review of documents will occur on the website and project participants will be notified of the results of the review 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 performance of the Contract is complete. 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 must 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 project website the creator of the document will be required to retroactively document the submission and approval process on the project website. Participants are expected to interface with the website on a regular basis to ensure they are aware of current information thereon.

Submittals are to be submitted in Adobe Acrobat PDF format sized to print 11 inch by 17 inch or 8.5 inch by 11 inch. It is the responsibility of the party uploading each submittal to ensure that it is legible. A minimum resolution of 300 dpi is recommended. Shop drawings submittals requiring the Engineer's review stamp must contain white space sized 3 inch horizontally by 2.5 inch 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. All information residing on the website will be the property of the Iowa DOT. The Contracting Authority reserves the right to revoke access to the website for unauthorized or inappropriate use and dissemination of user passwords.

**120100.03 METHOD OF MEASUREMENT AND BASIS OF PAYMENT.**

All costs for complying with this special provision shall be considered incidental to the project. No separate payment will be made.