



SECTION 01 30 00 – ADMINISTRATIVE REQUIREMENTS

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ELECTRONIC DOCUMENT PROCESSING SERVICE

1. To expedite the electronic review process, the contractor shall process all documents through a web-based software service.
2. Sending documents via email, FTP or paper will not be accepted.
3. Basis of Design
 - a. Newforma ConstructEx (cloud-based)
 - i. <https://www.newforma.com/products/constructex/>
 - ii. 1-877-875-8252
 - iii. constructex@newforma.com
 - iv. Refer to allowances or contact Newforma for a quote
4. Minimum Performance Requirements
 - a. Project License
 - i. Cloud based (no hardware required)
 - ii. Unlimited user accounts
 - iii. Functionality to support subcontractors, contractors, architects and consultants
 - iv. Provide access to data for all project team members at no cost to the individual users
 - b. Training and Support
 - i. Dedicated project training
 - ii. Phone support
 - c. Archive
 - i. Export all data to an offline archive at the completion of the project
 - ii. Provide archive to architect, contractor and owner
 - iii. Archive shall include all attachments, meta data, review comments and time stamp history
 - d. Submittals and RFIs
 - i. Customizable logs and reporting accessible by all users
 - ii. Logs shall automatically update as submittals and RFIs are processed
 - iii. Automated routing of submittals and RFIs to design team based on trade
 - iv. Automated email notifications when submittal or RFI has been assigned or returned to a user
 - v. Automated weekly email to design team users of overdue items
 - vi. Automatic sequential numbering per spec section for submittals
 - vii. Two sets of due dates – one overall due date and a consultant due date
 - viii. Built-in web-based markup tools to support a concurrent review of submittal and RFI
 - e. Submittal register
 - i. Software vendor shall take specifications and build the required list of submittals and import into the software
 - f. Drawing Management
 - i. Provide current set of drawings and specifications through a centralized index
 - ii. Automated association of PDFs to the centralized index
 - iii. Manage drawing revisions with customizable review states
 - iv. Drawings shall be accessible offline via mobile devices
 - g. File Sharing

- i. Integrated file sharing tool (FTP) to transfer any miscellaneous files such as BIM and CAD files
 - ii. Access permissions (view/edit) at a folder level
- h. Punch List and other field task management
 - i. Unlimited customizable field task types including punch list
 - ii. Locate and assign tasks from a mobile device
 - iii. No additional fees to individual users to access mobile apps
 - iv. Data shall be accessible offline on mobile devices

Section 01 33 00-3

Electronic Submittal Procedures:

1. Summary:
 - a. Shop drawing and product data submittals shall be transmitted to ARCHITECT/ ENGINEER in electronic (PDF) format using Newforma ConstructEx, a website service designed specifically for transmitting submittals between construction team members, or equal.
 - b. The intent of electronic submittals is to expedite the construction process by reducing paperwork, improving information flow, and decreasing turnaround time.
2. Procedures:
 - a. CONTRACTOR shall review and apply electronic stamp certifying that the submittal complies with the requirements of the Contract Documents including verification of manufacturer/product, dimensions and coordination of information with other parts of the work.
 - b. CONTRACTOR shall transmit= each submittal to ENGINEER using the Newforma ConstructEx website.
 - c. ARCHITECT / ENGINEER review comments will be made available on the Newforma ConstructEx website for downloading. CONTRACTOR will receive email notification of completed review.
 - d. Distribution of reviewed submittals to subcontractors and suppliers is the responsibility of CONTRACTOR.