



**State of Rhode Island  
Department of Administration / Division of Purchases  
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**Solicitation Information  
August 7, 2015**

**ADDENDUM # 5**

**RFP# 7549703**

**TITLE: RENOVATIONS RANGER HALL-HARRINGTON SCHOOL OF  
COMMUNICATIONS AND MEDIA, UNIVERSITY OF RHODE ISLAND**

**Submission Deadline: Friday August 14, 2015 at 11:00 AM (Local Time)**

**Notice to vendors:**

**Attached includes  
- Updated and additional information**

**Tom Bovis  
Interdepartmental Project Manager**

*Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.*

## **SUBMITTAL PROCEDURES - Attachment B - ELECTRONIC SUBMITTAL PROCEDURES**

- A. **GENERAL:** Use the electronic submittal transmission procedures as outlined below for this project in lieu of paper/ electronic transmittal procedures described in Section 01 3300. Other requirements for submittals remain unchanged.
- B. **Summary:**
1. Shop drawing and product data submittals shall be transmitted to Architect in electronic (PDF) format using Submittal Exchange ([www.submittalexchange.com](http://www.submittalexchange.com)) or equal pre-approved website service designed specifically for transmitting submittals between all construction team members.
  2. The intent of electronic submittals is to expedite the construction process by reducing paperwork, improving information flow, and decreasing turnaround time.
  3. The electronic submittal process is not intended for color samples, color charts, or physical material samples. 4. add "\*" text below here. Text located add end of document
- C. **Procedures:**
1. Create submittal log in Submittal Exchange by inserting required submittals listed in individual specification sections.
  2. Submittal Preparation - Contractor may use any or all of the following options:
    - a. Subcontractors and Suppliers provide electronic (PDF) submittals to Contractor via the Submittal Exchange website.
    - b. Subcontractors and Suppliers provide electronic (PDF) submittals to Contractor via email.
    - c. Subcontractors and Suppliers provide paper submittals to Scanning Service which electronically scans and converts to PDF format.
  3. Printed Submittals: Provide two printed sets of submittals for shop drawings for structural framing in addition to electronic submittals.
  4. 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.
  5. Contractor shall transmit each submittal to Architect using the Submittal Exchange website, [www.submittalexchange.com](http://www.submittalexchange.com).
  6. Architect / Engineer review comments will be made available on the Submittal Exchange website for downloading. Contractor will receive email notice of completed review.
  7. Distribution of reviewed submittals to subcontractors and suppliers is the responsibility of the Contractor.
  8. Submit paper copies of any reviewed submittals not submitted electronically at project closeout for record purposes in accordance with Section 01 77 19 – Contract Closeout.
- D. **Costs:**
1. General Contractor shall include the full cost of Submittal Exchange project subscription in their proposal. This cost is included in the Contract Amount. Contact Submittal Exchange at 1-800-714-0024 to verify cost prior to bid.
  2. The intent is for Submittal Exchange service cost to be in lieu of postage or shipping costs typically paid for paper submittals. Service cost is a net cost savings to Contractor because submittals sent electronically do not need to be shipped physically.
  3. After award of contract, training will be provided by Submittal Exchange regarding use of website and PDF submittals. Contact Submittal Exchange at 1-800-714-0024.

4. Internet Service and Equipment Requirements:
  - a. Email address and Internet access at Contractor's main office.
  - b. Adobe Acrobat ([www.adobe.com](http://www.adobe.com)), Bluebeam PDF Revu ([www.bluebeam.com](http://www.bluebeam.com)), or other similar PDF review software for applying electronic stamps and comments.

E. Products:

1. Basis of specification is Submittal Exchange website system for electronic construction submittals ([www.submittalexchange.com](http://www.submittalexchange.com)) or equal.
2. Substitution may be considered if submitted prior to bid date for pre-approval. Product requirements:
  - a. Independently hosted, web-based system for automated tracking, storage, and distribution of contract submittals, Requests For Information, and other contract related documents. FTP sites, e-mail exchanges, and server-based systems hosted from inside a contractor's office will not be considered are not acceptable.
  - b. Utilize 256-bit SSL encryption and hosted at SSAE 16 compliant data centers.
  - c. Minimum five years documented experience of use on comparable commercial construction projects. "Comparable commercial construction projects" shall be defined as documented use on a minimum of five hundred governmental, public-entity, or private sector projects each of \$1 million construction value or greater.
  - d. Minimum five years documented 99.5% website uptime.
  - e. Unlimited individual user accounts and system-access for all project subcontractors, general contractor, owner staff, architect, design consultants, and sub-consultants, with no additional fees for those parties to access the system.
  - f. Separate locations for owner, architect, design consultant, and sub-consultant review comments with contractors restricted from viewing comments until final review or release by owner or primary design consultant.
  - g. Full version histories and dates of exchanges automatically tracked and available for viewing, searching, and reporting in a linear log format compatible with AIA G712.
  - h. Functionality to group submittals as required packages and apply forms and review comments to entire package simultaneously.
  - i. Functionality for integrated online PDF viewing and review, including graphical markups and stamps, for owner, architect, design consultants, sub-consultants, and general contractor without need for additional software purchase.
  - j. Automatic, configurable email notifications for each project team member for new and reviewed submittals and other items.
  - k. Automatic, configurable email reminders of past due items.
  - l. Customized, automated PDF form generation for submittals, RFIs, and other documents matching standard templates used by owner, design consultants, sub-consultants, and general contractor. Documentation and demonstration of automatic form generation using each entity's templates must be submitted as part of any substitution request.
  - m. Prior to project start, system vendor shall create submittal log with all required items from project manual or submittal register. Owner or primary design consultant shall have full control over required items list and access to edit, add, or remove items during project.
  - n. System vendor shall provide minimum one-hour live web meeting training sessions to contractors, design consultants, sub-consultants, and owners staff prior to project start.
  - o. System vendor shall make available minimum thirty-minute live web meeting training sessions for subcontractors at least twice weekly for the entire duration of the project.

- p. System vendor shall provide access for owner, design consultants, sub-consultants, general contractor, and subcontractors to live technical support by phone and email minimum of 7 AM to 6 PM CST on standard business days at no additional cost.
- q. Allowance for scanning and printing services provided by local third-party reprographic vendor to assist with obtaining documents electronically and online print ordering.
- r. At completion of project closeout, system vendor shall provide minimum of four archival discs that include all documents and tracking logs, or the ability to download this information from the live website in a single complete archive package.

END OF ATTACHMENT

\* 4. In addition to processing submittals; the contractor shall upload closeout documentation, RFI's, cost proposals and other information relevant to managing the project to include meeting minutes, photos, drawings, reports and issues to submittal exchange for information and/ or review by the owner and/or Design Agent.