

SECTION 013300 - SUBMITTALS

PART 1 - GENERAL

1.1 SUMMARY

A. Work Included:

1. Whenever possible throughout the Contract Documents, the minimum acceptable quality of workmanship and materials has been defined either by manufacturer's name and catalog number or by reference to recognized industry standards.
2. To facilitate Contractor's understanding of the design intent, procedures have been established for advanced submittal of design data and for its review or rejection by the Engineer.
3. The type of submittal requirements specified in this section include shop drawings, product data, samples and other miscellaneous work related submittals.

B. Related work described elsewhere:

1. Additional requirements for submittals are described in other sections of these specifications. Submittals shall conform to Article 6 of the General Conditions.
2. Section 013216 – Progress Schedules
3. Section 017823 – Operation and Maintenance Manuals

1.2 IDENTIFICATION OF SUBMITTALS

A. Contractor shall completely identify each submittal and re-submittal by showing at least the following information:

1. Name and address of submitter, plus name and telephone number of the individual who may be contacted for further information.
2. Name and location of project and identification number.
3. Drawing number and specification section number to which the submittal applies.
4. Include the date of each submittal or re-submittal.

B. Contractor shall sequentially number submittals and shall provide a transmittal form. Include the project name, project number along with the sequential number. Re-submittals to have original submittal number with an alphabetic suffix.

C. Provide within the transmittal or via supplemental sheets a space for Contractor and Engineer review stamps. Engineer stamp requires a minimum 2-inch by 3-inch space.

1.3 GROUPING OF SUBMITTALS

A. Unless otherwise specifically permitted by the Engineer, the Contractor shall make all submittals in groups containing all associated items so that information is available for checking each when it is received.

- B. Partial submittals may be rejected as not complying with the provisions of the Contract Documents.
- C. Review will be performed on a complete submittal as received. The Engineer will not divide a submittal and take separate action on each portion.

1.4 TIMING OF SUBMITTALS

- A. Contractor shall make all submittals far enough in advance of scheduled dates of installation to provide required time for reviews, for securing necessary approval, for possible revision and re-submittal and for placing orders and securing delivery.
- B. Review of submittals by Engineer will be made and responded to within 14 calendar days after receipt of same unless additional information is required. In lieu of returning a document when supplemental information is required, a written hold notice may be issued which will suspend the review period until a response is received.
- C. If review of a submittal is dependent upon information to be provided via another submittal which has not been received, the first submittal will be held until the second submittal is received. Written notice will be provided to the Contractor regarding the hold status of the first submittal.

1.5 SHOP DRAWINGS

- A. Shop drawings include specially-prepared technical data for this project including drawings, diagrams, performance curves, data sheets, schedules, templates, patterns, reports, calculations, instructions, measurements and similar information not in standard printed form for general application to a range of similar projects. Shop drawings submitted for all manufactured or fabricated items. See individual technical sections for specialized requirements.
- B. All documents shall be clear and readable.
- C. Contractor shall make all shop drawings accurately to scale and sufficiently large to show all pertinent aspects of the item and its method of connection to the work.
- D. Shop drawings shall be checked, approved, and stamped by Contractor in accordance with the General Conditions before transmittal to Engineer for review and approval.
- E. Complete shop drawings and descriptive data shall be submitted on all manufactured or fabricated items prior to 25% completion of the work. Except as noted, six hard copies of shop drawings and descriptive data shall be submitted to Engineer for approval. Electronic submissions are not acceptable. Three copies of these will be returned to the Contractor if approved. If the shop drawings are not approved two corrected copies will be returned to the Contractor for use in resubmittal. If Contractor desires more than three approved copies, submitted quantity shall be increased accordingly.
- F. It is the Contractor's responsibility to provide other affected contractors and/or sub-contractors with copies of approved shop drawings.

- G. Shop drawings shall be submitted to the Engineer will be reviewed and stamped “Approved,” “Approved as Noted,” “Revise and Resubmit,” or “Rejected.” Contractor shall resubmit the above number of corrected shop drawings for all shop drawings stamped “Revise and Resubmit” and “Rejected” and will continue this process until shop drawings are stamped “Approved,” or “Approved as Noted.” Installation shall not proceed until shop drawings have been resubmitted and stamped “Approved,” or “Approved as Noted.”
- H. If shop drawings are stamped “Approved as Noted” or “Revise and Resubmit” and Contractor does not agree with revisions or cannot conform with revisions, fabrication shall not proceed and shop drawings shall be resubmitted with explanation of Contractor’s position.
- I. All shop drawings used for construction site activities shall bear “Approved” or “Approved as Noted” stamp of the Engineer.
- J. Arrangements may be made between the Contractor and the Engineer to provide additional copies of “Approved” shop drawings for field activity purposes.

1.6 COLORS AND PATTERNS

- A. Unless the precise color and pattern is specifically described in the Contract Documents, whenever a choice of color or pattern is available in a specified product Contractor shall submit accurate color charts and pattern charts to Engineer for Owner’s review and selection.
- B. Unless all available colors and patterns have identical wearing capabilities and are identically suited for the installation, Contractor shall completely describe the relative capabilities of each.

1.7 SAMPLES AND FIELD MOCK-UPS

- A. Contractor shall provide samples and field mock-ups where noted or specified.
- B. Samples are physical examples which illustrate materials, equipment, or workmanship and establish standards by which the work will be judged.
- C. Samples shall be of sufficient size and quantity to clearly illustrate the functional characteristics of the product and full range of color, texture and pattern.
- D. Samples shall have labels firmly attached, bearing the following information:
 - 1. Name of project.
 - 2. Description of product and finish.
 - 3. Name of Contractor.
 - 4. Trade name and number of product.
 - 5. Standards met by the product.
- E. Approval of samples must be obtained prior to proceeding with any work affected by material requiring sample approval.

- F. Samples, unless otherwise noted, become the property of the Owner.
- G. In situations specifically approved by the Engineer, the retained sample may be used in the construction as one of the installed items.
- H. Field mock-ups:
 - 1. Contractor shall erect field mock-ups at the project site in a location acceptable to the Owner and the Engineer.
 - 2. When accepted by the Engineer, the mock-up will become the basis for comparison of the actual work.
 - 3. Remove mock-up at conclusion of the work if it was not incorporated into the work.

1.8 PRODUCT DATA

- A. Contractor shall provide product data as required to supplement shop drawings.
- B. Product data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams and other information furnished by Contractor to illustrate a material, product or system for some portion of the work.
- C. Contractor shall collect required product data into one submittal for each unit of work or system.
- D. Contractor shall include manufacturer's standard printed recommendations for application and use, compliance with standards, performance characteristics, wiring and piping diagrams and controls, component parts, finishes, dimensions, required clearances, and other coordination requirements.
- E. Contractor shall mark each copy of standard printed data to identify pertinent products, models, options, and other data.
- F. Contractor shall supplement manufacturer's standard data to provide information unique to the work.
- G. Contractor shall identify within the data variations from Contract Documents and product or system limitations which may be detrimental to successful performance of the completed Work.

1.9 RESUBMITTAL REQUIREMENTS

- A. Contractor shall revise and resubmit submittals as required.
- B. Shop Drawings and Product Data:
 - 1. Revise initial drawings or data and resubmit as specified for initial submittal.
 - 2. Itemize in a cover letter any changes which have been made other than those requested by the Engineer.

- C. It is considered reasonable that the Contractor shall make a complete and acceptable submittal to the Engineer by the second submission of a submittal item. The Owner reserves the right to withhold monies due the Contractor to cover additional costs of the Engineer's review beyond the second submittal.

1.10 MANUFACTURER'S INSTRUCTIONS

- A. Manufactured articles, materials and equipment shall be stored, commissioned, operated, applied, installed, connected, erected, used, cleaned and conditioned as directed by the manufacturer, unless specified to the contrary.
- B. Whenever specifications call for work to be performed, or materials to be installed in accordance with the manufacturer's printed instructions or directions, Contractor shall furnish copies as required for shop drawings of those instructions or directions to Engineer before installing the material or performing the work.
- C. Contractor shall identify with the submittal any conflicts between manufacturers' instructions and Contract Documents.

1.11 MANUFACTURER'S CERTIFICATES

- A. When specified in individual specification Sections, submit manufacturers' certificate to Engineer for review.
- B. Contractor shall furnish copies as required for shop drawings of those certificates to Engineer before installing the material or performing the work.
- C. Certificates shall indicate material or product conforms to or exceeds specified requirements. Submit supporting reference date, affidavits, and certifications as appropriate.
- D. Certificates may be recent or previous test results on material or Product, but must be acceptable to Engineer.

PART 2 - PRODUCTS

Not Applicable.

PART 3 - EXECUTION

Not Applicable.

END OF SECTION 013300