

SECTION 013330

SUBMITTALS

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section describes each Prime Contractor's administrative and procedural requirements for submission of shop drawings, product data, samples and other required information.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.
- B. Submittal Schedule specified in Construction Scheduling, Section 013216.

1.3 WORK WITHOUT APPROVED SUBMITTALS

- A. City may withhold payment for the value of Work installed without first obtaining approved submittals, when submittal is required by individual specification sections. Refer to section 012900 "Payment Procedures".

1.4 SHOP DRAWINGS

- A. Shop drawings are Contractor's or subcontractor's Drawings made specifically for this Project, for use in fabrication and installation.
- B. Shop drawings must show sufficient data including layout, fabrication and erection details to establish evidence of conformance with design concept and compliance with the Contract Documents. Shop drawings must show relationships with adjacent construction.
- C. Do not use reproductions of Contract Drawings as Shop Drawings unless specifically permitted in the Contract Documents.
- D. Identify details by reference to sheet and detail numbers shown on Contract Drawings and by reference to paragraphs and specification section.
- E. Orient Shop Drawings in same manner as drawings.
- F. Manufacturer's Standard Schematic Drawings
 - 1. Modify drawings to delete information that is not applicable to Project. Drawings showing information which is not applicable or unaltered standard drawings shall be returned without review.
 - 2. Add supplemental information applicable to Project.

1.5 PRODUCT DATA

- A. Manufacturer's Catalog Sheets, Brochures, Diagrams, Schedules, Performance Charts, Illustrations and Other Standard Descriptive Data.
- B. Clearly mark each copy to identify materials, products or models applicable to this Project. Submittals not marked shall be returned without review.

- C. Show colors when required for evaluation, record or other purpose. Where product data is printed in color, submit all copies in original colors as published.
 - D. Show dimensions and clearances required.
 - E. Show performance, characteristics and capacities.
 - F. Show wiring and piping diagrams, and controls.
 - G. Show by reference to paragraphs and specification section.
- 1.6 SAMPLES
- A. Samples: Actual samples of products proposed for use. Samples must be of sufficient size and quantity to clearly illustrate:
 - 1. Functional characteristics of product or material, with integrally related parts and attachment devices.
 - 2. Full range of color, texture and patterns.
- 1.7 FIELD SAMPLES AND MOCKUPS
- A. Erect at project site in location as directed.
 - B. Construct each sample or mock-up complete, including work of all trades required in the finished work.
 - C. Remove mockup at conclusion of work or when directed by City.
- 1.8 COORDINATION
- A. Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.
 - B. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals and related activities that require sequential activity.
 - C. Coordinate transmittal of different types of submittals for related elements of the Work so processing will not be delayed by the need to review submittals concurrently for coordination.
 - D. The City reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
 - E. When mock-ups are required, submittals for all products used in mock-up shall be coordinated with schedule for mock-up construction.
- 1.9 SUBMISSION REQUIREMENTS
- A. Comply with Schedule of Submittals.
 - B. Accompany each submission with a transmittal indicating project name, location, City's project number, referenced specification number, submission number, date, item submitted, Contractor's name, Sub-contractor, supplier or manufacturer.
 - 1. Transmittal shall include Contractors certification that information complies with Contract Documents.
 - 2. Indicate on transmittal or on submittal deviations from Contract Documents requirements.

- C. Copies
 - 1. Submit two (2) prints of each shop drawing.
 - 2. Submit five (5) copies of product data. One (1) copy will be retained by Design Professional.
 - 3. For sample selections, submit one (1) set. For sample approval, submit three (3) sets. The Design Professional will retain one (1) set.
- D. Where product data is printed in color and requires color for evaluation, record, or other purpose, all copies submitted shall be in original colors as published.
- E. In addition to information required on the transmittal, submittals shall include:
 - 1. Relation to adjacent structure or materials.
 - 2. Field dimensions, clearly identified as such.
 - 3. Finishes.
 - 4. Shipping and operating weights
 - 5. Gauges, fastenings, reinforcements, welding details.
 - 6. Applicable standards, such as ASTM or Federal Specification numbers.
 - 7. A blank space, 3 inches by 10 inches for action stamp.
- F. Contractor's Review:
 - 1. Contractor shall review each submittal and indicate approval with a stamp, dated, initialed and/or signed. Review shall include but not be limited to; verification of field measurements, coordination with all trades involved and compliance with Contract Documents. The Contractor shall not be relieved of responsibility for any deviation from the requirements of the Contract Documents by the City's or Design Professional's action on submittals unless the Contractor has given specific notice of deviation at the time of submission and written approval of the specific deviation is given. The Contractor shall not be relieved from responsibility for errors or omissions in submittals by the City's or Design Professional's approval thereof.
 - 2. If Contractor does not review submittals and provide the signed approval stamp before sending them to the Design Professional, they will be returned unchecked.

1.10 SUBMISSION ROUTING

- A. Forward submittal direct to Design Professional and fax copy of transmittal letter to Project Coordinator.
- B. Design Professional will forward Submittals marked as "Approved" or "Approved as Noted" to Project Coordinator.
- C. Design Professional will forward Submittals marked as "Revise and Resubmit" or "Rejected" back to Contractor and will fax copy of transmittal to Project Coordinator.
- D. Project Coordinator will forward Submittals back to Contractor and will fax copy of transmittal to Design Professional.

1.11 DESIGN PROFESSIONAL'S DUTIES

- A. Review submittals within 10 working days of receipt.
- B. Review for conformance to design concept of Project and for compliance with information given in Contract Documents. Review of separate item does not constitute review of an assembly in which item functions.
- C. Affix stamp and initials or signature certifying to review of submittal.
- D. Design Professional's action on submittals will result in the making of one of the following notations with related meanings:
 - 1. APPROVED: The work involved may proceed, and no further submission is required.
 - 2. APPROVED AS NOTED: The work involved may proceed incorporating comments. Annotations do not authorize changes to Contract Sum.
 - 3. REVISE AND RESUBMIT: The work involved may not proceed. Submittal must be corrected and resubmitted.
 - 4. REJECTED: The submittal is not in accordance with the Contract Documents, and a completely new submittal is required.
- E. In the event any comment made to the Submittal results in a claim for a change in the Contract, the Project Coordinator shall be notified immediately and fabrication may not be undertaken until contract modification procedures are completed.

1.12 CITY'S RESPONSIBILITY

- A. Review submittals within 5 working days of receipt.
- B. Review for compliance Contract Documents. Review of separate item does not constitute review of an assembly in which item functions.
- C. Affix stamp and initials or signature certifying to review of submittal.
- D. City's action on submittals will result in the making of one of the following notations with related meanings:
 - 1. NO EXCEPTION TAKEN: The work involved may proceed, and no further submission is required.
 - 2. MAKE CORRECTIONS NOTED, RESUBMISSION NOT REQUIRED: The work involved may proceed by incorporating comments. Annotations do not authorize changes to Contract Sum.
 - 3. REVISE AND RESUBMIT: The work involved may not proceed. Submittal must be corrected and resubmitted.
 - 4. SUBMIT SPECIFIED ITEM: Substitution of specified item not permitted.
 - 5. REJECTED: The work involved may not proceed. Submittal must be resubmitted.

1.13 RESUBMISSION REQUIREMENTS

- A. Identification of Changes - Clearly identify changes made from the initial submittal other than those requested by the Design Professional. The Design Professional will review only those changes requested and those identified by the Contractor.

1.14 DISTRIBUTION OF APPROVED SUBMITTALS

- A. Contractor shall reproduce and distribute copies of submittals having the Design Professional's and City's stamp ("Approved" or "Approved as Noted") as required to coordinate and complete the Work and to records documents file.

1.15 SUBSTITUTIONS

- A. Substitutions submitted as a shop drawing, product data or sample will be returned without action.

PART 2 PRODUCTS Not Used

PART 3 EXECUTION Not Used

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