

## **SECTION 01330 SUBMITTAL PROCEDURES**

### **PART 1 GENERAL**

#### **1.1 SECTION INCLUDES**

- A. Submittal procedures
- B. Construction progress schedules
- C. Proposed products list
- D. Shop drawings
- E. Product data
- F. Samples
- G. Manufacturers' instructions
- H. Manufacturers' certificates

#### **1.2 RELATED SECTIONS**

- A. Section 01010 - Summary of Work
- B. Section 01450 - Quality Control
- C. Section 01770 – Closeout Procedures

#### **1.3 SUBMITTAL PROCEDURES**

- A. Transmit each submittal to Engineer with Contractor's standard submittal form.
- B. Sequentially number the transmittal forms. Resubmittals to have an original number with an alphabetic suffix.
- C. Identify Project, Contractor, subcontractor or supplier; pertinent drawing sheet and detail number(s), and specification Section number, as appropriate.
- D. Apply Contractor's stamp, signed or initialed certifying that review, verification of products required, field dimensions, adjacent construction Work, and coordination of information, is in accordance with the requirements of the Work and Contract Documents.
- E. Schedule submittals to expedite the Project, and deliver to Engineer at business address. Coordinate submission of related items.
- F. Identify variations from Contract Documents and product or system limitations which may be detrimental to successful performance of the completed Work.
- G. Revise and resubmit submittals as required, identify all changes made since previous submittal.
- H. Distribute copies of reviewed submittals to concerned parties. Instruct parties to promptly report any inability to comply with provisions.
- I. Engineer will retain three copies of each submittal.

#### **1.4 CONSTRUCTION PROGRESS SCHEDULES**

- A. Submit initial progress schedule in duplicate within 15 days after date of Notice to Proceed for Engineer review.
- B. Revise and resubmit as required.
- C. Submit revised schedules with each Application for Payment, identifying changes since previous version.
- D. Submit computer generated network analysis diagram using critical path method, generally as outlined in Associated General Contractors of America (AGC) publication "The Use of CPM in Construction - A Manual for General Contractors and the Construction Industry".
- E. Show complete sequence of construction by activity, identifying Work of separate stages and other logically grouped activities. Indicate the early and late start, early and late finish, float dates, and duration.
- F. Indicate estimated percentage of completion for each item of Work at each submission.

- G. Indicate submittal dates required for shop drawings, product data, samples, and product delivery dates, including those furnished by Owner.

#### 1.5 PROPOSED PRODUCTS LIST

- A. Within 15 days after date of Notice to Proceed, submit complete list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.
- B. For products specified only by reference standards, give manufacturer, trade name, model or catalog designation, and reference standards.

#### 1.6 SHOP DRAWINGS

- A. Submit the number of opaque reproductions which Contractor requires, plus three copies which will be retained by Engineer.
- B. After review, produce copies in accordance with procedures established in this Section and for Record Documents as described in Section 01770 – Closeout Procedures.

#### 1.7 PRODUCT DATA

- A. Submit the number of copies which the Contractor requires, plus three copies, which will be retained by the Engineer.
- B. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information unique to this Project.
- C. After review, distribute in accordance with procedures established in this Section and provide copies for Record Documents described in Section 01770 - Closeout Procedures.

#### 1.8 SAMPLES

- A. Submit samples to illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
- B. Submit samples of finishes in custom colors, textures, and patterns for Engineer's selection.
- C. Include identification on each sample, with full Project information.
- D. Submit the number or samples specified in individual specification sections.
- E. Reviewed samples which may be used in the Work are indicated in individual specification Sections.

#### 1.9 MANUFACTURER'S INSTRUCTIONS

- A. When specified in individual specification Sections, submit manufacturers' printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, in quantities specified for product data.
- B. Identify conflicts between manufacturers' instructions and Contract Documents.

#### 1.10 MANUFACTURER'S CERTIFICATES

- A. When specified in individual specification Sections, submit manufacturers' certificate to Engineer for review.
- B. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or Product, but must be acceptable to Engineer.

## 1.11 SCHEDULES OF VALUES

- A. Submit a typewritten a breakdown of all lump sum bid items showing the value assigned to each part for use in computing and checking periodical payment estimates.
- B. No payment will be made until the schedule and breakdown has been submitted and approved by the Engineer. Documentation may need to be submitted to substantiate the assigned values.

## **PART 2 PRODUCTS**

### 2.1 REQUIRED SUBMITTALS

- A. Required Contractor submittals for this project include, but are not limited to the following:
  - Method of Pulverizing Pavement
  - Stripping Paint
  - Fencing
  - Plantings
  - Irrigation system
  - Concrete mix
  - Asphalt and roadbase mixes
  - Electrical conduit
  - Acrylic and silica products
  - Signs, Sign poles
  - Catch basin frame and grates
  - Junction box frame and grates

### 2.2 RESUBMITTALS

- A. Reviewing submittals because of non-conformance to specific requirements shall be performed by Engineer. Payment for reviewing resubmittals will be charged to the Contractor by deducting labor charges from the Contract sum price.

## **PART 3 EXECUTION - Not Used**

**END OF SECTION**