

SECTION 1330 - SUBMITTALS

PART 1 - GENERAL

1.01 SUMMARY

- A. This Section specifies administrative and procedural requirements for submittals, including, but not necessarily limited to, the following:
1. CONTRACTOR's Construction Schedule.
 2. Shop Drawings.
 3. Product Data.
 4. Samples.
- B. Topics covered elsewhere include, but are not limited to:
1. Permits.
 2. Applications for Payment.
 3. Performance and Payment Bonds.
 4. Insurance Certificates.
 5. List of Subcontractors.

1.02 SUBMITTALS

- A. Bonds and Insurance Certificates shall be submitted to and approved by the Livingston Community Water Authority and ENGINEER prior to the initiation of any construction on Site.
- B. Permits, Licenses, and Certificates: For Livingston Community Water Authority's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, judgments, and similar documents; correspondence and records established in conjunction with compliance with standards; and regulations bearing upon performance of the Work.

1.03 SUBMITTAL PROCEDURES

- A. Coordination:
1. 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.
 2. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals and related activities that require sequential activity.
 3. 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.
 4. ENGINEER reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- B. Processing:
1. Allow for a minimum of 10 days for review time so that installation shall not be delayed as a result of the time required to process submittals, including time for re-submittals.

2. ENGINEER will review and return submittals with reasonable promptness, or advise CONTRACTOR when a submittal being processed must be delayed for coordination or receipt of additional information by putting the submittal "ON HOLD" and returning a transmittal identifying the reasons for the delay.
3. No extension of Contract Time will be authorized because of failure to transmit submittals to ENGINEER sufficiently in advance of the Work to permit processing.

C. Submittal Preparation:

1. Place a permanent label or title block on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.
2. Provide a space approximately 4 inches by 5 inches on the label or beside the title block on submittals not originating from CONTRACTOR to record CONTRACTOR's review and approval markings and the action taken.
3. Include the following information on the label for processing and recording action taken.
 - a. Project name.
 - b. Date.
 - c. Name and address of ENGINEER.
 - d. Name and address of CONTRACTOR
 - e. Name and address of subcontractor
 - f. Name and address of supplier.
 - g. Name of manufacturer.
 - h. Number and title of appropriate Specification Section.
 - i. Drawing number and detail references, as appropriate.
4. Any markings done by CONTRACTOR shall be done in a color other than red. Red is reserved for ENGINEER's marking.
5. The number of copies to be submitted will be determined at the pre-construction conference. Reproducibles may be submitted and will be marked and returned to CONTRACTOR. Blue or black line prints shall be submitted in sufficient quantity for distribution to ENGINEER and OWNER recipients.

D. Submittal Transmittal:

1. Package each submittal appropriately for shipping and handling. This shall include an index either on the transmittal or within the submittal itself. Transmit each submittal from CONTRACTOR to ENGINEER using a transmittal form. Submittals received from sources other than CONTRACTOR will be returned without action. Use separate transmittals for items from different specification sections. Number each submittal consecutively. Resubmittals should have the same number as the original, plus a letter designation for each resubmittal (i.e. 7-A, 7-B, etc.).
2. Indicate on the transmittal relevant information and requests for data. On the form, or separate sheet, record deviations from Contract Document requirements, including minor variations and limitations. Include CONTRACTOR's certification that information complies with Contract Document requirements. On resubmittal, all changes shall be clearly identified for ease of review. Resubmittals shall be reviewed for the clearly identified changes only. Any changes not clearly identified will not be reviewed and original submittal shall govern.

1.04 CONSTRUCTION SCHEDULE

A. Bar Chart Schedule:

1. Prepare a fully developed, horizontal bar chart type construction schedule. Submit before starting the work.

2. Provide a separate time bar for each significant construction activity. Provide a continuous vertical line to identify the first working day of each week. Use the same breakdown of units of the Work as indicated on Schedule of Values.
3. Prepare the schedule on a sheet, or series of sheets, of stable transparency, or other reproducible media, of sufficient width to show data for the entire construction period.
4. Secure time commitments for performing critical elements of the Work from parties involved. Coordinate each element on Schedule with other construction activities; include minor elements involved in the sequence of the Work. Show each activity in proper sequence. Indicate graphically sequences necessary for completion of related portions of the Work.
5. Coordinate Construction Schedule with the schedule of values, list of subcontracts, submittal schedule, progress reports, payment requests and other schedules.
6. Indicate completion in advance of the date established for Substantial Completion. Indicate Substantial Completion on the schedule to allow time for ENGINEER's procedures necessary for certification of Substantial Completion.

B. Schedule Updating: Revise Schedule after each meeting or activity, where revisions have been recognized or made within one week following the meeting or activity.

1.05 SHOP DRAWNGS

- A. Submit newly prepared information, drawn to accurate scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not considered Shop Drawings.
- B. Shop Drawings include fabrication and installation Drawings, setting diagrams, schedules, patterns, templates, and similar Drawings. Include the following information:
 1. Dimensions.
 2. Identification of products and materials included.
 3. Compliance with specified standards.
 4. Notation of coordination requirements.
 5. Notation of dimensions established by field measurement.
- C. Nameplate data for equipment including electric motors shall be included on Shop Drawings. Electric motor data shall state the manufacturer, horsepower, service factor, voltage, enclosure type, oversize wiring box, etc.
- D. Shop Drawings shall indicate shop painting requirements to include type of paint and manufacturer.
- E. Standard manufactured items in the form of catalog work sheets showing illustrated cuts of the items to be furnished, scale details, sizes, dimensions, quantity and all other pertinent information should be submitted and approved in a similar manner.
- F. Measurements given on Shop Drawings or standard catalog sheets, as established from the Contract Drawings and as approved by ENGINEER, shall be followed. When it is necessary to verify field measurements, they shall be checked and established by CONTRACTOR. The field measurements so established shall be followed by CONTRACTOR and by all affected trades.
- G. Sheet Size: Except for templates, patterns and similar full-size Drawings, submit Shop Drawings on sheets at least 8-1/2 inches by 11-inches but no larger than 36-inches by 48-inches.

H. Do not use Shop Drawings without an appropriate final stamp indicating action taken in connection with construction.

1.06 PRODUCT DATA

- A. Collect Product Data into a single submittal for each element of construction or system. Product Data includes printed information such as manufacturer's installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, standard wiring diagrams and Performance curves. Where Product Data must be specially prepared because standard printed data is not suitable for use, submit as Shop Drawings.
- B. Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products, some of which are not required, mark copies to indicate the applicable information. Include the following information:
1. Manufacturer's printed recommendations.
 2. Compliance with recognized trade association standards.
 3. Compliance with recognized testing agency standards.
 4. Application of testing agency labels and seals.
 5. Notation of dimensions verified by field measurement.
 6. Notation of coordination requirements.
- C. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.

1.07 SAMPLES

- A. Submit full-size, fully fabricated Samples cured and finished as specified and physically identical with the material or product proposed. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture and pattern.
- B. Mount, display, or package Samples in the manner specified to facilitate review of qualities indicated. Prepare Samples to match ENGINEER's Sample. Include the following:
1. Generic description of the Sample.
 2. Sample source.
 3. Product name or name of manufacturer.
 4. Compliance with recognized standards.
 5. Availability and delivery time.
- C. Submit Samples for review of kind, color, pattern, and texture, for a final check of these characteristics with other elements, and for a comparison of these characteristics between the final submittal and the actual component as delivered and installed.
- D. Where variation in color, pattern, texture, or other characteristics are inherent in the material or product represented, submit multiple units (not less than 3), that show approximate limits of the variations.

- E. Refer to other Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.

Preliminary Submittals: Where Samples are for selection of color, pattern, texture or similar characteristics from a range of standard choices, submit a full set of choices for the material or product.

1. Preliminary submittals will be reviewed and returned with ENGINEER' mark indicating selection and other action.
- G. Except for Samples illustrating assembly details, workmanship, fabrication techniques, connections, operation and similar characteristics, submit 3 sets; one will be returned marked with the action taken.
 - H. Maintain sets of Samples, as returned, at the Site, for quality comparisons throughout the course of construction.
 - I. Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.
 - J. Sample sets may be used to obtain final acceptance of the construction associated with each set.

1.08 ENGINEER'S ACTION

- A. Except for submittals for record, information or similar purposes, where action and return is required or requested, ENGINEER will review each submittal, mark to indicate action taken, and return promptly.
 1. Compliance with specified characteristics is CONTRACTOR's responsibility.
- B. Action Stamp: ENGINEER will stamp each submittal with a uniform, self-explanatory action stamp. The stamp will be appropriately marked, as follows, to indicate the action taken:
 1. Final Unrestricted. Release: Where submittals are marked "No Exceptions Taken," that part of the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents; final acceptance will depend upon that compliance.
 2. Final-But-Restricted Release: When submittals are marked "Furnish as Corrected," that part of the Work covered by the submittal may proceed, provided it complies with notation or corrections on the submittal and requirements of the Contract Documents; final acceptance will depend on that compliance.
 3. Returned for Resubmittal: When submittal is marked "Rejected," or "Revise and Resubmit," do not proceed with that part of the Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal in accordance with the notations; resubmit without delay. Repeat if necessary to obtain a different action mark. a. Do not permit submittals marked "Rejected," or "Revise and Resubmit" to be used at Site, or elsewhere where Work is in progress.
 4. Other Action: Where a submittal is primarily for information or record purposes, special processing or other activity, the submittal will be returned, marked "Acknowledge Receipt."
 5. The approval of ENGINEER shall not relieve CONTRACTOR of responsibility for errors in the Drawings or submittals as ENGINEER's checking is intended to cover compliance with the Drawings and Specifications and not enter into every detail of the shop work.

End of Section 1330