PART 1 – GENERAL

1.1 DESCRIPTION

A. This Section specifies the general methods and requirements for submittals including but not limited to shop drawings, product data, samples, potholing records, and operating and instruction manuals. Individual submittal requirements will be detailed in the technical specification sections specific to that item of Work.

B. Submittals shall be in accordance with the requirements of this Section and the District’s General Conditions.

C. Incomplete submittals shall be returned without review comments; no time extensions shall be granted due to incomplete submittals.

1.2 RELATED WORK SPECIFIED ELSEWHERE

A. General Conditions

1.3 SHOP DRAWINGS, PRODUCT DATA, SAMPLES

A. Shop Drawings

1. Shop drawings, as required by individual Sections, shall include but are not limited to the custom-prepared data such as fabrication and erection/installation (working) drawings, schedule information, design calculations, setting and/or support diagrams, actual workshop manufacturing instructions, custom templates, coordination drawings, test reports, and certifications, as applicable to the Work.

2. All shop drawings submitted by Subcontractors for approval shall be sent directly to the Contractor for checking. The Contractor shall be responsible for their submission at the proper time so as to prevent delays in delivery of materials.

3. The Contractor shall check all Subcontractors’ shop drawings regarding measurements, size of members, materials, and details to satisfy him that they conform to the intent of the plans and specifications. Shop drawings found to be inaccurate or otherwise in error shall be returned to the Subcontractors for correction before submission thereof.

4. All details on shop drawings submitted for approval shall clearly show the relationship of the various parts of the work. Where correct fabrication depends on field measurements, such measurements shall be made and noted on the drawings before being submitted for approval.

B. Product Data

1. Product data, as required by individual Sections, shall include but are not limited to standard prepared data for manufactured products, such as the manufacturer's product specification and installation instructions, dimensional and weight information, color and pattern alternatives, manufacturer's printed statements of compliances and applicability, roughing-in diagrams and templates, catalog cuts,
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wiring and control diagrams, product photographs, furnished and recommended spare parts and special tools, handling and storage instructions, safety data sheets (SDS), material, production or quality control inspection and test reports and certifications, mill reports, and printed product warranties, as applicable to the Work.

2. Product data shall include provisions for labeling all lockout points.

C. Samples

1. Samples, as required by individual Sections, shall include but are not necessarily limited to individual units of a specific item of Work, portions of an item of Work which represent the whole, examples of an item of Work which represent the actual item to be installed, and any other sample of an item of Work which allows the District’s Representative to determine the suitability of that item.

1.4 CONTRACTOR’S RESPONSIBILITIES

A. The Contractor shall review submittals, shop drawings, product data and samples, including those by Subcontractors, prior to submission to determine accuracy and verify the following:

1. Field measurements

2. Field construction criteria

3. Catalog numbers and similar data

4. Conformance with the Specifications

B. Each submittal shall be accompanied by a Submittal Transmittal sheet. The Contractor shall sign transmittal and certify the contents of the submittal meet the requirements of the Standard Specifications. The cover sheet shall fully describe the packaged data and include a listing of all items within the package. If deviations from the Standard Specifications are contained in the submittal, the Contractor shall provide a written description of any and all deviations for review by the District’s.

C. The review and approval of submittals, shop drawings, samples, or product data by the District shall not relieve the Contractor from his responsibility with regard to the fulfillment of the terms of the Contract. All risks of error and omission are assumed by the Contractor and the District will have no responsibility therefore.

D. No portion of the work requiring a submittal, shop drawing, sample, or product data shall be started nor shall any materials be fabricated or installed prior to the approval or qualified approval of such item. Fabrication performed, materials purchased or on-site prior to receipt of an approved submittal shall be solely at the Contractor's risk. The District will not be liable for any expense or delay due to corrections or remedies required to accomplish conformity with the Standard Specifications.

E. Project work, materials, fabrication, and installation shall conform to approved submittals, shop drawings, applicable samples, and product data.
1.5 SUBMISSION REQUIREMENTS

A. All submittals shall be sufficiently in advance of construction requirements to provide no less than 21 calendar days for review from the time the District receives them. No less than 30 calendar days will be required for review of submittals concerning major equipment, including but not limited to pumps and associated electrical equipment that require review by more than one engineering discipline.

B. Each submittal shall contain three (3) hard copies and one (1) electronic copy (PDF) of all shop drawings and product data, where one (1) copy of the reviewed submittal will be returned to Contractor.

C. Each submittal shall be assigned a number starting with “No. 001” and thence numbered consecutively. Resubmittals shall be identified by the original submittal number followed by the suffix “A” for the first resubmittal, the suffix “B” for the second resubmittal, and so forth.

E. Submittals shall be clearly typed, legible, and complete with the following:

1. The date of submission and the dates of any previous submissions.

2. The Project title and number.

3. Contractor identification.

4. The names of:
   a. Contractor
   b. Supplier
   c. Manufacturer

5. Identification of the product, with the specification section number, page and paragraph(s).

6. Field dimensions, clearly identified as such.

7. Quantities of items, units and/or components to be supplied.

8. Relation to adjacent or critical features of the Work or materials.

9. Applicable standards, such as ASTM or Federal Specification numbers.


11. Identification of revisions on resubmittals.

12. A blank space sized for District and engineer review stamps.

13. Bear the Contractor's Certification Statement with signature on the cover sheet.
F. Shop drawings and product data sheets 11-inch by 17-inch and smaller shall be bound together in an orderly fashion.

1.5 REVIEW OF SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

A. The District’s review of submittals is for general conformance with the design concept and the Standard Specifications. Markings or comments shall not be construed as relieving the Contractor from compliance with the plans, specifications, and the Standard Specifications or from correcting Work which is not in compliance. The Contractor remains responsible for details and accuracy, for coordinating the work with all other associated work and trades, for selecting fabrication processes, for techniques of assembly, and for performing work in a safe manner.

B. The review of shop drawings, data, and samples shall NOT be construed:

1. As permitting any departure from requirements of the Standard Specifications;

2. As relieving the Contractor of responsibility for any errors, including details, dimensions, and materials;

3. As approving departures from details furnished by the District, except as otherwise provided herein.

C. If a submittal describes variations and shows a departure from requirements of the Standard Specifications which the District finds to be in the interest of the District and to be so minor as not to involve a change in cost or time for performance, the District may return the reviewed drawings without noting an exception.

D. Submittals will be returned to the Contractor under one of the following codes.

1. Code 1 - "NO EXCEPTIONS TAKEN" is assigned when there are no notations or comments to the submittal. When returned under this code the Contractor may release the equipment and/or material for manufacture.

2. Code 2 - "MAKE CORRECTIONS NOTED/CONFIRM" is assigned when notation and comments to the submittal are minor and only a confirmation of the notations and comments is required by the Contractor. The Contractor’s resubmittal need only address the omissions and nonconforming items that were noted. The Contractor may release the equipment or material for manufacture; however, all notations and comments must be incorporated into the final product.

3. Code 3 - "AMEND/RESUBMIT" is assigned when notations and comments are extensive enough to require a resubmittal due to noncompliance with the Standard Specifications. The omissions and nonconforming items must be corrected and the entire package resubmitted. This code generally means that the equipment or material cannot be released for manufacture unless the Contractor takes full responsibility for providing the submitted items in accordance with the Standard Specifications and with all comments and notations incorporated into the final product.
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4. Code 4 - "REJECTED" is assigned when the submittal does not meet the intent of the Standard Specifications. The Contractor must resubmit the entire package revised to bring the submittal into conformance with the Standard Specifications. It may be necessary for the Contractor to resubmit using a different manufacturer/vendor to meet the Standard Specifications.

5. Code 5 - "COMMENTS ATTACHED" is assigned where there are comments attached to the returned submittal which provide additional data to aid the Contractor.

6. Code 6 - "FOR YOUR INFORMATION" is assigned when the package provides information of a general nature that may or may not require a response.

7. Codes 1 through 4 designate the status of the reviewed submittal with Code 5 showing there has been an attachment of additional data. Code 6 is used as necessary.

E. Resubmittals will be handled in the same manner as first submittals with no less than 21 calendar days required for review. For resubmittals, the Contractor shall direct specific attention, in writing on the letter of transmittal and on resubmitted shop drawings by use of revision triangles or other similar methods, to any revisions including those corrections requested by the District on previous submissions. Any such revisions which are not clearly identified shall be made at the risk of the Contractor. The Contractor shall make corrections to any work done because of this type of revision that is not in accordance with the Standard Specifications as may be required by the District.

F. Partial submittals may not be reviewed. The District will be the only judge as to the completeness of a submittal. Incomplete submittals will be returned to the Contractor, and will be considered "Rejected" until resubmitted. The District may at its option provide a list or mark the submittal directing the Contractor to the areas that are incomplete.

1.6 PROFESSIONAL ENGINEER (P.E.) CERTIFICATION FORM

A. If specifically required in other Sections of these Specifications, the Contractor shall submit a P.E. Certification for each item required completely filled in and stamped.

1.7 GENERAL PROCEDURES FOR SUBMITTALS

A. Coordination of Submittal Times: Prepare and transmit each submittal sufficiently in advance of performing the related work or other applicable activities, or within the time specified in the individual work sections, of the Specifications, so that the installation will not be delayed by processing times including disapproval and resubmittal (if required), coordination with other submittals, testing, purchasing, fabrication, delivery and similar sequenced activities. No extension of time will be authorized because of the Contractor's failure to transmit submittals sufficiently in advance of the Work.

1.8 PAYMENT

A. Payment for cost of preparation and revisions to submittals shall be at no cost to the District and no additional compensation shall be made therefor.
B. It is considered reasonable that the Contractor shall make a complete and acceptable submittal to the District’s Representative by the second submission (first resubmittal) of a submittal. The District reserves the right to withhold payment due to the Contractor or request payment from the Contractor to cover additional costs of review beyond the second submission (first resubmittal).

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

**END OF SECTION**