

SECTION 01 33 00
SUBMITTALS
(DEVELOPMENT PROJECTS)

PART 1 GENERAL

1.1 DESCRIPTION

- A. Definitions.
- B. Submittal procedures.
- C. Use of electronic CAD files of Project Drawings.
- D. Shop Drawings.
- E. Certificates.
- F. Manufacturer's instructions.
- G. Manufacturer's field reports.
- H. Contractor review.
- I. Engineer review.

1.2 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Architect/Engineer's responsive action.
- B. Informational Submittals: Written and graphic information and physical Samples that do not require Engineer's responsive action. Submittals may be rejected for not complying with requirements.

1.3 CONSTRUCTION PROGRESS SCHEDULE

- A. At Preconstruction Meeting, submit proposed complete bar chart schedule for review.
- B. Submit updated schedules at monthly progress meetings.
- C. Schedule Updates:
 - 1. Overall percent complete, projected, and actual.
 - 2. Completion progress by listed activity and sub activity, to within five working days prior to submittal.
 - 3. Changes in Work scope and activities modified since submittal.
 - 4. Delays in submittals or resubmittals, deliveries, or Work.
 - 5. Adjusted or modified sequences of Work.

6. Other identifiable changes.
 7. Revised projections of progress and completion.
- D. Narrative Progress Report:
1. Submit with each monthly submission of Progress Schedule.
 2. Summary of Work completed during the past period between reports.
 3. Work planned during the next period.
 4. Explanation of differences between summary of Work completed and Work planned in previously submitted report.
 5. Current and anticipated delaying factors and estimated impact on other activities and completion milestones.
 6. Corrective action taken or proposed.

1.4 SUBMITTAL PROCEDURES

- A. Transmit each submittal with Engineer-accepted form.
- B. Sequentially number transmittal forms. Mark revised submittals with original number and sequential alphabetic suffix.
- C. Identify: Project, Contractor, Subcontractor and supplier, pertinent Drawing and detail number, and Specification Section number appropriate to submittal.
- D. Apply Contractor's stamp, signed or initialed, certifying that review, approval, verification of products required, field dimensions, adjacent construction Work, and coordination of information is according to requirements of the Work and Contract Documents.
- E. Schedule submittals to expedite Project and deliver to Engineer at business address or submit electronic submittals via email as PDF electronic files. Coordinate submission of related items.
- F. Identify variations in Contract Documents and product or system limitations that may be detrimental to successful performance of completed Work.
- G. Allow space on submittals for Contractor and Engineer review stamps.
- H. When revised for resubmission, identify changes made since previous submission.
- I. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report inability to comply with requirements.
- J. Submittals not requested will not be recognized nor processed.
- K. Incomplete Submittals: CFPUA will not review. Complete submittals for each item are required. Delays resulting from incomplete submittals are not the responsibility of CFPUA.

1.5 SHOP DRAWINGS

- A. Shop Drawings: Submit to Engineer for assessing conformance with information given and design concept expressed in Contract Documents.
- B. Indicate special utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- C. When required by individual Specification Sections, provide Shop Drawings signed and sealed by a professional Engineer responsible for designing components shown on Shop Drawings.
 - 1. Include signed and sealed calculations to support design.
 - 2. Submit Shop Drawings and calculations in form suitable for submission to and approval by authorities having jurisdiction.
 - 3. Make revisions and provide additional information when required by authorities having jurisdiction.
- D. Submittals
 - 1. Submit number of opaque reproductions Contractor requires, plus one copy Engineer will retain, or
 - 2. Submit electronic submittals via email as PDF electronic files.
- E. After review, produce copies and distribute.

1.6 CERTIFICATES

- A. Informational Submit: Submit certification by manufacturer, installation/application Subcontractor, or Contractor to Engineer, and CFPUA in quantities specified for Product Data.
- 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 and CFPUA.

1.7 MANUFACTURER'S INSTRUCTIONS

- A. Submit manufacturer's installation instructions for Engineer's and CFPUA knowledge.
- B. Submit printed instructions for delivery, storage, assembly, installation, startup, adjusting, and finishing, to Engineer and CFPUA in quantities specified for Product Data.
- C. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.

1.8 MANUFACTURER'S FIELD REPORTS

- A. Submit reports for Engineer's knowledge as Contract administrator or for Owner and CFPUA's knowledge.

- B. Submit report in duplicate within 5 days of observation to Engineer and CFPUA for information.
- C. Submit reports for information for assessing conformance with information given and design concept expressed in Contract Documents.

1.9 CONTRACTOR REVIEW

- A. Review for compliance with Contract Documents and approve submittals before transmitting to Engineer.
- B. Contractor: Responsible for:
 - 1. Determination and verification of materials including manufacturer's catalog numbers.
 - 2. Determination and verification of field measurements and field construction criteria.
 - 3. Checking and coordinating information in submittal with requirements of Work and of Contract Documents.
 - 4. Determination of accuracy and completeness of dimensions and quantities.
 - 5. Confirmation and coordination of dimensions and field conditions at Site.
 - 6. Construction means, techniques, sequences, and procedures.
 - 7. Safety precautions.
 - 8. Coordination and performance of Work of all trades.
- C. Stamp, sign or initial, and date each submittal to certify compliance with requirements of Contract Documents.
- D. Do not fabricate products or begin Work for which submittals are required until approved submittals have been received from CFPUA.

1.10 ENGINEER REVIEW

- A. Informational submittals and other similar data are for Architect/Engineer's information, do not require Architect/Engineer's responsive action, and will not be reviewed or returned with comment.
- B. Submittals made by Contractor that are not required by Contract Documents may be returned without action.
- C. Submittal approval does not authorize changes to Contract requirements unless accompanied by Change Order or Work Change Directive.
- D. Owner may withhold monies due to Contractor to cover additional costs beyond the second submittal review.

PART 2 PRODUCTS – NOT USED

PART 3 EXECUTION – NOT USED

END OF SECTION