

SECTION 01330 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for submittals.

1.2 DEFINITIONS (Not Used)

1.3 SUBMITTAL PROCEDURES

- A. General: Electronic copies of Drawings will **not** be provided.
- B. Coordination: Coordinate preparation and processing of submittals with performance of deconstruction activities.
 - 1. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Owner reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Submittals Schedule: Comply with requirements in Volume 1 Section "Deconstruction Progress Documentation" for list of submittals and time requirements for scheduled performance of related deconstruction activities.
- D. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Owner's receipt of submittal. No extension of time will be authorized because of failure to transmit submittals sufficiently in advance of the Work to permit processing, including resubmittals.
 - 1. Initial Review: Allow ten (10) work days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Owner will advise Contractor when a submittal being processed must be delayed for coordination.
 - 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 - 3. Resubmittal Review: Allow ten (10) days for review of each resubmittal.
- E. Identification: Place a title block on each submittal for identification.
 - 1. Indicate name of firm or entity that prepared each submittal on title block.
 - 2. Provide a space approximately half a page beside title block to record Contractor's review and approval markings and action taken by Owner.
 - 3. Include the following information on title block for processing and recording action taken:

- a. Project name.
 - b. Date.
 - c. Name and address of Contractor.
 - d. Name and address of subcontractor.
 - e. Name and address of supplier.
 - f. Name of manufacturer.
 - g. Submittal number or other unique identifier, including revision identifier.
 - 1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 06100.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 06100.01.A).
 - h. Number and title of appropriate Specification Section.
 - i. Drawing number and detail references, as appropriate.
 - j. Other necessary identification.
- F. Deviations: Highlight, encircle, or otherwise specifically identify deviations from the Contract Documents on submittals.
- G. Copies: Submit nine (9) copies.
- H. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Owner will return submittals without review received from sources other than Contractor.
- I. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
 1. Note date and content of previous submittal.
 2. Note date and content of revision in title block and clearly indicate extent of revision.
- J. Distribution: Furnish copies of final submittals to subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of deconstruction activities. Show distribution on transmittal forms.

PART 2 - PRODUCTS

2.1 SUBMITTALS

- A. General: Prepare and submit submittals required by individual Specification Sections.
- B. Shop Drawings: Prepare Project-specific information, drawn accurately to scale.
 1. Preparation: Include the following information, as applicable:
 - a. Dimensions.
 - b. Identification of products.
 - c. Wiring diagrams showing field-installed wiring.
 - d. Design calculations.
 - e. Compliance with specified standards.

- f. Notation of coordination requirements.
 - g. Notation of dimensions established by field measurement.
 - h. Seal and signature of professional engineer if specified.
2. Sheet Size: Submit shop drawings on sheets at least 8-1/2 by 11 inches but no larger than 30 by 40 inches.
- C. Contractor's Deconstruction Schedule: Comply with requirements specified in Volume 1 Section "Deconstruction Progress Documentation".
- D. Submittals Schedule: Comply with requirements specified in Volume 1 Section "Deconstruction Progress Documentation."
- E. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work. Include the following information in tabular form:
1. Name, address, and telephone number of entity performing subcontract or supplying products.
 2. Number and title of related Specification Section(s) covered by subcontract.
 3. Number of Copies: Submit eight (8) copies of subcontractor list.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Review each submittal and check for coordination with other Work and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Owner.
- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 OWNER'S ACTION

- A. General: Owner will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Owner's Review: Owner will review each submittal, make marks to indicate corrections or modifications required, and return it. Owner will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken.
- C. Partial submittals are not acceptable, will be considered non-responsive, and will be returned without review.

END OF SECTION 01330