

SECTION 01330 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

1.2 DEFINITIONS

- A. Action Submittals: Written and graphic information that requires Landscape Architect or Engineer's responsive action.
- B. Informational Submittals: Written information that does not require Landscape Architect or Engineer's responsive action. Submittals may be rejected for not complying with requirements.

1.3 GENERAL REQUIREMENTS

- A. Upon Contract Award, the Contractor shall prepare a list of required submittals, and shall immediately begin working to compile all required submittals.
- B. The Contractor shall not begin work which requires the submission of other data, until said submittals are returned with the Landscape Architect or Engineer's stamp indicating approval or "approved as noted."
- C. Deviations from Contract Documents: Approval of submittals does not relieve Contractor from responsibility for full compliance with the Contract Documents. Approval of a submittal does not indicate acceptance of any deviations from the Contract Documents included in the submittal. Such deviations must be approved specifically in writing by the Project Officer.
- D. Materials Safety Data Sheets (MSDS), if required, shall be submitted directly to Owner and shall not be reviewed by Project Officer, Landscape Architect, or Engineer.

1.4 SUBMITTAL PROCEDURES

- A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
- B. Project Officer: All submittals shall be submitted to the Project Officer, who will then distribute submittals to the Landscape Architect or Engineer, as applicable. Landscape Architect or Engineer shall return submittals with action taken to the Project Officer who will then notify the Contractor.

- C. Submittals Schedule: Include a list of submittals and time requirements for review in the construction schedule.
- D. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Project Officer's receipt of submittal. No extension of the Contract Time will be authorized because of the Contractor's failure to incorporate this time into the construction schedule, or transmit submittals enough in advance of the Work to permit processing, including resubmittals.
 - 1. Initial Review: Allow ten (10) business days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Project Officer will advise Contractor when a submittal being processed must be delayed for coordination.
 - 2. Resubmittal Review: Allow ten (10) business days for review of each resubmittal.
- E. Identification: Each submittal shall indicate the following:
 - 1. Name of firm or entity that prepared each submittal.
 - 2. Project name.
 - 3. Date.
 - 4. Name and address of Contractor.
 - 5. Name and address of subcontractor.
 - 6. Name and address of supplier.
 - 7. Name and address of manufacturer.
 - 8. Applicable specification section.
 - 9. A unique identifier, such as a submittal number.
- F. Deviations: Highlight, encircle, or otherwise specifically identify deviations from the Contract Documents on submittals.
- G. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Project Officer will discard submittals received from sources other than Contractor.
- H. Re-submittals: Make re-submittals in same form as initial submittal.
 - 1. Note date and content of previous submittal.
 - 2. Note date and content of revision and clearly indicate extent of revision.
 - 3. Resubmit submittals until they are marked "approved" or "approved as noted."
- I. Use for Construction: Use only final submittals with mark indicating "approved" or "approved as noted" by Landscape Architect or Engineer.

PART 2 - PRODUCTS

2.1 ACTION SUBMITTALS

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.

- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's written recommendations.
 - b. Manufacturer's product specifications.
 - c. Manufacturer's installation instructions.
 - d. Manufacturer's catalog cuts.
 - e. Compliance with specified referenced standards.
 - f. Testing by recognized testing agency.
 4. Number of Copies: Submit three (3) copies of Product Data, unless otherwise indicated. Project Officer will return one copy.
- C. Shop Drawings: Where required in the Specifications, prepare project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Dimensions.
 - b. Identification of products.
 - c. Fabrication and installation drawings.
 - d. Schedules.
 - e. Notation of coordination requirements.
 - f. Notation of dimensions established by field measurement.
 - g. Relationship to adjoining construction clearly indicated.
 - h. Seal and signature of professional engineer if required.
 - i. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.
 2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches but no larger than 24 by 36 inches.
 3. Number of Copies: Submit three (3) copies of each submittal. Project Officer will return one copy.
- D. Samples: When required by other specification sections, submit samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.

1. Transmit samples that contain multiple, related components such as accessories together in one submittal package.
2. Identification: Attach label on unexposed side of samples that includes the following:
 - a. Generic description of sample.
 - b. Product name and name of manufacturer.
 - c. Sample source.
 - d. Number and title of appropriate specification section.
3. Samples for Initial Selection: If colors, textures, and/or patterns are not clearly indicated in the drawings and/or specifications, submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Project Officer will return submittal with options selected.
4. Samples for Verification: Submit full-size units or samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
 - a. Number of Samples: Submit one set of samples. Project Officer will retain the sample set and indicate acceptance or rejection in writing to the Contractor.

2.2 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit Informational Submittals required by other Specification Sections.
 1. Number of Copies: Submit two copies of each submittal, unless otherwise indicated. Project Officer will not return copies.
 2. Certificates and Certifications: Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Prior to submittal to Project Officer, review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions.

3.2 LANDSCAPE ARCHITECT/ENGINEER'S ACTION

- A. Action Submittals: Landscape Architect or Engineer will review each submittal, make marks to indicate corrections or modifications required, and return it. Landscape Architect or Engineer will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken, as follows:
1. Approved: A marking of “approved” indicates approval of a submittal for general conformance with the design concept of the Project and with the drawings and specifications.
 - a. The Contractor is still responsible for confirming and correlating dimensions at job site, for information which pertains to fabrication processes or construction techniques and for coordination of work of all trades.
 - b. Approval of submittals does not relieve Contractor from responsibility for full compliance with the Contract Documents.
 2. Approved as noted: A marking of “approved as noted” indicates conditional approval of a submittal.
 - a. The Contractor is expected to comply with the revisions or notes indicated by the Landscape Architect or Engineer in the document. These notes become an integral part of the approved submittal and their acceptance by the Contractor indicates an agreement to comply with the noted requirements.
 - b. The Contractor is still responsible for confirming and correlating dimensions at job site, for information which pertains to fabrication processes or construction techniques and for coordination of work of all trades.
 - c. Approval of submittals does not relieve Contractor from responsibility for full compliance with the Contract Documents.
 3. Revise and Resubmit: Based on the notations provided by the Landscape Architect or Engineer, make revisions required to comply with the requirements in the Contract Documents, and resubmit for approval.
 4. Rejected: The product indicated does not comply with the requirements in the Contract Documents and shall not be used in the Project. Provide submittals for the correct product as indicated in the drawings and specifications.
- B. Informational Submittals: Landscape Architect or Engineer will review each submittal and will not return it, or will return it if it does not comply with requirements.
- C. Partial submittals are not acceptable, will be considered nonresponsive, and will be returned without review.
- D. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

END OF SECTION 01330