

## **SUBMITTAL PROCEDURES**

### **PART I: GENERAL**

#### **1.1 GENERAL REQUIREMENTS**

##### **A. Submittal procedures for:**

1. Schedule of Values.
2. Construction Schedules and Cash Flow Curve (billing forecast).
3. Shop Drawings, Product Data and Samples.
4. Operations and Maintenance (O&M) Data.
5. Manufacturer's Certificates.
6. Construction Photographs.
7. Project Record Documents and monthly certification.
8. Video Media.
9. Design Mixes.

#### **1.2 SUBMITTAL PROCEDURES**

##### **A. Scheduling and Handling:**

1. Submit Shop Drawings, Product Data and Samples for related components as required by the Technical Specifications and the Project Manager.
2. Schedule submittals well in advance of need for construction Products. Allow time for delivery of Products after submittal approval.
3. Develop submittal schedule that allows sufficient time for initial review, correction, resubmission and final review of all submittals. Allow a minimum of thirty days (30 D) for initial review. The Project Manager will review and return submittals to the Contractor as expeditiously as possible but time required for review will vary depending on complexity and quantity of data submitted.
4. The Project Manager's review of submittals covers only general conformance to the Drawings, the Technical Specifications and dimensions that affect layout. The Contractor is responsible for quantity determination. No quantities will be verified by the Project Manager. The Contractor is responsible for errors, omissions or deviations from Contract Document requirements; review of submittals does not relieve the Contractor from the obligation to furnish required items in accordance with the Drawings and the Technical Specifications.
5. Submit two (2) copies of documents unless otherwise specified.
6. Revise and resubmit submittals as required. Identify all changes made since previous submittal.
7. Assume risk for fabricated Products delivered prior to approval. Do not incorporate Products into the Work, or include payment

- for Products in periodic progress payments, until approved by the Project Manager.
- B. Transmittal Form and Numbering:
1. Transmit each submittal to the Project Manager with Transmittal letter which includes:
    - a. Date and submittal number.
    - b. Project title and number.
    - c. Names of the Contractor, the Subcontractor, the Supplier and the Manufacturer.
    - d. Identification of Product being supplied.
    - e. Location of where Product is to be installed.
    - f. Applicable Technical Specification section number.
  2. Identify deviations from Contract Documents clouding submittal drawings. Itemize and detail on separate eight and one-half inch by eleven inch (8-1/2 In x 11 In) sheets entitled "DEVIATIONS FOR \_\_\_\_\_." When no deviations exist, submit a sheet stating no deviations exist.
  3. Have design deviations signed and sealed by an appropriate Professional Engineer licensed by the State of Texas.
  4. Sequentially number transmittal letters beginning with number one (1). Use original number for re-submittals with an alphabetic suffix [i.e., 2A for the first (1st) re-submittal of submittal 2, or 15C for third (3rd) re-submittal of submittal 15, etc.]. Show only one (1) type of work or Product on each submittal. Mixed submittals will not be accepted.
- C. The Contractor's Stamp:
1. Apply the Contractor's Stamp certifying that the items have been reviewed in detail by the Contractor and that they comply with Contract Document requirements, except as noted by requested variances.
  2. As a minimum, the Contractor's Stamp shall include:
    - a. The Contractor's name.
    - b. Job number.
    - c. Submittal number.
    - d. Certification statement the Contractor has reviewed submittal and it is in compliance with the Contract Documents and the Technical Specifications.
    - e. Signature line for the Contractor.
- D. Submittals will be returned with one (1) of the following Responses:
1. "ACKNOWLEDGE RECEIPT" when no response and re-submittal is required.
  2. "NO EXCEPTION" when sufficient information has supplied to determine that item described is accepted and that no re-submittal is required.
  3. "EXCEPTIONS AS NOTED" when sufficient information has been supplied to determine that item will be acceptable subject

to changes, or exceptions, which will be clearly stated. When exceptions require additional changes, the changes must be submitted for approval. Re-submittal is not required when exceptions require no further changes.

4. "REJECTED-RESUBMIT" when submittal does not contain sufficient information, or when information provided does not meet Contract Document requirements and the Technical Specifications. Additional data or details requested by the Project Manager must be submitted to obtain approval.

### 1.3 MANUFACTURER'S CERTIFICATES

- A. When required by the Technical Specification sections, submit manufacturers' certificate of compliance for review by the Project Manager.
- B. Place the Contractor's Stamp on front of certification.
- C. Submit supporting reference data, affidavits, and certifications as appropriate.
- D. Product certificates may be recent or from previous test results, but must be acceptable to the Project Manager.

### 1.4 DESIGN MIXES

- A. When required by the Technical Specification sections, submit design mixes for review.
- B. Place the Contractor's Stamp, as specified in this section, on the front of each design mix.
- C. Mark each mix to identify proportions, gradations, and additives for each class and type of mix submitted. Include applicable test results from samples for each mix. Perform tests and certifications within twelve months (12 Mo) of the date of the submittal.
- D. Maintain copies of approved mixes at mixing plant.

### 1.5 CHANGES TO THE CONTRACT

- A. Changes to the Contract may be initiated by completing a Request for Information form. The Project Manager will provide a response to the Contractor by completing the form and returning it to the Contractor.
  1. If the Contractor agrees that the response will result in no increase in cost or time, a Minor Change in the Work will be issued by the Project Manager.
  2. If the Contractor and the Project Manager agree that an increase in time or cost is warranted, the Project Manager will forward the Request for Proposal for negotiation of a Change Order.

PART II: PRODUCTS – NOT USED.

PART III: EXECUTION – NOT USED.

END OF SECTION