

SECTION 01 33 00

SUBMITTALS

PART 1 - GENERAL

1.01 SUBMITTAL REVIEW PROTOCOL

- A. Submittal of Products and Materials not specified nor "approved as equal" prior to the bid shall be summarily rejected unless significant extenuating circumstances exist such as the closure of a manufacturer, or extended delivery period restrictions.
- B. A/E to transmit each submittal to DPS for review by the District prior to submitting final comments to the Contractor.
 - 1. If submittal has been rejected or if a corrected copy is required, DPS shall receive a final copy of the submittal at the time it is approved by the A/E.
 - 2. Certain submittals shall be submitted to DPS prior to (or concurrently with) Architect's review. These submittals will be identified by DPS.
- C. Owner's comments, when returned to the A/E after completion of his submittal review, shall be forwarded to the General Contractor with appropriate request for change, etc.
- D. Final Submittals:
 - 1. Final approved and signed submittals shall be submitted to DPS at the time of their approval.
 - 2. A/E shall maintain a log of submittals to be turned over to the Owner along with the project record documents. The submittal log shall include: spec section number and name, item submitted, manufacturer and/or supplier and approval date. For multiple product submittals, provide single line for each basic product.

PART 2 - REQUIRED SUBMITTALS

2.01 ROUGH-IN DRAWINGS

- A. For all equipment requiring mechanical and/or electrical connections, rough-in drawings shall be provided which show size and location required for all utilities. Where flexible or quick-connects are to be provided, submittals shall clearly show the size, type, and location of rough-in piping/electrical etc.

2.02 COORDINATION DRAWINGS

- A. Submit coordination drawing when required by the Contract Documents. Coordination Drawings shall consist of clear representations of various project components which are drawn to scale for the purpose of verifying the relationships and/or clearances required for the various components.
- B. The Contractor shall prepare Coordination Drawings wherever the complexity or difficulty of construction require close coordination of various project parts.

2.03 PRODUCT DATA

- A. Product Data, including manufacturer's literature, specimens, guarantees/warranties, and test data.

2.04 SAMPLES

- A. Provide samples identical to conditions and materials proposed in the work. Where the Architect's selection is required, provide a complete set of optional samples. Where required, prepare samples to conform to the Architect's specifications.
- B. Adequately label each sample for distinguishing and precise future duplication in the work.

2.05 REGULATORY SUBMITTALS

- A. Submittals to regulatory agencies shall be provided in the quantities and formats as specified by the regulatory agencies. Submit two copies of all such submittals to the Architect. Submit the required number of documents directly to the regulatory agency.

2.06 MANUFACTURER QUALIFICATION/CERTIFICATION

- A. Submit 4 copies of required manufacturer certifications.

2.07 QUALIFICATION/CERTIFICATION

- A. Applicator/Installer Qualification/Certification:

- 1. Applicator/Installer qualification documentation shall consist of a certificate, letter, or other appropriate document issued by a product manufacturer or regulatory agency which states that the company or individual who is applying or installing the product has been trained and is currently certified by the certificate issuer and that product guarantees/warranties will be honored.
 - a. Submit 3 copies of each qualification/certification document.
 - b. All such certifications shall have been issued no less than 3 months prior to the bid opening date.
 - c. Failure to submit certification data within a designated time period or failure to satisfy minimum standards shall be grounds for rejection of the candidate contractor or trade contractor under the terms of the General Conditions for Construction.
 - d. Work which is executed without required certification shall be subject to rejection and complete replacement at the expense of the Contractor. No contract extension shall be granted for rejection of an unqualified or uncertified contractor.

- B. Trade Qualification:

- 1. Where identified in other portions of the contract documents, Contractors performing certain portions of the work shall provide written certification of experience and/or other unique qualifications.
 - a. Submit to the Architect 3 copies of a written statement summarizing the contractor's ability to meet requirements specified in the relevant specification sections.
 - b. Where a listing of completed projects is required, include associated contact names and telephone numbers.
 - c. Where manufacturer's certifications are required, submit 3 copies of manufacturer's certification to the Architect for review and approval. Such certificates shall have been issued a minimum of three months prior to the bid opening date.
- 2. Do not proceed with related work until submitted Qualifications and/or Certifications have been reviewed and approved by the Architect. Work executed without prior approval of Qualifications and/or Certifications shall be subject to rejection. No time extensions will be permitted due to the rejection of proposed trade contractors because of failure to meet Certification or Qualification requirements.
- 3. Work executed without approval of required Qualification or Certification submittals will be subject to rejection at the discretion of Architect.

2.08 TEST REPORTS

- A. The results of test reports prepared by the DPS testing consultants or the Contractor or Sub-contractor shall be forwarded to DPS, Architect & Contractor by the testing company as soon as results are available. All test reports shall be signed by an officer of the company.

2.09 SUBMITTAL LIST

- A. Provide a submittal list for specification divisions 2-14 on the project. Inconsistencies or omissions from the list do not relieve the contractor from required submittals delineated in each specification section. See example below:

SPEC SECTION	COMPLETED	DATE COMPLETE	SHOP	PRODUCT	SAMPLES	QUALIFICATION /	NOTIFICATION	SPARE MATERIALS	GUARANTEE / WARRANTY	O & M DATA	TESTING	OTHER	NOTE
SAMPLE			X	X	X				3 YR	X			
SECTION 03300 - CONCRETE				1			2						1. MIX DESIGN 2. TESTING AGENCY NOTIFICATION – 2 DAYS PRIOR TO POUR
SAMPLE						3	1,2						1. ARCHITECT (3 DAYS) 2. TESTING (5 DAYS) 3. WELDING CERTIFICATION

PART 3 - EXECUTION

3.01 SUBMITTAL PROCESSES

- A. Identify each submittal with the following information permanently affixed to or noted for each submittal and noted on the submittal transmittal form: name of the project, DPS Project Number, name, address and telephone number of subcontractor, supplier, manufacture and any other second tier contractor associated with the submittal date, General Contractor, submittal name and number, and Specification Section number governing the submittal. If submittal pertains to more than one spec section, identify each section to which the submittal pertains.

3.02 CONTRACTOR RESPONSIBILITY

- A. Under no circumstances shall reviewed submittals be permitted to be used in conjunction with the work. Work executed without required review and approval by the Architect/ Engineer shall be subject to rejections. Removal and reconstruction of this rejected work shall be at the Contractor’s expense.

3.03 SUBMITTAL SCHEDULE:

- A. The Contractor shall prepare a schedule of anticipated submittal dates which shall include the date of delivery to the Architect and the date the submittal is to be returned to the Contractor. The schedule shall be approved by DPS, Architect, and Contractor. No adjustments for project delays due to rejection of submittals will be considered.
- B. Refer to Section 01 32 00 for detail requirements regarding scheduling. Incorporation of the submittal schedule into the overall project schedule is required.

3.04 DELIVERY

- A. Unless otherwise noted in writing upon submission to the Architect, Submittals shall constitute an implied statement by the Contractor that submitted items can be fabricated and delivered to the project site without delay to the project schedule.

END OF SECTION 01 33 00