SECTION 013300 SUBMITTALS

A. Related Work Specified Elsewhere

1. CPM Construction Schedule Requirements: 013216.

2. Operation and Maintenance Manuals: 019310.

B. Shop Drawings

1. Submit shop drawings in accordance with the General Conditions, this Section, and as required by the individual Specification Sections.

2. The use of contract drawing reproductions for shop drawings is subject to rejection.

3. Submit six copies of shop drawings. The Owner's Representative will keep four copies and return two copies. If the Contractor desires more than two copies, he shall transfer the Owner's Representative's comments onto additional copies at his own expense. Clearly indicate the specification section and drawing number to which each shop drawing is referenced.

4. The Contractor shall review, mark with his approval, and submit for review by the Owner’s Representative shop drawings as called for in the General Conditions, Specifications, Nipomo Community Services District Standard Specifications, and/or requested by the Owner’s Representative. Drawings shall be submitted to the Owner’s Representative and be accompanied by a letter of transmittal listing the drawings submitted. Drawings shall show the name of the project, the name of the Contractor, and if any, the names of suppliers, manufacturers, and subcontractors.

5. Complete shop drawings in all respects. If the shop drawings show any deviations from the requirements of the plans and specifications because of standard shop practices or other reasons, the deviations and the reasons therefore shall be set forth in the letter of transmittal.

6. By submitting shop drawings, the Contractor represents that material, equipment, and other work shown thereon conforms to the plans and specifications, except for any deviations set forth in the letter of transmittal.

7. Within 30 calendar days after receipt of said drawings, the Owner’s Representative will return two copies of the drawings to the Contractor with any comments noted on the submittal response letter. If so noted by the Owner’s Representative, the Contractor shall correct the drawings and resubmit them in the same manner as specified for the original submittal. The Contractor in the letter of transmittal accompanying resubmitted shop

drawings shall direct specific attention to revisions other than the corrections requested by the Owner's Representative on previous submittals.

8. The review by the Owner's Representative is only of general conformance with the design concept of the project and general compliance with the plans and specifications and shall not be construed as relieving the Contractor of the full responsibility for: providing materials, equipment, and work required by the contract; the proper fitting and construction of the work; the accuracy and completeness of the shop drawings; selecting fabrication processes and techniques of construction; and performing the work in a safe manner.

9. No portion of the work requiring a shop drawing submittal shall be commenced until the submittal has been reviewed by the Owner's Representative and returned to the Contractor with a notation indicating that resubmittal is not required.

10. If the Contractor submits shop drawings of equipment by manufacturers other than those listed in the specifications, provide the following information with the submittal:

    a. The name and address of at least three companies or agencies that are currently using the equipment.

    b. The name and telephone number of at least one person at each of the above companies or agencies whom the Owner's Representative may contact.

    c. A description of the equipment that was installed at the above locations. The description shall be in sufficient detail to allow the Owner's Representative to compare it with the equipment that is proposed to be installed in this project.

11. For materials originating outside of the United States for which tests are required, provide recertification and retesting by an independent domestic testing laboratory.

C. <u>Submittal Requirements</u>

1. Make submittals promptly in such sequence as to cause no delay in the work. Schedule submission a minimum of 30 calendar days before reviewed submittals will be needed.

2. Submittals shall contain:

    a. The date of submission and the dates of any previous submissions.

    b. The project title and number.

c. Contract identification.

d. The names of:

(1) Contractor.

(2) Supplier.

(3) Manufacturer.

e. Identification of the product, with the specification section number.

f. Field dimensions, clearly identified as such.

g. Relationship to adjacent or critical features of the work or materials.

h. Identification of deviations from contract documents.

i. Identification of revisions on resubmittals.

j. A 5-inch by 5-inch blank space for Engineer's stamps.

k. Contractor's stamp, initialed or signed, shall certify Contractor's review of submittal, verification of products, field measurements and field construction criteria, and coordination of the information within the submittal that the product meets the requirements of the work and of the contract documents.

D. Submittal Format

1. Each submittal shall have a transmittal form. A sample transmittal form is included at the end of this section. Every page in a submittal shall be numbered in sequence. Each copy of a submittal shall be collated and stapled or bound, as appropriate. Copies not collated will be rejected.

2. Where product data from a manufacturer is submitted, clearly mark which model is proposed, with all pertinent data, capacities, dimensions, clearances, diagrams, controls, connections, anchorage, and supports. Present a sufficient level of detail for assessment of compliance with the contract documents.

3. Each submittal shall be assigned a unique number. Submittals shall be numbered sequentially. The submittal numbers shall be clearly noted on the transmittal. Original submittals shall be assigned a numeric submittal number. Resubmittals shall bear an alphanumeric system which consists of the specification section number assigned to the original submittal for that item followed by a letter of the alphabet to represent that it is a subsequent submittal of the original. For example, if Submittal 030500-01 requires a

resubmittal, the first resubmittal will bear the designation “030500-01A” and the second resubmittal will bear the designation “030500-01B” and so on.

4. Disorganized submittals that do not meet the requirements above will be returned without review.

E. Resubmittals

Resubmittal of submittals will be reviewed and returned in the same review period as for the original submittal. It is considered reasonable that the Contractor shall make a complete and acceptable submittal by the second submission of a submittal item. The Owner’s Representative reserves the right to withhold monies due to the Contractor to cover additional costs of any review beyond the second submittal.

F. Contractor's Jobsite Drawings

Provide and maintain on the jobsite one complete set of prints of all drawings which form a part of the contract. Immediately after each portion of the work is installed, indicate all deviations from the original design shown in the drawings either by additional sketches or ink thereon. Upon completion of the job, deliver this record set to the Owner's Representative.

G. Worker Protection and Waste Product Containment Plans

Within seven days of contract award, the Contractor shall submit a worker protection plan and waste product containment plan to the Owner’s Representative. The Notice to Proceed will not be issued until these plans have been accepted.

H. Excavation and Shoring Drawings

Submit excavation and shoring drawings for worker protection in conformance with Specification Section 007300 and 312316.

## SUBMITTAL REVIEW FORM

**Project Name:**

**City Project Number :**

Submittal Number: _____

☐ Resubmittal Received

Submittal Title: _____

Specification Number: _____

Contractor/Subcontractor: _____

| Routing Sequence | Date Received | Checked By | Date Sent | Number of Copies | | | |
|---|---|---|---|---|---|---|---|
| | | | | Original | Prints | Samples | Mfg. Lit. |
| | | | | | | | |
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**Submittal Compliance**

☐ We have verified that the material or equipment contained in this submittal meets the requirements specified or shown (no exceptions).

☐ We have verified that the material or equipment cointained in this submittal meets the requirements specificed or shown, except for the following deviations (list deviations, attach separate sheet if necessary).

**Submittal Status**

☐ "1": No Exceptions Taken.

☐ "2": Make corrections noted/Do not resubmit.

☐ "3": Make corrections noted/Resubmit.

☐ "4": Rejected/Revise and resubmit.

☐ "5": Accepted for information only or not required.

**Contractor Remarks**

**Engineer Remarks**

Reviewed By
GC Representative: _____

Reviewed By
Engineer: _____

CC:

☐ Additional Sheet(s) Attached # _____

The submittals reviewed by AECOM are only for general conformance with the design concept of the project and general compliance with the plans and specifications and shall not be construed as relieving the Contractor of the full responsibility for: providing materials, equipment, and work required by the contract; the proper fitting and construction of the work; the accuracy and completeness of the submittal; selecting fabrication processes and techniques of construction; and performing the work in a safe manner.

## SUBMITTAL REVIEW FORM - ADDITIONAL COMMENT SHEET

**Project Name:** **City Project Number :**

Submittal Number: _____

Submittal Title: _____

| Additional Comments |
| --- |
| |

| Additional Comments |
| --- |
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END OF SECTION