

Section 01330

SUBMITTAL PROCEDURES

PART 1 GENERAL

1.1 SECTION INCLUDES

1. 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 Data
 5. Manufacturer's Certificates
 6. Construction Photographs
 7. Project Record Documents and monthly certification.
 8. Video Tapes
 9. Design Mixes

1.2 SUBMITTAL PROCEDURES

1. Scheduling and Handling:
 1. Submit shop drawings, data and samples for related components as required by City Engineer.
 2. Schedule submittals well in advance of need for material or equipment for construction. Allow time to make delivery of material or equipment after submittal is approved.
 3. Develop submittal schedule that allows sufficient time for initial review, correction, resubmission and final review of all submittals. City Engineer will review and return submittals to Contractor as expeditiously as possible but amount of time required for review will vary depending on complexity and quantity of data submitted. In no case will submittal schedule be acceptable that allows less than 30 days for initial review by City Engineer. This time for review is not justification for delays or additional compensation to Contractor.

4. City Engineer's review of submittals covers only general conformity to Drawings, Specifications and dimensions that affect layout. Contractor is responsible for quantity determination. No quantities will be verified by City Engineer. Contractor is responsible for errors, omissions or deviations from Contract requirements; review of submittals in no way relieves Contractor from the obligation to furnish required items according to Drawings and Specifications.
 5. Submit 5 copies of documents unless otherwise specified in following paragraphs or Specifications.
 6. Revise and resubmit submittals as required. Identify all changes made since previous submittal.
 7. Assume risk for material or equipment which is fabricated or delivered prior to approval. No material or equipment shall be incorporated into Work or included in periodic progress payments until approval has been obtained in specified manner.
2. Transmittal Form and Numbering:
1. Transmit each submittal to City Engineer with Transmittal letter which includes:
 1. Date and submittal number
 2. Project title and number
 3. Names of Contractor, Subcontractor, Supplier and Manufacturer
 4. Identification of product or material being supplied
 5. Location of where product or material is being installed
 6. Specification section number
 2. Identification of deviations from contract documents must be clouded on submitted drawings, and itemized and detailed on separate 8-1/2 by 11-inch sheet titled "DEVIATIONS FOR _____." When deviations do not exist, this sheet must state so.
 3. Design deviations must be signed and sealed by Professional Engineer registered in State of Texas.
 4. Sequentially number each transmittal letter beginning with number 1. Resubmittals use original number with alphabetic suffix (i.e., 2A for first resubmittal of Submittal 2 or 15C for third resubmittal of Submittal 15). Each submittal shall only contain one type of work, material, or equipment. Mixed submittals will not be accepted.

3. Contractor's Stamp:

1. Apply Contractor's Stamp, certifying that items have been reviewed in detail and are correct in accordance with Contract, except as noted by any requested variance.
2. As a minimum, Contractor's Stamp shall include:
 1. Contractor's name
 2. Job number
 3. Submittal number
 4. Certification statement Contractor has reviewed submittal and it is in compliance with Contract
 5. Signature line for Contractor

4. Submittal Response:

1. Submittal will be returned marked "ACKNOWLEDGE RECEIPT" when no response is required. Resubmittal is not required.
2. Submittal will be returned marked "NO EXCEPTION" when sufficient information is supplied to determine item described is equal to that specified. Resubmittal is not required.
3. Submittal will be returned marked "EXCEPTIONS AS NOTED" when sufficient information is supplied to determine that item will be acceptable when certain changes are made. Changes, or exceptions, will be clearly stated. When exceptions require other changes, additional changes must be submitted for approval. Resubmittal is not required, when exceptions do not require other changes.
4. When submittal does not contain sufficient information or when information provided does not meet contract requirements, submittal will be returned "REJECTED-RESUBMIT." Additional data or details as requested by City Engineer for approval must be formulated and resubmitted as required.

1.3 SCHEDULE OF VALUES

1. Submit Schedule of Values in accordance with Section 01292 - Schedule of Values.

1.4 CONSTRUCTION SCHEDULES

1. Submit Construction Schedules and billing forecast in accordance with Section 01325 - Construction Schedule (CPM), or Section 01326 - Construction Schedule (Bar Chart).

1.5 SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

1. Submit shop drawings in accordance with Section 01340 - Shop Drawings, Product Data, and Samples.

1.6 OPERATIONS AND MAINTENANCE DATA

1. Submit Operations and Maintenance data in accordance with Section 01782 - Operations and Maintenance Data.

1.7 MANUFACTURER'S CERTIFICATES

1. When specified in Specification sections, submit manufacturers' certificate of compliance for review by City Engineer.
2. Place Contractor's Stamp, as described in Paragraph 1.03C, on front of certification.
3. Submit supporting reference data, affidavits, and certifications as appropriate.
4. Certificates may be recent or previous test results on material or product, but must be acceptable to City Engineer.

1.8 CONSTRUCTION PHOTOGRAPHS

1. Submit Construction Photographs and video tapes in accordance with Section 01321 - Construction Photographs, Section 01322 - Construction Photographs for Facility Projects.

1.9 PROJECT RECORD DOCUMENTS

1. Submit Project Record Documents in accordance with Section 01785 - Project Record Documents.
2. With each payment request, submit written certification that As-built conditions are being documented on-site in accordance with Section 01785 - Project Record Documents, and that they have been reviewed by City.

1.10 VIDEO

1. Submit television videos as required in Section 02533 - Acceptance Testing for Sanitary Sewers.
2. Number transmittal forms for videos sequentially beginning with T01, T02, T03, etc.

1.11 DESIGN MIXES

1. When specified in Specifications, submit design mixes for review.
2. Place Contractor's Stamp, as described in Paragraph 1.03C, on front of each design mix.

3. Mark each design mix to identify proportions, gradations, and additives for each class and type of design mix submitted. Include applicable test results on samples for each mix. All tests and certifications shall have been performed within the last 12 months prior to date of submittal
4. Maintain copy of approved design mixes at mixing plant.

1.12 CHANGES TO CONTRACT

1. Change to contract may be initiated by completing Request for Information form. City Engineer provides response to Contractor by completing form and returning it to Contractor. When Contractor signs form and checks block indicating that response will result in no increase in cost or time, inquiry is complete. When Contractor and City Engineer agree that an increase in time or cost is warranted, City Engineer will forward Request for Proposal so that Change Order may be negotiated and approved.

1.13 NON-INCLUSIVE SUBMITTAL LIST

1. See entire Specification Section 01292, "Schedule of Values"
2. See entire Specification Section 01330, "Submittal Procedures"
3. See entire Specification Section 01326, "Construction Schedule (Bar Chart)"
4. Construction Photographs (ref. Section 01321)
5. Design of temporary utility relocations and permanent relocations initiated by Contractor
6. Potentially petroleum contaminated material, if applicable (ref. Section 02105 and 02110)
7. Tree and shrub protection and name and experience of qualified tree surgeon (ref. Section 01562)
8. Groundwater control for open cut excavation (ref. Section 01578)
9. Traffic control plan (ref. Section 01555)
10. Project record documents (ref. Section 01785)
11. Operation and maintenance information (ref. Section 01782)
12. Potential obstruction report (ref. Section 02317)
13. Hot-mix asphaltic base (ref. Section 02711)

14. Geotextile (ref. Section 02621)
15. Tunnel shafts (ref. Section 02445)
16. All items listed in Section 02425, "Tunnel Excavation and Primary Liner"
17. Auger pits (ref. Section 02447)
18. Tunneling grout (ref. Section 02431)
19. Asphaltic concrete paving (ref. Section 02741)
20. Concrete paving (ref. Section 02751)
21. Temporary and removable reflectorized pavement markings (ref. Section 02765)
22. Manholes (ref. Section 02081, 02082 and 02084)
23. Ductile iron pipe (ref. Section 02501)
24. Steel pipe (ref. Section 02502 and 02518)
25. Pretensioned and prestressed concrete cylinder pipe (ref. Section 02613 and 02507)
26. PVC pipe (ref. Section 02506)
27. Water main in tunnels or casings (ref. Section 02517)
28. Blocking pipe in tunnel (ref. Section 02517)
29. Polyurethane coatings on steel pipe, if applicable (ref. Section 02527)
30. Valves and appurtenances (ref. Sections 02521 - 02524)
31. Cathodic protection systems (ref. Section 13111)
32. Concrete for utility construction (ref. Section 03315)
33. Miscellaneous metals (ref. Section 05500)

PART 2 P R O D U C T S - Not Used

PART 3 E X E C U T I O N - Not Used

END OF SECTION

