

## SECTION 01330 - SUBMITTAL PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. Related Sections include the following:
  - 1. Division 1 Section "Payment Procedures" for submitting Applications for Payment and the Schedule of Values.
  - 2. Division 1 Section "Project Management and Coordination" for submitting and distributing meeting and conference minutes and for submitting Coordination Drawings.
  - 3. Division 1 Section "Construction Progress Documentation" for submitting schedules and reports, including Contractor's Construction Schedule and the Submittals Schedule.
  - 4. Division 1 Section "Photographic Documentation" for submitting construction photographs.
  - 5. Division 1 Section "Closeout Procedures" for submitting warranties.
  - 6. Divisions 2 through 33 Sections for specific requirements for submittals in those Sections.

#### 1.3 DEFINITIONS

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

#### 1.4 SUBMITTAL PROCEDURES

- A. General: Electronic copies of CAD Drawings of the Contract Drawings will **not** be provided by Architect for Contractor's use in preparing submittals.

- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
  - 1. Coordinate transmittal of submittals so processing will not be delayed because of need to review submittals concurrently for coordination.
    - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Submittals Schedule: Comply with requirements in Division 1 Section "Construction Progress Documentation" for list of submittals and time requirements for scheduled performance of related construction activities.
- D. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing.
  - 1. Allow seven (7) days for the review of Requests for Information (RFIs). Allow additional time if multiple RFIs are submitted concurrently.
- E. Identification: Place a permanent label or title block on each submittal for identification.
  - 1. Include the following information on label for processing and recording action taken:
    - a. Project name.
    - b. Date.
    - c. Name and address of Architect.
    - d. Name and address of Contractor.
    - e. Submittal number; in numerical sequence from 001.
    - f. Number and title of appropriate Specification Section.
    - g. Drawing number and detail references, as appropriate.
    - h. Other necessary identification.
    - i. Clarification description.
- F. Submittals Schedule: Comply with requirements specified in Division 1 Section "Construction Progress Documentation."
- G. Application for Payment: Comply with requirements specified in Division 1 Section "Payment Procedures."
- H. Schedule of Values: Comply with requirements specified in Division 1 Section "Payment Procedures."

## 1.5 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit Informational Submittals required by other Specification Sections.
  - 1. Number of Copies: Submit four copies of each submittal, unless otherwise indicated. Architect will not return copies.
  - 2. Certificates and Certifications: Provide a notarized statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
- B. Contractor's Construction Schedule: Comply with requirements specified in Division 1 Section "Construction Progress Documentation."
- C. Schedule of Tests and Inspections: Comply with requirements specified in Division 1 Section "Quality Requirements."
- D. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.
- E. Construction Photographs Comply with requirements specified in Division 1 Section "Photographic Documentation."

## PART 2 - EXECUTION

### 2.1 ARCHITECT'S / ACTION

- A. General: Architect will not review submittals that do not bear Contractor's letterhead on an original transmittal and will return them without action. Each submittal must bear Contractor's stamp indicating review. Submittals distributed via electronic file are not acceptable and will receive no response.
- B. Action Submittals: Architect will review each submittal, issue comments or clarifications required, and return it.
- C. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- D. Samples: Architect will retain all product samples and will use selected sample as measurement/verification of installed product.
- E. Partial submittals are not acceptable, will be considered nonresponsive, and will be returned without review.

- F. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

END OF SECTION 01330