

## **SECTION 013000 SUBMITTALS**

### **PART 1 - GENERAL**

#### **1.01 DESCRIPTION**

- A. The Work specified in this Section summarizes the requirements for the submittal of documents to the City that are defined in these Specifications. It also describes the procedures for "supplemental" submittals.
- B. Reference Contract General Conditions, GC 309 and GC 405.

### **PART 2 - PRODUCTS**

#### **2.01 SUBMITTAL SCHEDULE**

- A. The Contractor shall provide a submittal schedule within 14 days after Notice to Proceed. The Submittal Schedule shall be directly related to the CPM schedule, shall identify all the submittals, and shall include the following information for each submittal item:
  - 1. Specification section, contract article, or special condition
  - 2. Specification Subparagraph
  - 3. Item description
  - 4. Date the submittal shall be submitted
  - 5. Name of subcontractor or supplier
- B. The submittal schedule shall be updated every two weeks by the Contractor and submitted with the progress payment request.
- C. One electronic submittal submitted on a single CD-ROM or DVD-ROM.

#### **2.02 ELECTRONIC SUBMITTALS**

#### **2.03 INITIAL SUBMITTAL**

- A. Each submittal document shall include a title block showing the following information:
  - 1. Date of submittal and revision dates.
  - 2. Contract title and number.
  - 3. The names of Contractor, subcontractor, supplier, manufacturer and when applicable, the seal and signature of an engineer registered in the State of Colorado, for the involved discipline.
  - 4. Identification of product by either description, model number, style number or lot number.
  - 5. Subject identification by contract drawing or specification reference.
- B. On each submitted drawing, include a blank space on each sheet, three inches by four inches, in the lower right corner, just above the title block, in which the City or the Designer of Record may indicate the action taken.

- C. Make submissions sufficiently in advance so that the Designer and City review may be completed before any material procurement or Work represented by those submittals is scheduled to be performed.
- D. Allow a minimum cycle of 10 working days for review of each submittal by the City.
- E. The Contractor shall at the time of submission describe variations from the contract documents in writing, separate from the submittal document. If the Project Manager approves any such variations, an appropriate contract change order shall be issued except that, if the variation is minor and does not involve a change in price or in time of performance, a modification need not be issued. If a submission contains variations and the variation column is not marked on the transmittal form, it will not be considered for review and acceptance. Along with marking the transmittal as a variation, a description must be included which outlines all the differences including maintenance and utility services along with any cost savings from an item not containing the variation.
- F. Changes in accepted submittal documents will not be permitted unless those changes have been accepted, in writing, by the City.
- G. The form and quality of submittal documents shall comply with Technical Specifications Section 013400.

#### **2.04 SUPPLEMENTAL SUBMITTALS**

- A. Supplemental submittal documents initiated by the Contractor for consideration of corrective procedures shall contain sufficient data for review. Make supplemental submittals in the same manner as initial submittals with the appropriate primary transmittal referenced.

### **PART 3 - EXECUTION**

#### **3.01 CONTRACTOR'S REVIEW**

- A. The Contractor shall review submittal documents, stamp and sign as reviewed and approved as complying with contract documents prior to submission to the City.

#### **3.02 CITY REVIEW**

- A. Submittal documents will be reviewed by the Designer and the Project Manager for conformance to requirements of the contract drawings and specifications. Review of a separate item will not constitute review of an assembly in which the item functions. The Designer or the Project Manager will withhold approval of submittals that depend on other submittals not yet submitted. Review and acceptance will not relieve the Contractor from his responsibility for accuracy of submittals, for conformity of submittal document to requirements of contract drawings and specifications, for compatibility of described product with contiguous products and the rest of the system, or for protection and completion of the contract in accordance with the contract drawings and specifications.
- B. The Designer, and/or the Project Manager will review the submittal documents for general conformance with the contract documents and mark the Action Code, sign and date the transmittal.
- C. The Action Codes have the following meanings:
  1. **A - ACCEPTED** is an approval, and means that the illustration and description appears to conform to the respective requirements of the contract documents.
  2. **B - ACCEPTED AS NOTED** is an approval, and means that the illustration and description will conform to the respective requirements of the contract documents after changes in recognition of the reviewer's comments. Submittals so marked need not be resubmitted.

3. **C - REVISE AND RESUBMIT** means that the submittal is unacceptable and must be revised and resubmitted.
4. **E - NOT ACCEPTED** means that the submittal is not approved and that a new submittal in accordance with the contract documents shall be made.
5. **F - RECEIPT ACKNOWLEDGED**, means an item is received by the Project Manager but no review was made. This mark is for use in resubmitting items that were previously Accepted as Noted and the Contractor has incorporated the notes and wants the Project Managers' staff to have the same material that the Contractor's field staff is using.

### **3.03 CONTRACTOR'S RESPONSIBILITIES**

- A. Coordinate each submittal document with the requirements of the Work; place particular emphasis upon ensuring that each submittal of one trade is compatible with other submittals of that trade and submittals of other trades including producing as needed drawings showing the relationship of the work of different trades.
- B. Contractor's responsibility for errors and omissions in submittal documents and associated calculations is not relieved by the City's review, correction and acceptance of submittals.
- C. Contractor's liability to the City, in case of variations in the submittal document from the requirements of the contract documents, is not relieved by the City's review and acceptance of submittals containing variations unless the City expressly approves the deviation in writing, in which the City describes the variation.
- D. The Contractor shall maintain a file of all approved submittal documents at the worksite. The complete file of approved submittal documents shall be turned over to the City with the as-built documents at the end of the job.
- E. Schedule impact due to resubmittal requirements is the responsibility of the Contractor.

### **PART 4 - MEASUREMENT**

#### **4.01 METHOD OF MEASUREMENT**

- A. No separate measurement shall be made for work under this Section.

### **PART 5 - PAYMENT**

#### **5.01 METHOD OF PAYMENT**

- A. No separate payment will be made for work under this Section. The cost of the work described in this Section shall be included in the Contract price.

**END OF SECTION 013000**