**SECTION 01400**

**SUBMITTALS**

1. **GENERAL**
	1. **RELATED DOCUMENTS**
		1. The General Provisions of the Contract. Including General and Supplementary Conditions and other General Requirements, and Sections, apply to the work specified in this Section.
	2. **SUBMITTALS**
		1. Submittals are to be made in pdf format, either e-mailed or delivered on readable media (such as a flash drive) to the Engineer. Larger submittals may also be delivered via a file transfer service (such as an ftp site, Dropbox, or similar method). Submittals will be reviewed only if approved by General Contractor with its stamp.
	3. **RESUBMITTALS**
		1. The Engineer shall review up to two (2) shop drawing submittals on individual items for compliance with Contract Documents. The cost of additional shop drawing reviews in excess of two (2) submittals for individual items shall be paid by the Contractor to the Engineer at standard billing rates. Contractors are expected to thoroughly review submittals prior to submission for compliance with the Contract Documents.
	4. **ITEMS REQUIRING SUBMITTAL**
		1. The following utility related items including:
			1. Pipe materials
			2. All specialty items such as manholes frames and covers, etc.
			3. Pumps and related items.
			4. All items not in strict conformance with the Contract Documents.
		2. The Contractor is advised that shop drawings shall be submitted to and approved by the Engineer prior to ordering or installation of said materials.
		3. All equipment and material are subject to meeting the Specifications unless specifically approved in writing as deviations to the Specifications. An approved shop drawing does not relieve the Contractor of the responsibility of meeting the Specification. All equipment submitted for review as a shop drawing must clearly indicate any item, which does not meet the specifications.
	5. **DESCRIPTION OF REQUIREMENTS**
		1. Submittals: Submittals controlled by these general requirements shall include shop drawings, product data, samples and miscellaneous work-related submittals. The individual submittal requirements are specified in applicable sections for each unit of work.
		2. Definitions: The work-related submittals of the Section, in addition to the definitions of the General Conditions and elsewhere in the contract Documents, are further categorized for convenience as follows.
		3. Shop Drawings: Include specially prepared technical data of all forms including drawings, diagrams, performance curves, data sheets, schedules, templates, patterns, reports, calculations, instructions, measurements and similar information not in standard printed for application to more than one project.
		4. Product Data: Include standard printed information on materials, products and systems; not specially-prepared for this project, other than the designation of selections from among available choices printed therein.
		5. Samples: Include both fabricated and unfabricated physical examples of materials, products and units of work; both as complete units and as smaller portions of units of work; either for limited visual inspection or (where indicated) for more detailed testing and analysis.
		6. Mock-ups: Mock-ups are special forms of samples, which are too large or otherwise inconvenient for handling in the specified manner for transmittal of sample submittals.
		7. Miscellaneous Submittals: Related directly to the work include warranties, maintenance agreements, workmanship bonds, survey data and reports, physical work records, statements of applicability, quality testing and certifying reports. Copies of industry standards. Record drawings, field measurement data, operating and maintenance materials, overrun stock, security/protection/safety keys and similar information. Devices and materials applicable to the work and not processed as shop drawings, product data or samples.
	6. General Submittal Requirements
		1. Where appropriate in various required administrative submittals (listings of products, manufacturers, suppliers and subcontractors, and in job progress schedule), show principal work-related submittal requirements and time schedules for coordination and integration of submittal activity with related work in each instance.
		2. Coordinate preparation and processing of submittals with performance of the work so that work will not be delayed by submittals. Coordinate and sequence different categories of submittals for the same work, and for interfacing units of work, so that one will not be delayed for coordination with another. No extension of time will be allowed because of failure to properly coordinate and sequence submittals.
		3. Provide permanent marking on each submittal to identify project, date, Contractor, subcontractor, submittal name and similar information to distinguish it from other submittals. Show Contractor’s executed review and approval marking and provide space for Engineer’s “Action” marking. Package each submittal appropriately for transmittal and handling. Submittals which are received from sources other than through Contractor’s office will be returned “without action”.
	7. Specific Submittal Requirements
		1. General: Except as otherwise indicated in individual work sections, comply with general requirements specified herein for each indicated category of submittal. Provide and process intermediate submittals (where required between initial and final) similar to initial submittals.
		2. Shop Drawings: Provide newly-prepared information. With graphic information at accurate scale (except as otherwise indicated), with name of preparer indicated (firm name). Show dimensions and note which are based on field measurement. Identify materials and products in the work shown. Indicate measurement. Indicate compliance with standards, and special coordination requirements. Do not allow shop drawing copies without appropriate final “Action” markings by Engineer to be used in connection with the work.
		3. Initial and Final Submittals: Distribution will be electronically via pdf to the Engineer, Owner, Inspector, and Contractor.
		4. Product Data: Collect required data into one submittal for each unit of work or system; and mark each spy to show which choices and options are applicable to project. Include manufacturer’s standard printed recommendations for application and use, compliance with standards. Application of labels and seals, notation of field measurements which have been checked, and special coordination requirements. Maintain one (1) set of product data (for each submittal) at project site, available for reference by architect/Engineer or others.
		5. Submittals: Same as for Shop Drawings.
		6. Samples: Provide units identical with final condition of proposed materials or products for the work. Include “range” samples (not less than three (3) units) where unavoidable variations must be expected, and describe or identify variations between units of each set. Provide full set of optional samples where so indicated. Include information with each sample to show generic description, source or produce name and manufacturer, limitations, and compliance with standards. Samples are sumetted for review and confirmation of color, pattern, texture and “kind” by Engineer. Engineer will not “test” samples (except as otherwise indicated) for other requirements, which are therefore the exclusive responsibility of the Contractor.
		7. General Distribution: Provide additional distribution of submittals (not included in the aforementioned copy submittal requirements) to subcontractors, suppliers, fabricators, installers, governing authorities and others as necessary for proper performance of the work. Include such additional copies in transmittal to Engineer where required to receive “Action” marking before final distribution.
		8. Engineers Action: Where action and return is required or requested, Engineer will review each submittal, mark with “Action”, and where possible return within two (2) weeks of receipt. Where submittal must be held for coordination, Contractor will be so advised without delay.
		9. Final Unrestricted Release: Work may proceed, provided it complies with contract documents, when submittal is returned with the following marking: “No Exceptions Taken”
		10. Final-But-Restricted Release: Work may proceed, provided it complies with notations and corrections on submittal and with contract documents, when submittal is returned with the following marking: “Make Corrections Noted”
		11. Returned for Resubmittal: Do not proceed with work. Revise submittal in accordance with notations thereon, and resubmittals with the following marking to be used in connection with performance of the work: “Revise and Resubmit”
		12. Returned for Noncompliance: Do not proceed with work. Product submitted does not comply with Contract Documents. Resubmit for product complying with the requirements of the Contract Documents. Do not allow submittal with the following marking to be used in connection with performance of the work: “Rejected – See Remarks”
2. **PRODUCTS – NOT USED**
3. **EXECUTION – NOT USED**

END SECTION