

SECTION 01 33 00
SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUBMITTAL COORDINATION

- A. Make submittals in a proper and timely fashion, allowing for administrative procedures, Architect's review, corrections to submissions and re-submittal, if necessary, and fabrication of products without delaying the project. Minimum processing times required by the Architect are as follows:
 - 1. Review for Architect's Office only: **Allow a minimum of 10 working days** for review and processing. Some submittals may require additional time.
 - a. Simultaneous submission of a large number of shop drawings and product data may require longer than 10 working days for review. (In particular submittals for Divisions 7, 23, 26 and 28).
 - b. Complex Systems (structural, mechanical, electrical, fire protection) may require longer than 10 working days for review each time shop drawings, layout drawings, and product data are submitted or resubmitted.
 - 2. Review by Architect and its consultant(s): Allow 10 working days for review and processing of submittals by Architect plus an additional 5 working days for review by each consultant as applicable.
 - 3. Reprocessing of submittals: For submittals requiring re-submittal, re -processing time required shall be the same as first submittal.
 - 4. No extension of Contract Time will be authorized due to failure to transmit submittals sufficiently in advance of scheduled performance of Work.
- B. Make submittals of similar items, systems, or those specified in a single specification section together.
- C. Make submittals for products which other products are contingent upon, first.
- D. The Contractor is fully responsible for delay in the delivery of materials or progress of work caused by late review of shop drawings due to failure of the Contractor to submit, revise, or resubmit shop drawings in adequate time to allow the Architect checking and processing of each submission or resubmission.

1.2 SCHEDULE OF SUBMISSIONS

- A. Schedule procedure: **Immediately after being awarded the Contract, meet with the Architect to discuss the schedule of submissions and then prepare and submit within 14 calendar days for approval a schedule of submissions for the Work.** The schedule of submissions shall be related to the entire Project, and shall contain the following:
 - 1. Shop Drawing Schedule (for shop and setting drawings to be provided by the Contractor).
 - 2. Sample Schedule (for samples to be provided by the Contractor).
 - 3. With respect to portions of the Work to be performed by Subcontractors, such schedule of submissions for the work of each Subcontractor shall be submitted for approval within 30 calendar days after execution of a subcontract with such Subcontractor.
- B. List all submissions required of each trade:
 - 1. Include the Specification Section number, name of subcontractor or vendor, submittal type, item, description, type, quantity and size (where applicable) of each submission.
 - 2. For each submission, provide the following dates, as estimated:
 - a. Scheduled date of submission.

- b. Required date of approval. (permit time for appropriate review and resubmissions as may be required).
 - c. Estimated date of beginning fabrication or manufacture of product (where applicable).
 - d. Required date of submission of product to testing laboratory.
 - e. Required date of testing laboratory approval.
 - f. Required date for delivery of product to site.
 - g. Required date for beginning of installation of product.
 - h. Required date for completion of installation (and in -place testing).
- C. For each submittal, schedule to allow adequate time for review by the Architect and its consultants. The Architect will not be responsible for Work performed in shop or field prior to approval. Long-lead items requiring expedited action must be clearly indicated.
 - 1. The schedule shall be reviewed and resubmitted as necessary to conform to approved modifications to the construction Project Schedule, and shall be updated as may be required by the Architect.
- D. Posting of submittal schedule: Print and distribute the submittal schedule to Architect, Owner, subcontractors and other parties affected. Post copies in field.
- E. Update schedule throughout progress of the Project, coordinated with scheduling changes in the Work, and redistribute monthly in conjunction with submittal of Application for Payment.

1.3 SUBMITTAL TRANSMITTAL FORM AND SUBMITTAL REQUIREMENTS

- A. Each submittal shall carry the following information and be forwarded to the Architect / Engineer accompanied by a transmittal form established of this Project. One copy of the transmittal form shall be submitted to the Architect / Engineer.
 - 1. The Project Name and Number.
 - 2. The CSI number of the submittal.
 - 3. The date of the submittal.
 - 4. The Owner's name and address.
 - 5. The Contractor's name and address.
 - 6. The Subcontractor's name and address.
 - 7. The Supplier's name and address.
 - 8. The name of manufacturer.
 - 9. The specification section, including paragraph and sub-paragraph as appropriate (CSI format).
 - 10. The drawing reference and detail reference.
 - 11. On the transmittal record, note the date sent and the requested due date from the Architect / Engineer.
 - 12. Note the quantity and type of submittal.
 - 13. Listing of the individual items in the submittal, cross referencing by sheet or item numbers the individual submittal items contained therein.
 - 14. Notice of any deviations from the Contract Documents. Listing of the individual items in the submittal, cross referencing sheet numbers by itemizing by number individual submittal items contained therein, the case of Product Data or Samples.
 - 15. The Contractor's certification, signed and dated, that he has reviewed the submittal and that it is in compliance with the requirements.
 - 16. Field dimensions identified as such.
 - 17. Any other pertinent information.
 - 18. All attachments to the transmittal record will be identified with the submittal number.
 - 19. Incomplete submittals will be returned without review.

1.4 SUBMITTAL NUMBERING SYSTEM

- A. Submittals shall be numbered by CSI six-digit specification number with a subscript number for the particular submittal number (if there is more than one submittal per specification section).

Resubmittals shall be followed by a subscript “-R1”, “-R2”, “-R3”, etc., as necessary for each resubmission. For example:

1. The first Panelboard submittal (say Power Panelboards) shall be “262416-001”.
 2. The first resubmittal of Power Panelboards shall be “262416-001 R1”.
 3. The second Panelboard submittal (say Power Panelboards) will be 262416-002, again with resubmittals being 262416-002 R1.
- B. The Contractor shall keep each submittal and resubmittal intact with the original number and will not add new drawings or information outside the scope of the original submittal nor will the Contractor provide a new number for a resubmittal.

1.5 SUBMITTAL PROCEDURES AND GRADING

- A. Prepare and submit to the Architect a Construction Schedule, a Schedule of Values, a Schedule of Environmental Submissions, and a Schedule of shop drawings, product data, and samples.
- B. Provide space for Construction Manager, Architect and engineering consultant review stamps, on the front page of each item's submittal copy. Apply Construction Manager's stamp, signed or initialed certifying that review, verification of products required, field dimensions, adjacent construction Work, and coordination of information, is in accordance with the requirements of the Work and the Contract Documents. The Architect's stamp shall contain the following data (Engineering consultant review stamps may vary in language, but intent of language is similar):

_____ NOT REVIEWED
_____ REVIEWED
_____ REVIEWED – With Comments
_____ REVIEWED – With Comments, Resubmit for Record
_____ RESUBMIT – See Comments
_____ REJECTED – See Transmittal

1. The Architect will insert the date of action taken and an identification of the person taking the action.
2. Submittal grading:
 - a. NOT REVIEWED – The submittal was not requested nor reviewed.
 - b. REVIEWED - No corrections, no marks. All items can be fabricated as noted, without further correction and resubmission of original submission; review is complete and all corrections are deemed obvious without ambiguity.
 - c. REVIEWED – With Comments or REVIEWED – With Comments, Resubmit for Record - Minor corrections required are as noted; all items can be fabricated as noted, without further correction and resubmission of original submission; review is complete and all corrections are deemed obvious without ambiguity. If noted as Resubmit for Record, the Contractor is to resubmit.
 - d. RESUBMIT - See Comments - Resubmission is required; checking may be incomplete; details of items noted by checker are to be clarified further before full review can be given. Correct and resubmit, do not fabricate noted items requiring correction.
 - e. REJECTED – See Transmittal - Submittal is rejected as not in accord with the Contract Documents, too many corrections, or other justifiable reasons. When returning submission, Architect will state reasons for rejection. Correct and resubmit, do not fabricate.
3. Review/approval neither extends nor alters any contractual obligations of the Architect, Engineer or Construction Manager.

- C. Identify all variations from Contract Documents, and product or system limitations which may be detrimental to successful performance of the completed work.
- D. Coordinate related submittals and schedule submissions to expedite the Project; deliver to Architect at the following address:

Integrated Design Group, Inc.
133 Federal Street
Boston, Massachusetts 02110
- E. Transmit submittals to Architect at the above address, with individual transmittal forms, Document xx xx xx.xx - VENDOR SUBMITTAL/SHOP DRAWING REVIEW FORM for each submission. Forms are specific to specified portions of the work: Architecture, Mechanical Systems, and Electrical Systems. These three forms are bound into the Project Manual.
 - 1. On transmittal form, identify Project, Construction Manager, subcontractor, installer, or supplier, pertinent Drawing sheet and detail number(s), and specification Section number, as appropriate. Transmittals received by the Architect from sources other than the Construction Manager will be returned without any action taken.
 - 2. Construction Manager shall number submittals sequentially by Specifications Section prior to submittal. Resubmitted items shall retain number and be noted as resubmitted.
- F. Construction Manager's review: Review all shop drawings, product data and samples. Include, without limitation, verification of the following:
 - 1. Proper title, original date, drawing number (which shall be changed if resubmitted), revision numbers and dates, designation of project, subcontractor and/or supplier.
 - 2. Identification of Shop Drawings, Product Data or Samples by Specification Section and subsection or paragraph where appropriate and identification of Contract Drawings by number and detail.
 - 3. On each submittal, as a minimum, Construction Manager shall identify the following:
 - a. Errors, inconsistencies, and omissions discovered in the contract documents and field conditions must be reported at once to the Architect.
 - b. Any variations from code requirements contained in the contract documents must be reported promptly in writing to both the Architect and Owner.
 - c. Promptly report to the Architect information that any design, process, or product infringes on a patent.
 - d. Names of subcontractor(s) and supplier(s). Include name(s) of contact person(s), address, telephone and fax number(s).
- G. Revise and resubmit submittals as required, identify all changes made since previous submittal. Distribute copies of reviewed submittals to concerned parties; instruct parties to promptly report any inability to comply with provisions.

1.6 SUBMITTAL QUANTITY REQUIREMENTS

- A. Furnish Architect with the following quantities of each submittal:
 - 1. Portable Document File (PDF), bookmarked and search-able, with materials / equipment / options clearly noted.
 - a. Shop drawings: 3 blackline prints per drawing.
 - b. Product data, manufacturer's instructions and certificates and similar submissions: 4 copies.
 - 2. Samples: Sets of 3 identical samples of each submission required.
 - 3. Emergency addresses: 1 copy to Architect, and 1 copy direct to Owner.
 - 4. Environmental policy submittals: 4 copies

1.7 SHOP DRAWINGS

- A. General: Provide accurately prepared, large scale and detailed shop drawings prepared specifically for this Project. Show adjacent conditions and related work. Show accurate field dimensions where appropriate. Identify materials and products shown. Note all conditions where require coordination with other trades and special installation procedures. Standard information prepared without specific reference to Project are not considered shop drawings.
1. Shop drawings include fabrication and installation drawings, setting diagrams, schedules, patterns, templates and similar drawings.
 2. Show every component of fabricated items, notes regarding manufacturing process coatings and finishes, identifying numbers conforming to the Contract Documents (i.e. stair numbers, door numbers and similar items), dimensions, and appropriate trade names. Show anchorage and fastening details, including type, size and spacing. Show material gage and thickness. Indicate welding details and joint types.
 3. Review each submittal for conformity with the Contract requirements prior to submittal, certify such review on each shop drawing with Contractor's stamp, signature and date. Reference on shop drawings to other sections, installers, suppliers, or trade(s) shall designate the appropriate specification sections, and the term "by others" shall not be used.
- B. Size of Format: Not less than 8 -1/2 by 11 inches and no larger than 30 by 42 inches, except for templates, patterns and similar full -size drawings.
- C. The Architect's comments and corrections will be made on the PDF copy and returned to the Contractor. If necessary, the Contractor then shall make the necessary corrections on the original drawings and resubmit the corrected drawings in manner specified. The Contractor is responsible to furnish (at no additional cost to Owner) all prints needed for use by the Contractor, subcontractors, installers, vendors and suppliers.
- D. Submittals returned "REVIEWED " or "REVIEWED – With Comments" or REVIEWED – With Comments, Resubmit for Record" as set forth below: Contractor shall obtain and distribute adequate prints for construction, including one print of each for the Owner's project representative, and then return the transparencies to the subcontractor or supplier from whom he originally received them.
- E. Submittals returned "RESUBMIT – See Comments" or "REJECTED – See Transmittal", as set forth below: Contractor shall first obtain a record print and then forward them to source for correction of original drawings, and resubmission of a new reproducibles and prints as above.
- F. Each drawing shall have a title block on the right hand side containing the following data. **Note each suite number to be infilled where it states "L 224"**.

Name of project –	DIGITAL REALTY IAD39 Building L 224 ASHBURN, VA
Architect –	Integrated Design Group, Inc.
Contractor -	DPR Construction
Subcontractor/supplier -	
Date of submission -	

- G. Each drawing shall have a clear space on the right hand side for review stamps of both the Architect and Contractor.

1.8 PRODUCT DATA

- A. Submit Product data as specified, and as the Architect may additionally prescribe. Product data includes, but is not limited to:
 - 1. Catalog cuts.
 - 2. Complete specifications.
 - 3. Standard color charts.
 - 4. Performance data.
 - 5. Environmental data including, but not limited to:
 - a. Chemical composition.
 - b. Recycled (pre and post consumer) content.
 - c. Locations of material extraction/harvest and manufacture, with respective distances to site.
 - d. VOC content.
 - e. Material certifications as applicable to product.
 - 6. Certified laboratory test report data.
 - 7. Health and safety precautions.
 - 8. Illustrated capacities, characteristics, wiring diagrams, controls, and other pertinent information for complete product and product use description.
- B. If more than one size or type is shown on any printed sheet, indicate clearly intended item(s).
- C. When accepted or not accepted, the Architect will retain three copies. Submit sufficient copies for all other parties. No copies stamped "RESUBMIT – See Comments" or "REJECTED – See Transmittal" shall be sent to the job site.

1.9 SAMPLES

- A. Submit samples clearly labeled as to its material, type or make, manufacturer, size or gauge, and other pertinent data, accompanied by an appropriate transmittal form. Samples shall show full range of color and texture variation that can be expected.
 - 1. When accepted or not accepted, the Architect will retain one set of samples and return the other to the Contractor. Samples will not be permitted for use in the project.

1.10 MANUFACTURER'S INSTRUCTIONS

- A. When specified in individual specification Sections, submit manufacturer's printed instructions for delivery, handling, storage, assembly, installation, start -up, adjusting, and finishing.
- B. Identify conflicts between manufacturer's instructions and Contract Documents.

1.11 MANUFACTURER'S CERTIFICATES

- A. When specified in individual specification Sections, submit manufacturer's certificates and installer certificates to Architect for review.
- B. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or product, but must be acceptable to Architect.

1.12 EMERGENCY ADDRESSES

- A. Within 15 days of Notice to Proceed, submit in writing, the name, addresses and telephone numbers of key members of their organization including Contractor's Superintendent and personnel at the site, to be contacted in the event of emergencies at the building site, which may occur during non -working hours.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION