SECTION  – submittal procedures

1. GENERAL
   1. GENERAL requirements
      1. Provide submittals as requested by the Contract Documents, as specified herein, and in accordance with the conditions of the Contract.
      2. In addition to submittals specifically requested by the Contract Documents, provide other submittals as may be reasonably requested by the Consultant, or as are required to coordinate the Work and to provide the Owner with choices available, within the scope of Contract Documents.
      3. Contractor's Review of Submittals:
         1. Review submittals for conformity to Contract Documents before submitting to Consultant. Submittals shall bear stamp of Contractor and signature of a responsible official in Contractor's organization indicating in writing that such submittals have been checked and coordinated by Contractor. Contractor's review shall be performed by qualified personnel who have detailed understanding of those elements being reviewed and of the conditions at the Place of the Work proposed for installation.
         2. Check and sign each submittal and make notations considered necessary before submitting to Consultant for review. Where submittal is substantially and obviously in conflict with requirements of Contract Documents, reject submittal without submitting to Consultant and request resubmission. Note limited number of reviews of each submittal covered under Consultant's services as specified below.
         3. Contractor shall assume sole responsibility for any conflicts occurring in the Work that result from lack of comparison and coordination of submittals required for the Work.
         4. Submittals that have not been reviewed, checked, and coordinated by Contractor prior to submission to Consultant, will be rejected.
         5. Notify Consultant in writing of changes made on submittals from Contract Documents. Consultant's review of submittals shall not relieve Contractor of responsibility for changes made from Contract Documents not covered by written notification to Consultant.
      4. Informational Submittals required to verify compliance of materials or products with GPS, LEED or other sustainability requirements contained in the technical sections of the Contract Documents will be reviewed by the Consultant as part of the overall review of the materials or products submitted for review. These submittals will be reviewed in support of the materials and products submitted for review but will not be independently actioned by the Consultant. The material or product submittal inclusive of informational data will be reviewed and actioned as defined in Paragraph .5, Consultant’s Review of Submittals.
      5. Consultant's Review of Submittals:
         1. Review of submittals by Consultant is for the sole purpose of ascertaining conformance with the general design concepts and the general intent of the Contract Documents. This review shall not mean that Consultant approves the detail design inherent in the submittals, responsibility for which shall remain with the Contractor. Such review shall not relieve the Contractor of responsibility for errors or omissions in the submittals, or responsibility for meeting requirements of Contract Documents.
         2. Contractor shall be responsible for dimensions to be confirmed and correlated at the Place of the Work for information that pertains solely to fabrication processes or to techniques of construction and installation, and for coordination of the Work.
         3. As part of their scope of work, Consultant shall review shop drawings no more than twice. Should three or more reviews be required due to reasons of Contractor omissions causing resubmission requests, then Contractor shall reimburse the Consultant for time expended in these extra reviews. Time shall be invoiced to the Owner (to be deducted from monies due to the Contractor and paid to Consultant by Owner) at rates recommended by Consultant's professional association and disbursements shall be invoiced at Consultant's cost. The Contractor shall cover directly costs and administration associated with courier services and the like for these extra shop drawing reviews.
         4. Consultant's review and markings on submittals do not authorize changes in the Work or the Contract Time.
         5. Submittals received but not required by the Contract Documents or requested by the Consultant will not be reviewed by the Consultant and will be marked 'NOT REVIEWED' by the Consultant and returned to the Contractor.
      6. Make submittals with reasonable promptness and in an orderly sequence so as to cause no delay in the Work. Be responsible for delays, make up time lost and pay added costs, at no additional cost to the Owner, incurred because of not making submittals in due time to permit proper review by Consultant.
      7. Submittals that contain substitutions will be rejected. Substitutions are permitted only on substitution submittals as specified in Section 01 25 13 – Product Substitution Procedures.
      8. Do not proceed with work affected by a submittal, including ordering of Products, until relevant submittal has been reviewed by Consultant.
      9. Prepare submittals using SI (metric) units.
      10. Contractor's responsibility for errors and omissions in submittals is not relieved by Consultant's review of submittals.
      11. Contractor's responsibility for deviations in submittal from requirements of Contract Documents is not relieved by Consultant's review of submittal unless Consultant gives written acceptance of specific deviations.
      12. Engineered Submittals:
          1. Submittals for items required to be sealed by professional engineer (or as otherwise indicated as engineered), shall be prepared under the direct control and supervision of a qualified professional engineer registered in the Place of the Work, and having minimum professional liability insurance required in accordance with the General Conditions, as amended.
          2. Design includes life safety, sizing of supports, anchors, framing, connections, spans, and as additionally required to meet or exceed requirements of applicable codes, standards, regulations, and authorities having jurisdiction.
          3. Engineered submittals shall include design calculations, complete with references to codes and standards used in such calculations, supporting the proposed design represented by the submittal. Prepare calculations in a clear and comprehensive manner so that they can be easily reviewed. Incomplete or haphazard calculations will be rejected.
          4. The professional engineer responsible for the preparation of engineered submittals shall undertake periodic field review, including review of associated mock-ups, at locations wherever the work as described by the engineered submittal is in progress, during fabrication and installation of such work, and shall submit a field review report after each visit. Field review reports shall be submitted to the Consultant, to authorities having jurisdiction as required, and in accordance with the building code.
          5. Field reviews shall be at intervals as necessary and appropriate to the progress of the work described by the submittal to allow the engineer to be familiar with the progress and quality of such work and to determine if the work is proceeding in general conformity with the Contract Documents, including reviewed shop drawings and design calculations.
          6. Upon completion of the parts of the Work covered by the engineered submittal, the professional engineer responsible for the preparation of the engineered submittal and for undertaking the periodic field reviews described above, shall prepare and submit to the Consultant and authorities having jurisdiction, as required, a letter of general conformity for those parts of the Work, certifying that they have been Provided in accordance with the requirements both of the Contract Documents and of the authorities having jurisdiction over the Place of the Work.
          7. Costs for such field reviews and field review reports and letters of general conformity are included in the Contract Price.
      13. Keep copies of reviewed submittals at the Place of the Work in a neat, orderly condition. Only submittals that have been reviewed by the Consultant's and are marked with Consultant's review stamp, as applicable, are permitted at the Place of the Work.
      14. The Work shall conform to reviewed submittals subject to the requirements of this section. Remove and replace materials or assemblies not matching reviewed submittals at no increase in the Contract Time and at no additional cost to the Owner.
   2. SUBMISSION PROCEDURES
      1. Coordinate each submittal with requirements of the Work and Contract Documents. Individual submittals will not be reviewed until related information is available.
      2. Distribute copies of submittals to parties whose work is affected by submittals except Consultant and Owner before final submission for review by Consultant.
      3. Accompany submittals with transmittal letter, in duplicate, containing:
         1. Date.
         2. Project title and number.
         3. Contractor's name and address.
         4. Identification and quantity of each submittal.
         5. Other pertinent data.
      4. Each submittal shall be identified numerically by relevant specification section number with a numeric indicator for multiple submittals by that section followed by revisions number, for example 08 11 13-01-R0.
      5. Make any changes in submittal that Consultant may require, consistent with Contract Documents, and resubmit as directed by Consultant.
      6. Notify Consultant, in writing when resubmitting, of any revisions other than those requested by Consultant.
      7. Where submittals requiring compliance with GPS, LEED or other sustainability programs are required in addition to the technical data required to demonstrate acceptability of the material or product submitted, the submittal received by the Consultant shall be a combined submittal. Data related to GPS, LEED or other sustainability program requirements shall be provided along with the technical requirements submittal data for the identified material or product.
         1. Incomplete Submittals received by the Consultant for review will be returned to the Contractor and will not be reviewed until a complete submittal is received.
         2. Technical and Informational Submittals required for GPS, LEED or other sustainability programs compliance will not be reviewed and actioned independently.
      8. After Consultant's review, distribute copies to affected parties.
      9. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Construction Manager'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, including resubmittals.
         1. Initial Review: Allow ten (10) days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Construction Manager will advise Contractor when a submittal being processed must be delayed for coordination.
         2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
         3. Resubmittal Review: Allow ten (10) days for review of each resubmittal.
         4. Concurrent Consultant Review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Consultant, and to Consultant's Sub-consultants, allow ten (10) days for review of each submittal. Submittal will be returned to Construction Manager, through Consultant, before being returned to Contractor.

Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Consultant and Construction Manager.

* + 1. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
       1. Note date and content of previous submittal.
       2. Note date and content of revision in label or title block and clearly indicate extent of revision.
       3. Resubmit submittals until they are marked with reviewed notation from Consultant's and Construction Manager's action stamp.
    2. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
    3. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with reviewed notation from Consultant's and Construction Manager's action stamp.
  1. CONSTRUCTION PROGRESS SCHEDULE
     1. Submit proposed construction progress schedule at beginning of Project, as specified in Section 01 11 00 – Summary of Work and Section 01 32 16 – Construction Progress Schedule.
  2. PRODUCT DATA SHEETS
     1. Submit Product data sheet prints; three (3) sets for Consultant (which includes 1 set that will be returned once submittal has been reviewed), 1 set for Contractor and 1 set each of applicable consulting engineers.
     2. Submit Product data sheets for requirements requested in the Contract Documents and as the Consultant may reasonably request where shop drawings will not be prepared due to a standardized manufacture of a Product. Manufacturers' catalogue cuts will be acceptable in such cases, providing that they are 8-1/2" x 11" originals, and that they indicate choices including sizes, colours, model numbers, options, and other pertinent data, including installation instructions. Submissions showing only general information are not acceptable.
        1. Include information indicating compliance with GPS, LEED, or other sustainability requirements.
     3. Where requirements of Contract Documents are more stringent than design proposed on Product data sheets, the requirements of the Contract Documents take priority.
     4. Upon completion of review by Consultant, one (1) marked set of Product data sheets will be returned to Contractor for reproduction and distribution.
     5. Retain one (1) complete set of prints of reviewed Product data sheets for issuance to Owner immediately prior to Substantial Performance of the Work, in an acceptable, bound manner.

Retain the following for all Gensler projects. This is a requirement of the Firmwide 2021 GC3 Initiative.

* 1. ENVIRONMENTAL PRODUCT DECLARATION REPORTING FORMS
     1. Provide EPD Reporting Forms for all materials used in the Work.
  2. SHOP DRAWINGS
     1. Submit shop drawings for which submission is required in other Sections of this Specification. Include in final shop drawing submissions detailed information, templates and installation instructions required for incorporation and connection of the work concerned, and other details as may be specified in other Sections.
     2. In addition to shop drawings specified in other Sections, submit shop drawings required by authorities having jurisdiction in accordance with their requirements.
     3. The General Contractor shall check, sign, and make notations he considers necessary on shop drawings before each submission to the Consultants for their review.
     4. Indicate on each submission changes from the Contract Drawings and Specification that have been incorporated in the shop drawings. The Contractor shall be responsible for changes made from the Contract Drawings and Specification which are not indicated or otherwise communicated in writing with the submission.
     5. Shop drawing review by Consultant or sub-consultants is for the sole purpose of ascertaining conformance with the general design concept and as a precaution against oversight or error. This review shall not mean that Consultant and sub-consultants approve the detail design inherent in the shop drawings, responsibility for which shall remain with the Contractor submitting same, and such review shall not relieve the Contractor of his responsibility for errors or omissions in the shop drawings or of his responsibility for meeting all requirements of the Contract Documents. No review of design shall be assumed made when such design is a responsibility of the Contractor included in the work. The Contractor is responsible for dimensions to be confirmed and correlated at the job site, for information that pertains solely to fabrication processes or to techniques of construction and installation, and for coordination of the work of all Subcontractors.
     6. Show on shop drawings all pertinent information required for materials and installation, and for proper integration of this installation with work of others.
     7. The shop drawings shall show, but not necessarily be limited to the following:
        1. Clear and obvious notes of any proposed changes from Drawings and Specifications.
        2. Fabrication and erection dimensions.
        3. Provisions for allowable construction tolerances and deflections provided for live loading.
        4. Details to indicate construction arrangements of the parts and their connections, and interconnections with other work.
        5. Location and type of anchors, and exposed fastenings.
        6. Materials and finishes.
        7. Descriptive names of equipment.
        8. Mechanical and electrical characteristics when applicable.
        9. Information to verify that superimposed loads will not affect function, appearance, and safety of the work detailed as well as of interconnected work.
        10. Assumed design loadings, and dimensions and material specifications for load bearing members.
        11. Dimensions and dimensioned locations of proposed chases, sleeves, cuts and holes in structural members.
     8. Submit shop drawings folded into 8-1/2" x 11" size with title block appearing on outside. Four (4) copies of engineering data sheets, catalogue cuts and standard diagrams may be substituted for shop drawings where applicable. One (1) reproducible and three (3) white prints of each drawing are required.
     9. Shop drawings which require extensive correction or are in substantial disagreement with intent of contract documents will be sent back for revisions and resubmission. The reproducible copy will be returned.
     10. Otherwise, shop drawings will be sent back with review comments only. The reproducible copy and two (2) white prints will be returned. One (1) white print will be retained.
     11. Conform to review comments and stamped instructions of each shop drawings reviewer.
     12. Only drawings noted for revision and resubmission need be resubmitted. Include revisions required by previous reviews before resubmission of shop drawings.
     13. Do not add new details or information to shop drawings after they have been reviewed, unless requested by the reviewer, requiring a re-submission.
     14. Do not proceed with work dependent on shop drawing information until approval is given and verification received from Contractor. The Contractor shall be responsible for work performed prior to receipt of reviewed shop drawings. No review comments shall be construed as authorization for Changes in the work.
     15. Fabricate work exactly as shown on shop drawings. If shop practice dictates revisions, revise drawings and resubmit.
     16. File one (1) copy of each finally revised and corrected shop drawing on site.
     17. Provide shop drawings as called for in the Trade Sections of these Specifications.
  3. samples
     1. Submit samples for which submission requirement is specified in Trade Sections of this Specification.
     2. Submit samples in triplicate of adequate size to represent the material in its intended use on Project. Submit an extreme range of samples when the degree of marking or colour cannot be represented by a single sample.
     3. Label samples with Project name, number, Contractor, and date.
     4. Include in the work cost of delivery and handling, assembly, and return to supplier of samples.
     5. If sample is disapproved, two samples will be returned. If sample is approved, one sample will be returned, marked "Approved".
     6. Approved samples shall serve as a model against which the products incorporated in the work shall be judged.
     7. Each product incorporated in the work shall be precisely the same in all details as the approved sample.
     8. Should any change of material, colour, texture, finish, dimensions, performance, function, operation, construction, joining, fastening, fabrication techniques, service characteristics, and other qualities be made to a product after approval has been given, submit for approval of the revised characteristics in writing and resubmit samples of the product for approval if requested.
     9. When samples are very large, require assembly, or require evaluation at the site, they may be delivered to the site, but only with approval and as directed.
     10. Provide samples as called for in the Trade Sections of these Specifications.
  4. mock-ups
     1. Where required by the Contract Documents or as may reasonably be requested by the Consultant during the course of the Work. Provide field or shop erected example of work complete with specified materials and workmanship.
     2. Erect mock-ups at locations as specified and as acceptable to Consultant. Do not proceed with work for which mock-ups are required prior to Consultant's review of mock-ups.
     3. Modify or remove and replace mock-ups as many times as required to secure acceptance of the Consultant. Such removal and replacement shall be done at no increase in either the Contract Price or the Contract Time.
     4. Protect and maintain mock-ups until directed to be removed. Commence work demonstrated in mock-up only after review and acceptance of workmanship. If possible, mock-up may become part of finished work, at sole discretion, and with prior written acceptance, of Consultant.
     5. Reviewed and accepted mock-ups will become standards of workmanship and material against which installed work will be compared.
     6. Remove and replace materials or assemblies not matching reviewed mock-ups.
     7. Resubmit mock-ups until written acceptance is obtained from Consultant.
  5. insert location drawings
     1. Submit insert location drawings which are required for installation of work.
     2. Indicate on insert location drawings the location and size of sleeves, anchor bolts, openings, and miscellaneous items to be incorporated in the work.
     3. Submit insert location drawings well in advance of construction of work incorporating built-in work.
  6. coordination drawings
     1. Prepare interference and equipment placing drawings to ensure that all components will be properly accommodated within the spaces provided.
     2. Prepare drawings to indicate coordination and methods of installation of a system with other systems where their relationship is critical. Ensure that all details of equipment, apparatus, and connections are coordinated.
     3. Ensure that clearance required by authorities having jurisdiction and for proper maintenance are indicated on Drawings.
     4. Distribute coordination drawings well in advance of fabrication and installation of work affected. Place no orders for affected equipment without submission of coordination Drawings to the supplier.
  7. project record drawings
     1. Submit Project Record Drawings specified under work of Section 01 31 13 – Project Coordination, with application for Certificate of Substantial Performance. Final acceptance of the work will be predicted on receipt and approval of record drawings.
  8. warranties
     1. The Contractor shall submit all the warranties as herein specified, in an approved uniform format as indicated in Section 01 78 36 – Warranties.
  9. MAINTENANCE MANUAL AND OPERATING INSTRUCTIONS
     1. Submit one (1) copy of Operation and Maintenance Manuals at completion of Project on application for Certificate of Substantial Performance, Maintenance Manual shall consist of shop drawings, extended warranties, and Project Data Book.
     2. Include in Maintenance Manual one copy of each final approved shop drawing issued for Project of which have been recorded changes made during fabrication and installation caused by unforeseen conditions.
     3. Submit extended warranties together in one report binder, properly titled and with a typed table of contents.
     4. The Project Data Book shall:
        1. Consist of a hard-cover, black, vinyl-covered, loose-leaf, letter size binder.
        2. Have a title sheet, or sheets preceding data on which shall be recorded Project name, date, list of contents, and Contractors' and Subcontractors' names and addresses.
        3. Be organized into applicable sections of work with each Section separated by hard paper dividers with plastic covered tabs marked by Section.
        4. Contain only typed or printed information and notes, and neatly drafted drawings.
        5. Contain maintenance instructions as specified in various Sections and as referenced in Section 01 77 19 – Closeout Requirements.
        6. Contain brochures and parts lists on all equipment.
        7. Contain a list of manufacturers and trade names of finishes and coatings applied.
        8. Contain sources of supply for all proprietary products used in the work.
        9. Contain lists of supply sources for maintenance of all equipment in Project of which more detailed information is not included above.
        10. Contain finished hardware schedule.
        11. Contain charts, diagrams and reports specified by Mechanical and Electrical Engineers.
  10. AS-BUILT DOCUMENTS
      1. Obtain from the Consultant and pay cost for one copy of Specifications and one set of white prints of the Contract Drawings at the commencement of Work, and, prior to the date of Substantial Performance, an extra set of white prints of Contract Drawings, for as-built purposes.
      2. Maintain record documents in clean, dry, and legible condition. Do not use record documents for construction purposes.
      3. As Work progresses, clearly mark in a neat and legible form with red pen on Specifications and drawing white prints all significant changes and deviations from the Contract Drawings and Specifications caused by site conditions, Supplemental Instructions and Change Orders.
         1. Changes and deviations marked on as-built record drawings and specifications by reference to Supplemental Instructions, Change Orders and other documents are not acceptable.
      4. Record the following changes and deviations on drawing white prints:
         1. Depths of various elements of foundation in relationship to the first-floor level.
         2. Field changes of dimensions.
         3. Changes made by Addenda and change orders.
         4. Details not on original Contract Drawings.
         5. Other significant deviations and changes which are concealed in construction and cannot be identified by visual inspection.
      5. Show actual locations of the following on drawing white prints:
         1. Access doors and panels.
         2. Inverts of services at key points within the building, at points where entering and leaving the building, and at the property lines. Dimension services in relation to the structure and building grid lines.
         3. Measured horizontal and vertical locations of site utilities and appurtenances, referenced to permanent surface improvements.
         4. Ductwork, piping, conduit, mechanical and electrical equipment, and associated work.
         5. Concealed piping, conduit, and equipment, including such items provided for future use.
      6. Record the following information on the Specifications.
         1. Manufacturer, trade name, and catalogue number of each product actually installed particularly optional items and substitute items.
         2. Changes made by Addenda and change orders.
         3. Accepted substitutions and alternatives.
         4. Other approved changes and deviations to items specified.
      7. Have white prints and specifications available for review at all times.
      8. Final As Built Drawings: Prior to the date of Substantial Performance, allowing for Consultant's review, clearly, neatly, and accurately transfer information from the marked-up drawing white prints to a set of clean white prints.
         1. Print lettering and numbers in size to match original.
         2. Lines may be drawn free hand, provided they are neat and accurate. Add "AS-BUILT RECORD" at each drawing title block. Should extensively changes and deviations to a drawing make the information illegible, re-draft the changed areas as required.
         3. Submit drawing white prints made containing as-built record information for Consultant's review. Correct as directed by Consultant.
         4. Submit finalized as-built record drawing transparencies and as-built record specifications to the Consultant two weeks prior to application for Certificate of Substantial Performance.
  11. extra materials
      1. Supply extra materials at completion of Project as specified in Trade Sections of this Specification.
      2. Deliver extra materials to location designated by the Owners representative.
  12. INSPECTION COMPANY REPORTS
      1. Submit copies of test and verification reports as specified in Section 01 45 00 and in other Sections of the Specifications of "Source Quality Control" and "Field Quality Control" immediately they are completed.
      2. Submit one copy of each report unless specified otherwise and signed by a responsible officer of the inspection and testing company to the Owner and Consultant.
      3. Submit an additional report directly after it is completed to:
         1. Applicable design engineer.
         2. The Contractor.
         3. Authorities having jurisdiction when such reports are required by them.
      4. Each report shall include:
         1. Date of issue.
         2. Project name and number.
         3. Name and address of inspection and testing company.
         4. Name and signature of inspector or tester.
         5. Date of inspection or test.
         6. Identification of product and Specifications Section covering inspected or tested work.
         7. Location of inspection or from which tested material was derived.
         8. Type of inspection or test.
         9. Remarks and observations on compliance with Contract Documents.
  13. PROGRESS PHOTOGRAPHS
      1. Unless otherwise specified, provide, and submit electronic pictures from six (6) difference vantage points on the project site as directed, and taken as soon as possible after the first day of each month throughout the project.
      2. Identify the following in each picture:
         1. Location.
         2. Name of project.
         3. Name of Contractor.
         4. Name of Consultant.
         5. Date.
      3. The Consultant may request changes of vantage points, either interior or exterior, as the job progresses. Consultant may further request more than six (6) vantage points.
      4. Submit pictures with each application for payment.
  14. progress billing
      1. Coordinate progress billing with cost breakdown. Include value of work completed during billing period.
      2. Include running total of value of work completed by the end of the billing period. Format of progress billing shall be as requested by and approved by the Owner.
      3. Progress billings shall be dated and submitted on the 25th day of each month.
      4. Progress billings shall be discussed as part of the preconstruction meeting.
  15. PRICING OF CHANGES TO WORK
      1. Submit with quotations for changes to work detailed estimate sheets showing initial and revised quantities of labour, materials and equipment, and the related unit costs.
      2. Payment for use of small tools, travelling, out-of-town accommodations and preparation of price change submittals will be considered a part of overhead as specified in the Supplementary Conditions. Submit quotations within ten (10) days of issuance of the contemplated change for changes to work with full documentation to Consultant.
  16. WASTE MANAGEMENT
      1. Contractor shall prepare and submit waste audit and reduction plan in compliance with the requirements of Ontario Regulations 102/94, Waste Audits and Waste Reduction Workplans and 103/94, Industrial, Commercial and Institutional Source Separation Programs under the Environmental Protection Act of Ontario. For definitions refer to Ontario Regulation 105/94, Definitions.

1. Products

Not Used

1. Execution

Not Used

end of section