

**SECTION 01 33 00**  
**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. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. Related Sections:
  - 1. Division 1 Section "Payment Procedures" for submitting Applications for Payment and the schedule of values.
  - 2. Division 01 Section "Project Management and Coordination" for submitting Coordination Drawings.
  - 3. Division 01 Section "Quality Requirements" for submitting test and inspection reports and Delegated-Design Submittals and for erecting mockups.
  - 4. Division 01 Section "Closeout Procedures" for submitting warranties, Project Record Documents and operation and maintenance manuals.
  - 5. Division 01 Section "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
  - 6. Division 01 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.

**1.3 DEFINITIONS**

- A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as action submittals.
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as informational submittals.

**1.4 SUBMITTAL PROCEDURES**

- A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
  - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
  - 2. Coordinate transmittal of different types of submittals for related parts of the Work 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.
    - b. Submittals Schedule: Comply with requirements in Division 01 Section "Construction Progress Documentation" for list of submittals and time requirements for scheduled performance of related construction activities.
- B. 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, and allow for the minimum of the time described below, not to exceed the time demonstrated in the Submittal Look-Ahead Schedule
- C. Electronic Submittal:
  - 1. Shop drawing and product data submittals shall be transmitted to Architect in electronic (PDF) format using Cloud Based Software approved by Architect and Owner, a website service designed specifically for transmitting submittals between construction team members.
  - 2. The intent of electronic submittals is to expedite the construction process by reducing paperwork, improving information flow, and decreasing turnaround time.
  - 3. The electronic submittal process is not intended for color samples, color charts, or physical material samples.
- D. Electronic Submittal Procedures:
  - 1. Create submittal log in Cloud Based Software approved by Architect and Owner by inserting required submittals listed in individual specification sections.
  - 2. Submittal Preparation - Contractor may use any or all of the following options:
    - a. Subcontractors and Suppliers provide electronic (PDF) submittals to Contractor via the Cloud Based Software approved by Architect and Owner website.
    - b. Subcontractors and Suppliers provide electronic (PDF) submittals to Contractor via email.
    - c. Subcontractors and Suppliers provide paper submittals to Scanning Service which electronically scans and converts to PDF format.
    - d. Printed Submittals: Provide two printed sets of submittals for shop drawings for structural framing in addition to electronic submittals if required by architect.
    - e. Contractor shall review and apply electronic stamp certifying that the submittal complies with the requirements of the Contract Documents including

- verification of manufacturer / product, dimensions and coordination of information with other parts of the work.
- f. Contractor shall transmit each submittal to Architect using the Cloud Based Software approved by Architect and Owner
- g. Architect / Engineer review comments will be made available on the Cloud Based Software approved by Architect and Owner website for downloading. Contractor will receive email notice of completed review.
- h. Distribution of reviewed submittals to subcontractors and suppliers is the responsibility of the Contractor.
- i. Submit paper copies of any reviewed submittals not submitted electronically at project closeout for record purposes in accordance with Section 01 77 19 – Contract Closeout.

Contractor will provide Owner/Architect with complete backup of information gathered and stored with Cloud Based Software including but not limited to submittals, project photos, correspondence, RFI, ASI, Project documents, etc.

- E. Costs: General Contractor shall include the full cost of Cloud Based Software approved by Architect and Owner project subscription in their proposal. This cost is included in the Contract Amount.
  - 1. The intent is for the Cloud Based Software such as Submittal Exchange or Procore service cost to be in lieu of postage or shipping costs typically paid for paper submittals. Service cost is a net cost savings to Contractor because submittals sent electronically do not need to be shipped physically.
  - 2. Internet Service and Equipment Requirements:
    - a. Email address and Internet access at Contractor's main office.
    - b. Adobe Acrobat ([www.adobe.com](http://www.adobe.com)), Bluebeam PDF Revu ([www.bluebeam.com](http://www.bluebeam.com)), or other similar PDF review software for applying electronic stamps and comments
- F. General: Prepare and submit Action Submittals required by individual Specification Sections.
  - 1. Electronic copies: Post electronic submittals as PDF electronic files In Submittal Exchange
    - a. Architect will return annotated file. Annotate and retain one copy of file as an electronic Project record document file. Do not use, or allow others to use, submittals marked "Rejected – Resubmit as Specified" at the Project Site or elsewhere where Work is in progress
  - 5. "Action Not Taken" - Where a submittal is for information or record purposes or special processing or other activity, the Architect will return the submittal marked "Action Not Taken"
    - a. Informational Submittals: Architect and will review each submittal and will not return it, or will reject and return it if it does not comply with requirements. Architect and Construction Manager will forward each submittal to appropriate party.

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

**2.0 FORMS DESCRIPTION**

- A. Requests for Information (RFI): Submit requests to the Architect for information or interpretation of Contract Documents on RFI form. Establish and maintain a RFI Log, and number each RFI sequentially.

**END OF SECTION 013300- SUBMITTAL PROCEDURES**