

SECTION 01 33 00
SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes: Administrative and procedural requirements including:
 - 1. Submittal schedule.
 - 2. Shop Drawings, Coordination Drawings, Product Data, and Samples.
 - 3. Verification submittals.
- B. Do not submit following:
 - 1. Submittals not required by specification section Submittal paragraph.
 - 2. Submittals required by other contractors or trades for their coordination that are not required by specification section Submittal paragraph.
 - 3. Submittal of products, systems or manufactures not specified.
 - 4. Submittal of substitution.
 - 5. Submittal of MSDS information.
 - 6. Large quantities of submittals at one time.
- C. Submittals required by each individual Section are intended to convey complete information for the Work of that Section on the intent of the Work to be provided for the Project. Provide complete information in all submittals transmitted to the Architect for review.

1.2 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.
- C. Business Days: A calendar day of the year in which usual business for all parties, Owner, Contractor and Design Professional conduct regular business. Business days shall exclude Saturdays, Sundays and US recognized holidays. Submittals, RFI, Communications and other Documents transmitted to the Architect after 2:00 pm Central Time shall be considered as Received by the Architect on the following business day.

- D. Complete Submittal: Submittal package including all product data, shop drawings, delegated design requirements, certification and calculations where indicated, and all other information required under the Submittal and Action Submittals Article of the Section governing the Work.

1.3 SUBMITTAL SCHEDULE

- A. Submittal Schedule: Submit, as an action submittal, a list of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect, additional time for handling and reviewing submittals required by those corrections and actual lead times as confirmed with vendor or other sources by the Contractor. The Submittal Schedule shall be submitted prior to any submittals for materials and equipment, adjusted as required by the Architect and approved for use prior to any material or equipment procurement.
 - 1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule. The Contractor is solely responsible for ensuring sufficient time for submittals and specified material procurement exists in the submittal and construction schedules.
 - 2. The Contractor shall confirm all procurement times for materials and coordinate those lead times with the Project Schedule and required submittals. The Contractor shall coordinate and provide additional time in the schedule for any lengthy lead times and submittals required for material procurement.
 - 3. Initial Submittal: Submit concurrently with startup construction schedule. Include submittals required during the first 60 days of construction. List submittals required to maintain orderly progress of the work and those required early due to long lead time for manufacture or fabrication.
 - 4. Final Submittal: Submit concurrently with the first complete submittal of Contractor's construction schedule.
 - a. Submit revised submittal schedule to reflect changes in current status and timing for submittals.
 - 5. Format: Arrange the following information in a tabular format:
 - a. Scheduled date for first submittal.
 - b. Specification Section number and title.
 - c. Submittal Category: Action; informational.
 - d. Name of subcontractor.
 - e. Description of the Work covered.
 - f. Scheduled date for Architect's final release or approval.
 - g. Scheduled dates for purchasing.
 - h. Scheduled date of fabrication.
 - i. Scheduled dates for installation.
 - j. Activity or event number.

1.4 SUBMITTAL FORMATS

- A. Submittal Information: Include the following information in each submittal:

1. Architect's Project Number.
 2. Project name.
 3. Date.
 4. Name of Architect.
 5. Name of Construction Manager, if applicable.
 6. Name of Contractor.
 7. Name of firm or entity that prepared submittal.
 8. Names of subcontractor, manufacturer, and supplier.
 9. Unique submittal number, including revision identifier. Include Specification Section number with sequential alphanumeric identifier; and alphanumeric suffix for resubmittals.
 10. Category and type of submittal.
 11. Submittal purpose and description.
 12. Number and title of Specification Section, with paragraph number and generic name for each of multiple items.
 13. Drawing number and detail references, as appropriate.
 14. Indication of full or partial submittal.
 15. Location(s) where product is to be installed, as appropriate.
 16. Other necessary identification.
 17. Remarks.
 18. Signature of transmitter.
- B. Options: Identify options requiring selection by Architect.
- C. Deviations and Additional Information: On each submittal, clearly indicate deviations from requirements in the Contract Documents, including minor variations and limitations; include relevant additional information and revisions, other than those requested by Architect on previous submittals. Indicate by highlighting on each submittal or noting on attached separate sheet.
- D. Electronic Submittals:
1. All submittals on this Project are intended to be transmitted to the Architect in electronic format. Acceptable format includes PDF files with searchable text options activated. Files shall be fully coordinated with integrated bookmarks outlining all primary, secondary and tertiary subsections of the document for navigation.
 2. All electronic submittals shall be transmitted to the Architect using the identified Web Based Project Software and tracking system.
 3. All samples and color selection charts, draw down cards or other such items for selecting colors, finishes and textures shall be provided to the Architect in hard copy form, linked to an electronic submittal file for tracking purposes only.
 4. Paper submittals shall be considered on a limited basis only and the Contractor is responsible for providing a linked electronic submittal item for tracking purposes.

E. Paper Submittals:

1. Intended for Limited Use only, where delegated design or large format submittals may make digital submittals difficult or inappropriate.
2. Action Submittals: Number of Paper Submittals Required:
 - a. Shop Drawings: Submit two opaque reproductions (prints); submit one additional opaque reproduction for civil, structural, mechanical, electrical or landscaping work.
 - b. Product Data: Submit number required by Contractor plus two copies that will be retained by Architect.
 - c. Physical Samples: Submit number of samples of items requested in each specification section; submit minimum of three samples for each item.
3. Informational Submittals: Submit two paper copies of each submittal unless otherwise indicated. Architect will not return copies.
4. Contractor's responsibility for deviations in submittals from requirements of Contract Documents is not relieved by Architect's review of submittals unless Architect gives specific written acceptance of specific deviations.

F. Transmittals:

1. Identification and Information: Identify and incorporate information in each electronic submittal file:
 - a. Assemble complete submittal package into a single indexed file with links enabling navigation to each item.
 - b. Name file with submittal number or other unique identifier, including revision identifier.
 - 1) File name shall use project identifier and Specification Section number followed by a decimal point and then a sequential number (e.g., LNHS-061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., LNHS-061000.01. A).
 - c. Provide means for insertion to permanently record Contractor's review and approval markings and action taken by Architect.
2. Paper Submittals: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal accompanied by a transmittal form with the submittal number. Include the following information:
 - a. Architect's Project Number.
 - b. Project name.
 - c. Date.
 - d. Destination (To:).
 - e. Source (From:).
 - f. Name and address of Architect.
 - g. Name of Construction Manager, if applicable.
 - h. Name of Contractor.
 - i. Name of firm or entity that prepared submittal.
 - j. Names of subcontractor, manufacturer, and supplier.
 - k. Type of submittal.
 - l. Submittal purpose and description.

- m. Specification Section number and title.
 - n. Specification paragraph number or drawing designation and generic name for each of multiple items.
 - o. Drawing number and detail references, as appropriate.
 - p. Indication of full or partial submittal.
 - q. Transmittal number, numbered consecutively.
 - r. Submittal and transmittal distribution record.
 - s. Remarks.
 - t. Signature of transmitter.
 - u. Provide linked electronic submittal item with complete submittal transmittal at minimum in the Web Based Project Software system for tracking.
3. Electronic Submittals: Prepare submittals as PDF package, incorporating complete information into each PDF file. Name PDF file with submittal number and date.
- a. Format: Use software generated form from electronic project management software acceptable to Project team, containing the following information:
 - 1) Architect's Project Number.
 - 2) Project name.
 - 3) Date.
 - 4) File name and submittal number.
 - 5) Name and address of Architect.
 - 6) Name of Construction Manager. If applicable.
 - 7) Name of Contractor.
 - 8) Name of firm or entity that prepared submittal.
 - 9) Names of subcontractor, manufacturer, and supplier.
 - 10) Type of submittal.
 - 11) Specification Section number and title.
 - 12) Specification paragraph number or drawing designation and generic name for each of multiple items.
 - 13) Drawing number and detail references, as appropriate.
 - 14) Location(s) where product is to be installed, as appropriate.
 - 15) Related physical samples submitted directly.
 - 16) Indication of full or partial submittal.
 - 17) Transmittal number, numbered consecutively.
 - 18) Submittal and transmittal distribution record.
 - 19) Remarks.
 - b. Metadata: Include the following information as keywords in the electronic submittal file metadata:
 - 1) Architect's Project Number.
 - 2) Project name.
 - 3) Number and title of appropriate Specification Section.
 - 4) Manufacturer name.
 - 5) Product name.

1.5 SUBMITTAL PROCEDURES

- A. Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
1. The Submittal Schedule shall precede any submittals for material, equipment or other items, be deemed acceptable by the Architect and approved for use prior to review of other submittals granting procurement of material, equipment or other items to be included in the Work.
 2. Provide Complete Submittal packages with all items required for the Work of each Specification Section in order to facilitate review by the Design Professional. Do not submit partial submittals or exclude any portion of the information for the Architect's review. Submittals deemed incomplete to facilitate review shall be returned without action or review.
 3. Provide related building systems submittals concurrently for coordinated review by the Architect. Any submittals requiring information of related building systems will be delayed until the required information is provided at the discretion of the Architect.
 4. Submittals requiring Delegated Design services must be accompanied by seals, calculations and other requirements indicated to confirm they have been prepared by a qualified engineer per the requirements of the Contract Documents. Submittals requiring Delegated Design certification without such information shall be returned without action or review.
 5. The Contractor shall perform no portion of the Work for which the Contract Documents require submittals and review of Shop Drawings, Product Data, Samples, or similar submittals, until the respective submittal has been approved by the Architect; nor shall they undertake procurement of materials governed by the specification Section.
 6. Web Based Project Software: Prepare submittals in PDF form, and upload to web based Project software website. Enter required data in web based software site to fully identify submittal.
 7. Paper: Prepare submittals in paper form, and deliver to Architect.
 - a. Provide linked electronic submittal item with complete submittal transmittal at minimum in the Web Based Project Software system for tracking for each paper copy submittal.
- B. 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. Submit submittal items required for each Specification Section concurrently unless partial submittals for portions of the work are indicated on approved submittal schedule.
 3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
 4. Coordinate transmittal of submittals for related parts of the work specified in different Sections 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.
- C. Processing Time: Allow time for submittal review, including time for resubmittals. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized due to failure to transmit submittals enough in advance of the work to permit processing, including resubmittals.
1. Initial Review: Allow 15 days worst case for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
 2. Consulting Engineers: Submit submittals for structural, mechanical, and electrical items directly to consulting engineer with copy of transmittal sent to Architect. Upon completion of review, consulting engineer will send its reviewed submittal to Architect.
 3. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 4. Resubmittal Review: Allow 10 business days for review of each resubmittal.
 5. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 15 business days for initial review of each submittal.
- D. 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. Make revisions in submittals required by Architect, mark number of submission, and resubmit as required until accepted.
 4. Shop Drawings and Product Data:
 - a. Revise initial drawings or data, and resubmit as specified for initial submittal.
 - b. Indicate changes been made other than those requested by Architect.
 - c. Mark number of submission and resubmit until accepted.
 5. Samples: Submit new samples as required for initial submittal. Remove samples which are rejected or designated as resubmit.
 6. Resubmit submittals until marked with approval notation from Architect's action stamp.
- E. 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.
1. Distribute reproductions of reviewed Shop Drawings and Product Data that do not require revisions to the following:
 - a. Job site file.
 - b. Project Record Documents file.
 - c. Other affected contractors.
 - d. Subcontractors.

- e. Supplier or Fabricator.
 2. Distribute accepted samples as directed by Architect.
- F. Use for Construction: Retain complete copies of submittals on Project site. Use final action submittals marked with approval notation from Architect's action stamp.

1.6 SUBMITTAL REQUIREMENTS

- A. Make submittals promptly in accordance with approved schedule and in sequence that does not delay the work. Submittals shall be made to Architect by Contractor. Submittals from other entities will be returned unreviewed.
- B. Paper Submittal Requirements: Place a permanent label or title block on each submittal item for identification.
1. Place a permanent label or title block on each submittal item for identification; include name of firm or entity that prepared submittal.
 2. Provide a space approximately 6 inches by 8 inches (150 mm by 200 mm) on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
 3. Include the following information for processing and recording action taken:
 - a. The Architect's Project Number.
 - b. Project name.
 - c. Date.
 - d. Name of Architect.
 - e. Name of Construction Manager.
 - f. Name of Contractor.
 - g. Name of subcontractor.
 - h. Name of supplier.
 - i. Name of manufacturer.
 - j. Submittal number, including revision identifier, and unique identifiers at Contractor's discretion.
 - 1) Submittal shall use the Specification Section number, with spaces, followed by a dash and then a sequential 3 digit submittal number (e.g., 061053 – 001). Submittal shall include a 2 digit revision identifier suffix after another dash, starting with "00" on the initial submission (e.g., 061053 – 001 – 00).
 - k. Number and title of appropriate Specification Section.
 - l. Drawing number and detail references, as appropriate.
 - m. Location(s) where product is to be installed, as appropriate.
 - n. Other necessary identification.
- C. Electronic Submittal Requirements:
1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.

2. Name file with submittal number, including revision identifier, and other unique identifiers at Contractor's discretion.
 - a. File name and submittal number shall use the Specification Section number, with spaces, followed by a dash and then a sequential 3-digit submittal number (e.g., 061053 – 001). File name and submittal shall also include a 2-digit revision identifier suffix after another dash, starting with "00" on the initial submission (e.g., 061053 – 001 – 00).
 3. Provide electronic stamp to permanently record Contractor's review and approval markings and space for electronic stamp for action taken by Architect and Consultants as needed.
 4. Transmittal Form for Electronic Submittals: Use software generated form from electronic project management software acceptable to Project team, containing the following information:
 - a. The Architect's Project Number.
 - b. Project name.
 - c. Date.
 - d. File name and submittal number.
 - e. Name and address of Architect.
 - f. Name of Construction Manager.
 - g. Name of Contractor.
 - h. Name of firm or entity that prepared submittal.
 - i. Names of subcontractor, manufacturer, and supplier.
 - j. Type of submittal.
 - k. Specification Section number and title.
 - l. Specification paragraph number or drawing designation and generic name for each of multiple items.
 - m. Drawing number and detail references, as appropriate.
 - n. Location(s) where product is to be installed, as appropriate.
 - o. Related physical samples submitted directly.
 - p. Indication of full or partial submittal.
 - q. Transmittal number, numbered consecutively.
 - r. Submittal and transmittal distribution record.
 - s. Remarks.
 5. Metadata: Include the following information as keywords in the electronic submittal file metadata:
 - a. Project name.
 - b. Number and title of appropriate Specification Section.
 - c. Manufacturer name.
 - d. Product name.
 6. Post electronic submittals in PDF format to the Web Based Project software indicated in Section 01 31 00 Project Management and Coordination.
 7. Architect will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
- D. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.

1. If information must be specially prepared for submittal because standard published data are unsuitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Show performance characteristics and capacities.
 - c. Show dimensions and clearances required.
 - d. Manufacturer's technical data.
 - e. Color charts.
 - f. Statement of compliance with specified referenced standards.
 - g. Testing and test results by recognized testing agency.
 - h. Application of testing agency labels and seals.
 - i. Notation of coordination requirements.
 - j. Availability and delivery time information.
 4. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams that show factory installed wiring.
 - b. Wiring or piping diagrams and controls.
 - c. Printed performance curves.
 - d. Operational range diagrams.
 - e. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 5. Manufacturer's Schematic Drawings and Diagrams: Modify drawings and diagrams to delete information that is not applicable.
 - a. Supplement standard information to provide information applicable to work.
 6. Submit Product Data before Shop Drawings, and before or concurrent with Samples.
 - a.
- E. Shop Drawings: Prepare Project specific information, drawn accurately to scale, indicating materials (kind, thickness, and finish), dimensions, connections, and details necessary to ensure accurate interpretation of the Contract Documents including attachment to other work, in detail necessary.
1. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
 2. Identify details by reference to sheet and detail, schedule or room numbers shown on Contract Drawings.
 3. Consecutively number shop drawings for each portion of work. Retain numbering system throughout revisions.
 4. Show detail, materials, dimensions, thickness, methods of assembly, attachments, relationship to adjoining work and pertinent data and information.
 5. Verify dimensions and field conditions. Clearly indicate field dimensions and field conditions.

6. Verify and coordinate shop drawings for each specification section for each trade with requirements of related specifications and trades and as necessary for proper and complete installation of work.
 7. Prepare composite shop drawings and installation layouts when necessary or requested to depict proposed solutions for field conditions. Coordinate in field and with affected subcontractors for proper relationship to work of other trades based on field conditions.
 8. Preparation: Fully illustrate specified requirements. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
 - f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Seal and signature of professional engineer if specified.
 9. Paper Sheet Size: Except for templates, patterns, and similar full size Drawings, submit Shop Drawings on sheets at least 8-1/2 inches by 11 inches (215 mm by 280 mm), but no larger than 30 inches by 42 inches (750 mm by 1067 mm).
- F. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other materials.
1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
 2. Identification: Permanently attach label on unexposed side of Samples that includes the following:
 - a. Project name and submittal number.
 - b. Generic description of Sample.
 - c. Product name and name of manufacturer.
 - d. Sample source.
 - e. Number and title of applicable Specification Section.
 - f. Specification paragraph number and generic name of each item.
 3. Web Based Project Software: Prepare submittals in PDF form, and upload to Web Based Project Software website identified by the Architect. Enter all required data into the software site interface and forms to fully identify submittal. Submittals not fully identified shall be returned to the Contractor without review.
 4. Paper Transmittal: Include paper transmittal including complete submittal information indicated. Input linked electronic transmittal in Web Based Project Software for tracking purposes.
 5. Disposition: Maintain sets of approved Samples at Project site, available for quality control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 6. Samples: Submit full size units or Samples of size indicated, prepared from same material to be used for the work, cured and finished as specified, and physically

identical with material or product proposed for use, and that show full range of color and texture variations expected.

- a. Samples include, but are not limited to, the following:
 - 1) Partial sections of manufactured or fabricated components.
 - 2) Small cuts or containers of materials.
 - 3) Complete units of repetitively used materials.
 - 4) Color swatches or color range sets showing color, texture, and pattern.
 - a) Submit 4 inch by 4 inch (100 mm by 100 mm) sample chip.
 - 5) Components used for independent testing and inspection.
- b. Number of Samples: Submit four sets of Samples. Architect will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a project record Sample. Refer to Section 01 78 39 for requirements for record document samples.
 - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and similar characteristics are demonstrated.
 - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.

G. Coordination Drawings: Comply with requirements specified in Section 01 31 00 for preparation. Coordination Drawings shall be reviewed to verify coordination efforts only; Architect will not Approve Coordination Drawings.

1. Conduct coordination meetings with trades attending to coordinate work of trades for each mechanical or electrical area.
2. Print Coordination Drawings using 1/4 inch (6 mm) minimum scale with congested areas and sections through shafts at 3/8 inch (4.5 mm) minimum scale.
3. Coordinate with architectural ceiling plans exact location and dimensioning of items which occur within hung ceilings. In event of conflict, request clarification from Architect as to correct locations of items in question.
4. Submit Coordination Drawings to Architect for review. Indicate conflicts that could not be resolved in coordination meetings. Submit total sleeving, piping, ductwork, lighting, sprinkler, and HVAC coordination drawings. Coordination Drawings shall be reviewed to verify coordination efforts only.
5. After review by Architect, prepare shop drawings for each separate trade.
6. Coordination drawings are for Architect's and Contractor's use during construction and shall not be construed as replacing shop drawings or Record Documents required by Contract Documents.

H. Product Schedule: Where required by the individual Specification Sections, prepare a written summary indicating types of products required for the work and their intended location. Include the following information in tabular form:

1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
2. Manufacturer and product name, and model number if applicable.
3. Number and name of room or space.
4. Location within room or space.

- I. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- J. Design Data: Prepare and submit written and graphic information indicating compliance with indicated performance and design criteria in individual Specification Sections. Include list of assumptions and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Number each page of submittal.
- K. Certificates:
 1. Certificates and Certifications Submittals: Submit a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity. Provide a notarized signature where indicated.
 2. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
 3. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
 4. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
 5. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
 6. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.
- L. Test and Research Reports:
 1. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
 2. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
 3. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
 4. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
 5. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents.

Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.

6. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - a. Name of evaluation organization.
 - b. Date of evaluation.
 - c. Time when report is in effect.
 - d. Product and manufacturers' names.
 - e. Description of product.
 - f. Test procedures and results.
 - g. Limitations of use.

1.7 DELEGATED DESIGN SERVICES

- A. Where delegated design services are required for the Work of individual Specification Sections, do not transmit submittals without endorsement by the qualified professional engineer responsible for their preparation. The Architect's review of such submittals shall be to assess the adequacy and accuracy of the performance and design criteria provided in the Contract Documents. Submittals requiring delegated design services transmitted to the Architect without endorsement of the professional engineer responsible for their preparation will be returned without review.
 1. Unless specifically indicated otherwise, delegated design services shall be provided for all items included in the individual specification Sections requiring delegated design services. Items connected to, mounted on or related to assemblies requiring delegated design services shall not be excluded from the services of the professional engineer to properly meet all performance and design criteria indicated.
 2. The performance and design criteria indicated in each Section shall not be altered, adjusted or reduced by the Contractor, professional engineer or other entity. The qualified professional engineer shall be responsible to confirm that all assemblies comply with the performance and design criteria indicated without variation.
 3. The Contractor shall perform no portion of the Work for which the Contract Documents require submittals and review of Shop Drawings, Product Data, Samples, or similar submittals, until the respective submittal has been approved by the Architect; nor shall they undertake procurement of materials governed by the specification Section.
- B. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
 1. If criteria indicated are insufficient to perform services or certification required, submit a written request for additional information to Architect.
- C. Delegated Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF file and three paper copies of

certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a qualified design professional.

1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, standards, loads, and other factors used in performing these services.
- D. Submittals requiring Delegated Design Services and submitted to the Architect without certification will not be reviewed and will be returned to the Contractor.

1.8 CONTRACTOR'S REVIEW

- A. Review of submittals is for compliance with design concept of Project and compliance with information stated in Contract Documents.
1. Contractor is responsible for verifying and correlating dimensions, information that pertains solely to fabrication process or to techniques of construction, and coordination of work of trades. Architect's acceptance of a submittal does not relieve the Contractor of its responsibility for deviation from requirements of Contract Documents.
- B. Action Submittals and Informational Submittals: Review each submittal and verify coordination with other work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
- C. Contractor's Action: Indicate Contractor's approval for each submittal with a uniform approval stamp. Include name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.
1. Architect will not review submittals received from Contractor that do not have Contractor's review and approval or submittals rejected by Contractor.

1.9 ARCHITECT'S REVIEW

- A. Architect's review of Submittals is for general design conformance and compliance with information provided in Contract Documents. Contractor is responsible for complying with requirements and characteristics of products and systems specified; dimensions and quantities to be confirmed and correlated at the Project site; and information that pertains solely to fabrication processes, installation techniques, and coordination of work required by other trades. Architect's review and indication of action to be taken shall not relieve Contractor of responsibility for deviation from requirements of Contract Documents.
- B. The Architect WILL NOT REVIEW submittals that include Material Safety Data Sheets (MSDSs) and will return the entire submittal without review when these items are inclusive.

- C. Action Submittals: Architect will review each submittal, indicate corrections or revisions required, and return it. Architect will indicate, via markup on each submittal, the appropriate action as follows:
1. Final Unrestricted Release: When submittal is marked "No Exception Taken", that part of the work covered by the submittal may proceed provided it complies with requirements of the Contract Documents; final acceptance will depend upon that compliance.
 2. Final But Restricted Release: When submittal is marked "Comments Included", that part of the Work covered by the submittal may proceed provided it complies with both the Architect's notations and comments on the submittal and requirements of the Contract Documents; final acceptance will depend upon that compliance.
 3. Returned for Resubmittal: When submittal is marked "Revise and Submit", do not proceed with that part of the Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal in accordance with the Architects notations or corrections; resubmit without delay.
 - a. Do not permit submittals marked "Revise and Submit" to be used at the Project site or elsewhere where construction is in progress.
 4. Rejected: When submittal is marked "Rejected" do not proceed with that part of the work as submission is either incomplete, not coordinated, or does not conform to requirements of Contract Documents. Resubmission of the same submittal will not be considered. Prepare and submit new submittal meeting requirements of Contract Documents.
 5. Not Reviewed: When submittal is marked "Not Reviewed. Submittal not required by Contract Documents" it has not been reviewed because the submittal was neither requested nor required by Contract Documents.
 6. Close Out Submittal: When submittal is marked "Reviewed for Project Close Out Requirements Only" it has been reviewed only for compliance with close out submission requirements. It has not been reviewed for accuracy or completeness. Burden of accuracy and completeness rests with the Contractor.
 7. Substitution Request: When a submittal is marked "Proposed Substitution. Resubmit. Comply with Section 01 25 00," submission does not comply with requirements of Contract Documents. Contractor may elect to resubmit under the provisions, conditions, and procedures outlined in Section 01 25 00 or prepare and submit new submittal meeting requirements of Contract Documents.
- D. Informational Submittals: Architect will review each submittal and will not return it or will return it if it does not comply with requirements.
- E. Partial Submittals prepared for a portion of the Work will be reviewed when use of partial Submittals has received prior approval from Architect.
- F. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
1. Provide a Complete Submittal package with all items required for the Work of each Specification Section in order to facilitate review by the Design Professional. Do not submit partial submittals or exclude any portion of the information for the

Architect's review. Submittals deemed incomplete to facilitate review shall be returned without action or review.

2. Submittals requiring Delegated Design services must be accompanied by seals, calculations and other requirements indicated to confirm they have been prepared by a qualified engineer per the requirements of the Contract Documents. Submittals requiring Delegated Design services without such information shall be returned without action or review.

G. Architect will return without review submittals received from sources other than Contractor.

H. Submittals not required by the Contract Documents will be returned by Architect without action.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

END OF SECTION

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