Section 01300 - SUBMITTALS

1. PROGRESS SCHEDULE. After the preconstruction conference and before Work is started, Contractor shall submit to Owner for review a schedule of the proposed construction operations. The progress schedule shall indicate the sequence of the Work, the time of starting and completion of each part, and the time for making connections to existing piping, structures, or facilities.

At least every 90 days the schedule shall be revised as necessary to reflect changes in the progress of the Work.

Owner may require Contractor, at Contractor's expense, to add to his plant, equipment, or construction forces, as well as increase the working hours, if operations fall behind schedule at any time during the construction period.

2. PROGRESS REPORTS. A progress report shall be furnished to Owner with each Application for Payment. If the Work falls behind schedule, Contractor shall submit additional progress reports at such intervals as Owner may request.

Each progress report shall include sufficient narrative to describe current and anticipated delaying factors, their effect on the progress schedule, and proposed corrective actions. Any Work reported complete, but which is not readily apparent to Owner, must be substantiated with satisfactory evidence.

Each progress report shall also include three prints of the accepted graphic schedule marked to indicate actual progress.

3. SCHEDULE OF PAYMENTS. Within 15 days after award of contract, Contractor shall furnish to Owner a schedule of estimated monthly payments. The schedule shall be revised and resubmitted each time an Application for Payment varies more than 10 percent from the estimated payment schedule.

4. SCHEDULE OF SHOP DRAWINGS. Within 3 days after award of contract, Contractor shall submit a schedule of shop drawings.

5. LIST OF SUBCONTRACTORS. Within 3 days after award of contract, Contractor shall submit a list of subcontractors.

6. LIST OF PROPOSED MATERIALS. Within 15 days after award of contract, Contractor shall submit a list of proposed materials.

7. LIST OF EMERGENCY CONTACTS. Within 15 days after award of contract, Contractor shall submit a list of four names for emergency contact.

8. SUBMISSION OF SCHEDULES. As indicated above, the schedule of payments, schedule of shop drawings, list of subcontractors, list of proposed materials, and list of

emergency contacts shall be submitted within 15 days after the award of contract. Partial payment invoices will not be processed until these items are properly submitted and accepted.

9. SURVEY DATA. All field books, notes, and other data developed by Contractor in performing surveys required as part of the Work shall be available to Owner for examination throughout the construction period. All such data shall be submitted to Owner with the other documentation required for final acceptance of the Work.

10. SHOP DRAWINGS AND ENGINEERING DATA.

10.01. General. Shop Drawings and engineering data covering all equipment and materials which will become a permanent part of the Work under this Contract shall be submitted to the Owner for review. The data shall include drawings and descriptive information in sufficient detail to show the kind, size, arrangement, and operation of component materials and devices; the external connections, anchorages, and supports required; performance characteristics; and dimensions needed for installation and correlation with other materials and equipment.

All submittals, regardless of origin, shall be stamped with the approval of Contractor and identified with the name and number of this Contract, Contractor's name, and references to applicable specification paragraphs and Contract Drawings. Each submittal shall indicate the intended use of the item in the Work. When catalog pages are submitted, applicable items shall be clearly identified and inapplicable data crossed out. The current revision, issue number, and date shall be indicated on all drawings and other descriptive data.

Contractor's stamp of approval is a representation to Owner that Contractor accepts full responsibility for determining and verifying all quantities, dimensions, field construction criteria, materials, catalog numbers, and similar data, and that he has reviewed and coordinated each submittal with the requirements of the Work and the Contract Documents.

Contractor shall accept full responsibility for the completeness of each submission. When an item consists of components from several sources, Contractor shall submit a complete initial submittal including all components.

All deviations from the Contract Documents shall be identified on each submittal and shall be tabulated in Contractor's letter of transmittal. Such submittals shall, as pertinent to the deviation, indicate essential details of all changes proposed by Contractor (including modifications to other facilities that may be a result of the deviation) and all required piping and wiring diagrams.

Five copies (or one reproducible copy) of each drawing and necessary data shall be submitted to Owner. Owner will return two marked copies (or one marked reproducible copy) to Contractor. Facsimile (fax) copies will not be acceptable. Owner will not accept

submittals from anyone but Contractor. Submittals shall be consecutively numbered in direct sequence of submittal and without division by subcontracts or trades.

10.02. Owner's Review of Drawings and Data. Owner's review of drawings and data submitted by Contractor will cover only general conformity to the Drawings and Specifications, external connections, and dimensions which affect the layout. Owner's review does not indicate a thorough review of all dimensions, quantities, and details of the material, equipment, device, or item shown. Owner's review shall not relieve Contractor of Contractor's responsibility for errors, omissions, or deviations in the drawings and data, nor of sole responsibility for compliance with the Contract Documents.

Owner's submittal review period shall be 21 consecutive calendar days in length and shall commence on the first calendar day immediately following the date of arrival of the submittal or resubmittal in Owner's office. The time required to mail the submittal or resubmittal back to Contractor shall not be considered a part of the submittal review period.

When the drawings and data are returned marked "NOT ACCEPTABLE" or "RETURNED FOR CORRECTION", the corrections shall be made as noted thereon and as instructed by Owner and five corrected copies (or one corrected reproducible copy) resubmitted. Facsimile (fax) copies will not be acceptable.

When the drawings and data are returned marked "EXCEPTIONS NOTED", "NO EXCEPTIONS NOTED", or "RECORD COPY", no additional copies need be furnished unless requested by Owner at time of review.

10.03. Resubmittal of Drawings and Data. Contractor shall accept full responsibility for the completeness of each resubmittal. Contractor shall verify that all corrected data and additional information previously requested by Owner are provided on the resubmittal.

When corrected copies are resubmitted, Contractor shall in writing direct specific attention to all revisions and shall list separately any revisions made other than those called for by Owner on previous submissions.

Requirements specified for initial submittals shall also apply to resubmittals. Resubmittals shall bear the number of the first submittal followed by a letter (A, B, etc.) to indicate the sequence of the resubmittal.

If more than one resubmission is required because of failure of Contractor to provide all previously requested corrected data or additional information, Contractor shall reimburse Owner for the charges of Owner for review of the additional resubmissions. This does not include initial submittal data such as shop tests and field tests which are submitted after initial submittal.

Resubmittals shall be made within 30 days of the date of the letter returning the material to be modified or corrected, unless within 14 days Contractor submits an acceptable request for an extension of the stipulated time period, listing the reasons the resubmittal cannot be completed within that time.

Any need for more than one resubmission, or any other delay in obtaining Owner's review of submittals, will not entitle Contractor to extension of the Contract Times unless delay of the Work is directly caused by a change in the Work authorized by a Change Order or by failure of Owner to review any submittal within the submittal review period specified herein and to return the submittal to Contractor.

11. OPERATION AND MAINTENANCE DATA AND MANUALS. Adequate operation and maintenance information shall be supplied for all equipment requiring maintenance or other attention. The equipment Supplier shall prepare an operation and maintenance manual for the items listed below:

Butterfly valves

Gate valves

Pumping units

Meters

Check valves

Electrical equipment

Operation and maintenance manuals shall include the following:

a. Equipment function, normal operating characteristics, and limiting conditions.
b. Assembly, installation, alignment, adjustment, and checking instructions.
c. Operating instructions for startup, routine and normal operation, regulation and control, shutdown, and emergency conditions.
d. Lubrication and maintenance instructions.
e. Guide to "troubleshooting".
f. Parts lists and predicted life of parts subject to wear.
g. Outline, cross-section, and assembly drawings; engineering data; and wiring diagrams.
h. Test data and performance curves, where applicable.
i. Any other items requested by the owner.

The operation and maintenance manuals shall be in addition to any instructions or parts lists packed with or attached to the equipment when delivered, or which may be required by Contractor.

Manuals and other data shall be printed on heavy, first quality paper, 8-1/2 by 11 inch size, with standard three-hole punching. Drawings and diagrams shall be reduced to 8-1/2 by 11 inches or 11 by 17 inches. Where reduction is not practicable, larger drawings shall be folded separately and placed in envelopes which are bound into the manuals. Each envelope shall bear suitable identification on the outside. Three copies of the manual shall be provided.

All material shall be marked with project identification, and inapplicable information shall be marked out or deleted.

Shipment of equipment will not be considered complete until all required manuals and data have been received.

12. LAYOUT DATA. Contractor shall keep neat and legible notes of measurements and calculations made by him in connection with the layout of the Work. Copies of such data shall be furnished to the Owner for use in checking Contractor's layout as provided in the project requirements section. All such data considered of value to Owner will be transmitted to Owner with other records upon completion of the Work.

13. CONSTRUCTION PHOTOGRAPHS. Contractor shall video tape the entire alignment and submit the tape on standard VHS format for approval by Engineer prior to beginning any clearing.

End of Section