SECTION 01300

Shop drawings and submittals

# GENERAL

## work Included

General procedures and requirements for submittals, initial submittal, submittals required on DISTRICT's request, progress reports, shop drawings, product data and samples, notification of affected residences and businesses, and submittal forms.

## SUBMITTALS

### Submit one electronic (PDF) copy of each submittal unless otherwise stated. Up to six hard copies of each submittal shall be submitted at DISTRICT's request. One electronic copy will be returned to the Contractor.

### Number submittals using numbering system as directed by the DISTRICT.

### Submittal Form. The form included at the end of this section shall be used unless otherwise directed by the DISTRICT. Submit a separate form for each submittal number. Submittals without completed Contractor's Submittal Form attached to each copy of each submittal listed in Schedule of Submittals will be returned without review and stamped "REJECTED".

### Exceptions and departures from Contract Documents shall be clearly noted, along with justification for each exception or departure. Otherwise, review or approval of submittals shall not constitute approval of exceptions or departures.

### Stock or standard drawings will not be accepted for review unless full identification and supplementary information is shown thereon in ink or typewritten form.

### Review of submittals shall proceed as follows:

#### Submit specified quantity of complete submittals together with Contractor's submittal forms to the DISTRICT for review.

#### Submittals will be stamped "NO EXCEPTIONS TAKEN", "MAKE CORRECTIONS NOTED", "REVISE AND RESUBMIT", "REJECTED", “SUBMIT SPECIFIED ITEMS”, or “FOR INFORMATION ONLY”.

#### If drawing or data is stamped "REVISE AND RESUBMIT" or "REJECTED ", make necessary corrections and resubmit documents as required in Instruction 1. Contractor's submittal form transmitting revised documents shall show that documents comprise a resubmittal. Revisions and re-submittals shall be numbered as Revision #1, Revision #2, or as appropriate.

#### If changes other than those noted by the DISTRICT are made on a submittal before resubmittal, note such changes on resubmittal.

#### Revise and resubmit submittals as required, until confirmation of compliance is obtained.

### Costs incurred by the DISTRICT for third and subsequent re-submittals will be deducted from payment due Contractor.

### Allow not less than 31 calendar days for review and response to submittals. Review may be delayed if contingent on receipt of other submittals. Upon timely written request by Contractor, the DISTRICT will make reasonable efforts to shorten review periods which may fall on Contractor's critical path.

### Do not begin work described in submittals until such submittals have been reviewed and returned by the DISTRICT stamped "NO EXCEPTIONS TAKEN" or "MAKE CORRECTIONS NOTED". Fabrication or acceptance of delivery of products prior to receipt of the DISTRICT's satisfactory return of applicable submittals shall be at Contractor's risk.

## Initial Submittal

### Letter addressed to the DISTRICT identifying Contractor's superintendent, safety officer, and traffic control coordinator, including emergency telephone numbers and signature authorization, and listing names, addresses and telephone numbers for subcontractors.

### (For Public Projects) Names and addresses of manufacturers furnishing products valued greater than either 5-percent of the contract value or $50,000. State locations of shops which manufacture will take place. State whether products are already designed or in production. Include a brief description of products proposed, including sizes and catalog numbers.

### (For Public Projects) Submit items in 1.04 A and B above within one week after bid opening.

## Submittals on Request for Supplemental Information

### Detailed construction schedule updates shall be submitted, to describe scheduling of elements of construction requiring DISTRICT’s or Contractor's coordination with public, or other private parties or public agencies.

### Supplemental information will be requested for "approved equals" and may be requested when there is a question that a manufacturer's product conforms to Contract Documents. DISTRICT reserves right to require submittal of supplemental information as described herein before approval of product.

### Certification of compliance with listed reference standards shall be submitted by manufacturers upon DISTRICT's request. Failure of DISTRICT to request certification of compliance shall not serve as waiver of Contractor's duty to comply with reference standards.

### Transcripts of results of acceptance tests performed at point of manufacture of products furnished shall be submitted by manufacturers on DISTRICT's request.

### Samples shall be submitted on DISTRICT's request.

### Names and addresses of nearest local service representatives that maintain technical service personnel and complete inventory of spare parts and accessories shall be submitted upon DISTRICT's request.

### List of three installations in which products comparable in size, capacity and rating with those required in Contract Documents are now in regular operation shall be submitted upon DISTRICT's request. Include listing of size capacity or rating of each installation. Include name and telephone number of at least one reference responsible for operations at each installation whom the DISTRICT may contact.

## Progress Reports

### (For Public Projects) Daily logs shall be maintained by Contractor's superintendent on a standard form to be developed by the contractor. These logs shall be detailed with activities that took place during each day. Logs shall be submitted to the DISTRICT Inspector upon request.

### (For Public Projects) Schedule updates shall be submitted with monthly pay requests. If Work falls behind schedule, monthly pay requests shall include revised schedules to demonstrate how Contractor intends to bring work back on schedule.

### Record drawings, consisting of one set of annotated plans and other drawings forming a part of the contract, showing installed locations of improvements and all changes made during construction shall be available to the DISTRICT for inspection throughout project. Record all deviations from Contract Documents, including approved change orders field directives, using additional sketches or ink revisions, immediately after installing each portion of Work. Show locations of underground piping, conduit, sensor lines, valves, capped ends, branch fittings, pull boxes and Work. Keep one current record copy of Contract Documents, addenda, supplementary drawings, working drawings, change orders and clarifications at site and in good order. Report changes and deviations promptly to DISTRICT Inspector.

### Partial payment requests may be withheld if daily logs, schedule updates or record drawings are damaged, lost or not kept current to satisfaction of the DISTRICT.

## Shop Drawings and Product Data

### Shop drawings shall clearly show dimensions, clearances, slopes, floor space requirements, tolerances, conduit, anchor bolt sizes and embedment’s, finishes, performance characteristics, and weight and type of products. Shop drawings shall indicate the location at which products are to be installed, how equipment will be mounted, how it relates to adjacent structures or products, and how connection will be made between Work under this contract and work under other contracts. Shop drawings shall show parts lists and details of appurtenances to be furnished with specified items, along with references to appropriate ASTM, and other reference standards and grades. Use of contract drawing reproductions for shop drawings is subject to rejection.

### Catalog data shall clearly indicate applicable items when several products are covered on one page. Using black ink, indicate on submitted catalog data, specification section or plan reference being satisfied.

### Installation or Application Instructions shall be manufacturer's printed instructions including warranty requirements, clearances required and proper field procedures to deliver, handle, install and prepare product for use. In the absence of manufacturer's published literature, ASTM, AWWA or trade standards for proper installation will be accepted.

### Operation and Maintenance Instructions shall be manufacturer's printed instructions for correct operation and maintenance procedures for product, along with data which must accompany manual as directed by current regulations of government agency. Include operating instructions for each piece of equipment. Describe equipment function, operating characteristics, limiting conditions, operating instructions, startup procedures, normal and emergency conditions, regulation and control, and shutdown. Include preventative maintenance instructions. List warranty requirements. Explain and illustrate preventative maintenance tasks. Include lubrication charts, lists of acceptable lubricants, troubleshooting instructions, and lists of required maintenance tools and equipment. List recommended spare parts, their costs, and ordering information for a manufacturer who can supply these parts. Index instructions for easy reference. Include information for installed equipment only.

### Manufacturer's Statement of Responsibility shall be copy of form attached, signed by authorized factory representative for manufacturer whose product is being furnished.

### Certification of Compliance shall certify materials have been sampled, tested and found to comply with applicable reference standards.

### Engineering Calculations shall be clearly legible, and shall demonstrate compliance with state and local codes, applicable standards, and contract requirements. Calculations shall be sealed by a licensed professional engineer registered in California.

## Samples

### Furnish samples, finished as specified, and as intended to be used on or in Work.

### Submit samples at least 31 days for approval prior to purchasing, fabricating, applying, or installing products. Allow at least 21 days for review and return of samples.

### Submit two of each sample, except for field samples. Attach completed Contractor's submittal form to sample. List items being transmitted, stating proposed use and location, product, color, trade name, lot, style, and model as appropriate.

### Resubmit samples until acceptable. One of each sample will be returned to Contractor upon acceptance.

### Samples of finishes shall be 8" x 10" and shall be of minimum thickness consistent with sample presentation. In lieu thereof, submit actual full-size item.

### Samples of value may be returned to Contractor for use after review, analysis, comparison, and/or testing as may be required by the DISTRICT.

### Furnish one sample of approved products, colors, or textures to the DISTRICT for final record. Show identification previously described including, if finish sample, manufacturer, mix proportion, name of color, building, Contractor, subcontractor, and surfaces to which applied on back of sample.

## Construction Photographs

### Preconstruction photographs shall be submitted to the DISTRICT before any work is performed which has potential to disturb or modify public or private property, not owned by the DISTRICT and that owned by the DISTRICT but not considered to be affected by the proposed construction. Photographs shall be of sufficient quality and thoroughness to fully document pre-existing damage or wear to photographed property for which Contractor or DISTRICT might be asked to compensate property owner were it not for photographic evidence of pre-existing damage. Failure by Contractor to submit preconstruction photographs may be taken by DISTRICT as evidence that subsequent claims by property owners for damage to their property can be rightfully attributed to Contractor's actions.

## Notification of Affected Residences and Businesses

### When working in existing streets, written notification, with Contractor's 24-hour emergency phone number, shall be provided to residences and businesses fronting the project on either side of street. Notify these parties 72 hours in advance of construction which will affect these properties. Door-hangers or other means of notification shall be submitted and approved in advance by the DISTRICT.

## Unit Prices

### (For public Works Projects) Payment for submittals and re-submittals, will be included in the price bid for those items of Work for which the submittals are required.

# PRODUCTS (NOT USED)

# EXECUTION (NOT USED)

# END OF SECTION