

**EVMWD District Procedures for Submission:
MATERIAL SUBMITTALS**

- A. Wherever material submittals are called for in the Contract Documents, or on the plans, or where required by the District's Representative, the Contractor shall furnish, to the District's Representative, for review:
 - a. One (1) print of each material submittal.
 - b. The Contractor shall sequentially number each submittal, starting with 001.
 - c. The term "material submittals" as used herein shall be understood to include detail design calculations, fabrication and installation drawings, lists, graphs, operating instructions, etc.
 - d. All material submittals shall be submitted to the District for review and approval, prior to the scheduling of the pre-construction meeting.

- B. All material submittals shall be accompanied by a District Material Submittal Cover Sheet form and using the format bound herein.
 - a. Any material submittals not accompanied by such a form, or where all applicable items on the form are not completed, will be returned for resubmittal.
 - b. All cover sheets shall be signed by the Contractor, indicating that said Contractor has reviewed all materials and verified that they are in compliance with District standards.

- C. Separate Material Submittal Cover Sheets, for each specific item, class of material or type of equipment being used, is required.
 - a. A Cover Sheet for shop drawings on various items, using a single form, will be permitted only when the items, taken together, constitute a manufacturer's "package" or are so functionally related that expediency indicates review of the group or package as a whole.

- D. Within ten (14) business days after receipt of said submittals, the District's Representative will notify the Contractor, by e-mail, with the status of said submittals.
 - a. A copy of each submittal, District comments, and a submittal log will be included therein.
 - b. It is considered reasonable that the Contractor shall make a complete and acceptable submittal to the District's Representative by the second submission of drawings.

- E. If a material submittal is returned to the Contractor marked "NO EXCEPTIONS TAKEN," formal revision of said submittal will not be required.

- F. If a material submittal is returned to the Contractor marked "MAKE CORRECTIONS NOTED," formal revision of said submittal will not be required.

- G. If a material submittal is returned to the Contractor marked "REVISE AND RESUBMIT," the Contractor shall revise said submittal and shall resubmit one

**EVMWD District Procedures for Submission:
MATERIAL SUBMITTALS**

(1) copy of said revised submittal to the District's Representative, with a new signed coversheet.

- H. If a material submittal is returned to the Contractor marked "REJECTED," the Contractor shall resubmit one (1) new copy of said drawing to the District's Representative, with a new signed coversheet.
- I. The Contractor shall have no claim for damages or extension of time due to any delay resulting from the Contractor's having to make the required revisions to material submittals (unless review by the District's Representative of said drawings is delayed beyond a reasonable period of time and unless the Contractor can establish that the District Representative's delay in review actually resulted in a delay in the Contractor's construction schedule).
- a. The review of said material submittals by the District's Representative will be limited to checking for general agreement with the Contract Documents, and shall in no way:
 - i. Relieve the Contractor of responsibility for errors or omissions contained therein
 - ii. Operate to waive or modify any provision contained in the plans or Specifications. Fabricating dimensions, quantities of material, applicable code requirements, and other contract requirements shall be the Contractor's responsibility.
- J. Conformance. No work represented by required material submittals shall be purchased or commenced until the applicable submittal has been approved.
- a. The work shall conform to the approved material submittals and all other requirements of the Contract Documents.
 - b. The Contractor shall not proceed with any related work which may be affected by the work covered under material submittals until the applicable material submittals have been approved, particularly where piping, machinery and equipment, and the required arrangements and clearances are involved.
- K. Interrelated Material Submittals. Except where the preparation of a material submittal is dependent upon the approval of a prior material submittal, all material submittals pertaining to the same class or portion of the work shall be submitted simultaneously.
- L. Identification of Specific Materials. Where manufacturer catalog or data sheets are provided for review, which include multiple products or sizes, specific materials to be furnished for the work shall be clearly marked.

SUBMITTAL FORM

Project Name: _____ **Date:** _____

To: EVMWD - Engineering Department **From:** _____
 engservices@evmwd.net _____

Submittal No.: _____ Is this an original submittal? Yes No, this is a revision of Submittal No.: _____

Subject of Submittal: _____
(including manufacturer, part number, & size for each part)

Specification Section(s): _____

Plan Sheet No.(s): _____

CONTRACTOR/ENGINEER OF RECORD (EOR) APPROVAL

Note: The EOR shall sign and submit the Submittal Form for Special Facilities such as Treatment Plants, Reservoirs, Pump Stations and Lift Stations. The contractor shall sign and submit the form for all other projects such as pipeline installation. Check & complete either (A) or (B).

- (A)** We have reviewed in detail and certify that the material, equipment or construction procedure(s) contained in this submittal meet all the requirements specified in or shown on the Contract Documents, Construction Specifications, and Construction Plans, with no exceptions.
- (B)** We have reviewed in detail and certify that the material, equipment or construction procedure(s) contained in this submittal meet all the requirements specified in or shown on the Contract Documents, Construction Specifications, and Construction Plans, except for the following deviations:

Signature: _____ **Date:** _____

EVMWD REVIEW COMMENTS

Note: Review is only for general conformance with the EVMWD approved plans, specifications and general compliance with the contract documents for this project. Contractor is responsible for the fabrication, process, and techniques of the construction. Contractor is also responsible for coordination with all other trades. All work must be completed in accordance with District Standards and accepted by EVMWD.

- | | |
|--|--|
| <input type="checkbox"/> NO EXCEPTIONS TAKEN | <input type="checkbox"/> REJECTED |
| <input type="checkbox"/> MAKE CORRECTIONS NOTED | <input type="checkbox"/> SUBMIT SPECIFIED ITEMS |
| <input type="checkbox"/> REVISE AND RESUBMIT | <input type="checkbox"/> FOR INFORMATION ONLY |

COMMENTS _____

Signature: _____ **Date:** _____

Material Submittal Check List

WO#:

This is a general list of items required to be submitted for any given project. Your project may require additional submittals. If your materials do not fit into one of the categories, add them to the empty lines.

Applicant shall fill out Required or N/A, Submittal #, Manufacturer, and Model.

Do not fill in Comments box.

Water Materials	Req.	N/A	Sub#	Manufacturer	Model	Comments
1	Mainline Pipe					
2	Steel Casing					
3	Casing Spacer					
4	Casing End Seal					
5	Coupling, C-900/Deflection					
6	Closure Coupling					
7	Coupling DIP					
8	Transition Coupling, D.I.					
9	Fittings, D.I.					
10	Gasket					
11	Fire Hydrant					
12	Break Off Spool					
13	Fire Hydrant Bury					
14	RWGV					
15	Valve Well Lid, Riser & Slip Can					
16	BFV					
17	Service Saddles					
18	Pipe/Copper					
19	Angle Meter Stop					
20	Corp Stop/Comp.					
21	Couplings/Compression					
22	Polyethylene Wrap					
23	Tracer Wire Box					
24	Locating Wire					
25	Warning Tape					
26	Air-Vac & Air Release Units					
27	Air-Vac Enclosure					
28	Meter Box					
29	Sand					
30	Coating/Mastic					
31	Primer/Paint					
32	RP Device					
33	DCDA					
34	Restraints					

Material Submittal Check List

WO#:

This is a general list of items required to be submitted for any given project. Your project may require additional submittals. If your materials do not fit into one of the categories, add them to the empty lines.

Applicant shall fill out Required or N/A, Submittal #, Manufacturer, and Model.

Do not fill in Comments box.

Water Materials	Req.	N/A	Sub#	Manufacturer	Model	Comments
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						
51						
52						
53						
54						
55						
56						
57						
58						
59						
60						
61						
62						
63						
64						
65						
66						
67						
68						

Material Submittal Check List

WO#:

This is a general list of items required to be submitted for any given project. Your project may require additional submittals. If your materials do not fit into one of the categories, add them to the empty lines.

Applicant shall fill out Required or N/A, Submittal #, Manufacturer, and Model.

Do not fill in Comments box.

Sewer Materials	Req.	N/A	Sub#	Manufacturer	Model	Comments
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						