

Section 01330

SUBMITTAL PROCEDURES

PART 1 GENERAL

1.01 SUMMARY

This Section includes submittal procedures for the following:

1. Schedule of Values
2. Construction Schedules
3. Shop Drawings, Product Data, and Samples
4. Operations and Maintenance Data
5. Manufacturer's Certificates
6. Construction Photographs
7. Project Record Documents and monthly certification
8. Design Mixes
9. Video Tapes

1.02 – 1.03 NOT USED

1.04 SUBMITTALS

A. Scheduling and Handling:

1. Submit shop drawings, data, and samples for related components as required by Specifications.
2. Schedule submittals well in advance of need for material or equipment for construction. Allow time to make delivery of material or equipment after submittal is approved.
3. Develop submittal schedule that allows a minimum of 30 days for initial review, correction, resubmission, and final review of all submittals. Project Manager will review and return submittals to Contractor as expeditiously as possible but amount of time required for review will vary depending on complexity and quantity of data submitted. This time for review is not justification for delays or additional compensation to Contractor.

4. Project Manager's review of submittals covers only general conformity to Plans, Specifications and dimensions that affect layout. Contractor is responsible for quantity determination. No quantities will be verified by Project Manager. Contractor is responsible for errors, omissions, or deviations from Contract requirements; review of submittals in no way relieves Contractor from the obligation to furnish required items according to Plans and Specifications.
5. Submit documents to the Owner's SharePoint site unless otherwise specified in Specifications.
6. Revise and resubmit submittals as required. Identify all changes made since previous submittal.
7. Assume risk for material or equipment which is fabricated or delivered prior to approval. No material or equipment shall be incorporated into Work or included in periodic progress payments until approval has been obtained in specified manner.

B. Transmittal Form and Numbering:

1. Transmit each submittal to Project Manager with Transmittal letter which includes:
 - a. Date and submittal number
 - b. Project title and number
 - c. Names of Contractor, Subcontractor, Supplier, and Manufacturer
 - d. Identification of product or material being supplied
 - e. Location of where product or material is being installed
 - f. Applicable Specification section number(s)
 - g. Statement if submittal meets Specifications or contains deviations
2. Identification of deviations from contract documents must be clouded on submitted drawings, and itemized and detailed on separate 8½- by 11-inch sheet titled "DEVIATIONS FOR _____."
3. Design deviations must be signed and sealed by Professional Engineer registered in State of Texas.

4. Sequentially number each transmittal letter beginning with number 1. Resubmittals use original number with numeric suffix (e.g., 2.1 for first resubmittal of Submittal 2 or 2.2 for second resubmittal of Submittal 2). Each submittal shall only contain one type of work, material, or equipment. Mixed submittals will not be accepted.
- C. Submittal Response:
1. Submittal will be returned marked “ACKNOWLEDGE RECEIPT” when no response is required. Resubmittal is not required.
 2. Submittal will be returned marked “NO EXCEPTION” when sufficient information is supplied to determine item described is equal to that specified. Resubmittal is not required.
 3. Submittal will be returned marked “EXCEPTIONS AS NOTED” when sufficient information is supplied to determine that item will be acceptable when certain changes are made. Changes, or exceptions, will be clearly stated by the Engineer who shall indicate if a resubmittal is required.
 4. When submittal does not contain sufficient information or when information provided does not meet contract requirements, submittal will be returned “REJECTED-RESUBMIT.” Additional data or details as requested by Project Manager for approval must be formulated and resubmitted as required.
- D. Schedule of Values
- Submit Schedule of Values in accordance with Section 01292 – “Schedule of Values”.
- E. Construction Schedules
- Submit Construction Schedules in accordance with Section 01325 – “Construction Schedule”.
- F. Shop Drawings, Product Data, and Samples
- Submit shop drawings in accordance with Section 01340 – “Shop Drawings, Product Data, and Samples”.
- G. Operations and Maintenance Data
- Submit Operations and Maintenance data in accordance with Section 01782 – “Operations and Maintenance Data”.
- H. Manufacturer’s Certificates

1. When specified in Specification sections, submit manufacturers' certificate of compliance for review by Project Manager.
 2. Submit supporting reference data, affidavits, and certifications as appropriate.
 3. Certificates may be recent or previous test results on material or product, but must be acceptable to Project Manager.
- I. Construction Photographs
- Submit Construction Photographs in accordance with Section 01321 – “Construction Photographs”.
- J. Project Record Documents
- Submit Project Record Documents in accordance with Section 01785 – “Project Record Documents”.
- K. Design Mixes
1. When specified in Specifications, submit design mixes for review.
 2. Mark each design mix to identify proportions, gradations, and additives for each class and type of design mix submitted. Include applicable test results on samples for each mix. All tests and certifications shall have been performed within the last 12 months prior to date of submittal
 3. Maintain copy of approved design mixes at mixing plant
- L. Non-Inclusive Submittal List
1. See entire Specification Section 01292 – “Schedule of Values”
 2. See entire Specification Section 01330 – “Submittal Procedures”
 3. Construction Photographs (ref. Section 01321 – “Construction Photographs”)
 4. Design of temporary utility relocations and permanent relocations initiated by Contractor
 5. Potentially petroleum contaminated material, if applicable
 6. Tree and shrub protection and name and experience of qualified tree surgeon (ref. Section 01562 – “Tree and Plant Protection”)

7. Groundwater control for open cut excavation (ref. Section 01578 – “Control of Ground Water and Surface Water”)
8. Traffic control plan (ref. Section 01555 – “Traffic Control and Regulation”)
9. Project record documents (ref. Section 01785 – Project Record Documents”)
10. Operation and maintenance information (ref. Section 01782 – “Operations and Maintenance Data”)
11. Potential obstruction report (ref. Section 02317 – “Excavation and Backfill for Utilities”)
12. Hot-mix asphaltic base (ref. Section 02711 – “Hot Mix Asphalt Base Course”)
13. Geotextile (ref. Section 02621 – “Geotextile”)
14. Tunnel shafts (ref. Section 02400 – “Tunnel Shafts”)
15. All items listed in Section 02425 – “Tunnel Excavation and Primary Liner”
16. Auger pits (ref. Section 02447 – “Augering Pipe and Conduit”)
17. Tunneling grout (ref. Section 02431 – “Tunnel Grout”)
18. Asphaltic concrete paving (ref. Section 02741 – “Asphaltic Concrete Pavement”)
19. Concrete paving (ref. Section 03002 – “Concrete Pavement”)
20. Temporary and removable reflectorized pavement markings (ref. Section 02765 – “Temporary and Removable Reflectorized Pavement Markings”)
21. Manholes (ref. Section 02081 – “Cast-In-Place Concrete Manholes”, Section 02082 – “Precast Concrete Manholes”, and Section 02084 – “Frames, Grates, Rings and Covers”)
22. Ductile iron pipe (ref. Section 02501 – “Ductile Iron Pipe and Fittings”)
23. Steel pipe (ref. Section 02502 – “Steel Pipe and Fittings” and Section 02518 – “Steel Pipe and Fittings for large Diameter Water Lines”)
24. Pretensioned and prestressed concrete cylinder pipe (ref. Section 02613 – “Bar-Wrapped Steel Cylinder Pipe” and Section 02507 – “Prestressed Concrete Cylinder Pipe”)

25. PVC pipe (ref. Section 02506 – “Polyvinyl Chloride Pipe”)
26. Water main in tunnels or casings (ref. Section 02517 – “Water Line in Tunnels”)
27. Blocking pipe in tunnel (ref. Section 02517 – “Water Line in Tunnels”)
28. Polyurethane coatings on steel pipe, if applicable (ref. Section 02527 – “Polyurethane Coatings on Steel Pipe”)
29. Valves and appurtenances (ref. Section 02521 – “Gate Valves”, Section 02522 – “Butterfly Valves”, Section 02523 – “Pressure Reducing Valves”, and Section 02524 – “Air Release and Vacuum Relief Valves”)
30. Cathodic protection systems (ref. Section 16640 – “Cathodic Protection for Pipelines”)
31. Concrete for utility construction (ref. Section 03315 – “Concrete for Utility Construction”)
32. Miscellaneous metals

1.05 RELATED REQUIREMENTS

- A. Section 01292 – “Schedule of Values”
- B. Section 01321 – “Construction Photographs”
- C. Section 01325 – “Construction Schedule”
- D. Section 01330 – “Submittal Procedures”
- E. Section 01340 – “Shop Drawings, Product Data, and Samples”
- F. Section 01555 – “Traffic Control and Regulation”
- G. Section 01562 – “Tree and Plant Protection”
- H. Section 01578 – “Control of Ground Water and Surface Water”
- I. Section 01782 – “Operations and Maintenance Data”
- J. Section 01785 – “Project Record Documents”
- K. Section 02081 – “Cast-In-Place Concrete Manholes”
- L. Section 02082 – “Precast Concrete Manholes”

- M. Section 02084 – “Frames, Grates, Rings and Covers”
- N. Section 02317 – “Excavation and Backfill for Utilities”
- O. Section 02400 – “Tunnel Shafts”
- P. Section 02425 – “Tunnel Excavation and Primary liner”
- Q. Section 02431 – “Tunnel Grout”
- R. Section 02447 – “Augering Pipe and Conduit”
- S. Section 02501 – “Ductile Iron Pipe and Fittings”
- T. Section 02502 – “Steel Pipe and Fittings”
- U. Section 02506 – “Polyvinyl Chloride Pipe”
- V. Section 02507 – “Prestressed Concrete Cylinder Pipe”
- W. Section 02517 – “Water Line in Tunnels”
- X. Section 02518 – “Steel Pipe and Fittings for Large Diameter Water Lines”
- Y. Section 02521 – “Gate Valves”
- Z. Section 02522 – “Butterfly Valves”
- AA. Section 02523 – “Pressure Reducing Valves”
- BB. Section 02524 – “Air Release and Vacuum Relief Valves”
- CC. Section 02527 – “Polyurethane Coatings on Steel Pipe”
- DD. Section 02613 – “Bar-Wrapped Steel Cylinder Pipe”
- EE. Section 02621 – “Geotextile”
- FF. Section 02711 – “Hot Mix Asphalt Base Course”
- GG. Section 02741 – “Asphaltic Concrete Pavement”
- HH. Section 02765 – “Temporary and Removable Reflectorized Pavement Markings”
- II. Section 03002 – “Concrete Pavement”
- JJ. Section 03315 – “Concrete for Utility Construction”

KK. Section 11303 – “Chemical Analyzers”

LL. Section 16640 – “Cathodic Protection for Pipelines”

1.06 – 1.13 NOT USED

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION