## SECTION 01330

### SUBMITTAL PROCEDURES

## PART 1 GENERAL

### 1.1 DEFINITIONS

### 1.1.1 Submittal

Contract Clauses "FAR 52.236-5, Material and Workmanship," paragraph (b) and "FAR 52.236-21, Specifications and Drawings for Construction," paragraphs (d), (e), and (f) apply to all "submittals."

# 1.1.2 Submittal Descriptions (SD)

Submittals requirements are specified in the technical sections. Submittals are identified by SD numbers and titles as follows. Representative items and/or item descriptions are provided.

### SD-01 Pre-Construction Submittals

Certificates of Insurance
Surety Bonds
List of Proposed Subcontractors
List of Proposed Products
Construction Progress Schedule
Submittal Register
Schedule of values
Health and Safety Plan
Work Plan
Quality Control Plan
Environmental Protection Plan

# SD-02 Shop Drawings

Drawings, diagrams and schedules specifically prepared to illustrate some portion of the work.

Diagrams and instructions from a manufacturer or fabricator for use in producing the product and as aids to the Contractor for integrating the product or system into the project.

Drawings prepared by or for the Contractor to show how multiple systems and interdisciplinary work will be coordinated.

# SD-03 Product Data

Catalog cuts, illustrations, schedules, diagrams, performance charts, instructions and brochures illustrating size, physical appearance and other characteristics of materials or equipment for some portion of the work.

Samples of warranty language when the contract requires extended product warranties.

# SD-05 Design Data

Calculations, mix designs, analyses or other data pertaining to a part of work.

# SD-06 Test Reports

Report signed by authorized official of testing laboratory that a material, product or system identical to the material, product or system to be provided has been tested in accord with specified requirements. (Testing must have been within three years of date of contract award for the project.)

Report which includes findings of a test required to be performed by the Contractor on an actual portion of the work or prototype prepared for the project before shipment to job site.

Report which includes finding of a test made at the job site or on sample taken from the job site, on portion of work during or after installation.

Investigation reports

Daily Checklists

Final Acceptance Test and operational test procedure

### SD-07 Certificates

Statements signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements. Must be dated after award of project contract and clearly name the project.

Document required of Contractor, or of a supplier, installer or subcontractor through Contractor, the purpose of which is to further quality of orderly progression of a portion of the work by documenting procedures, acceptability of methods or personnel qualifications.

Confined Space Entry Permits

## SD-11 Closeout Submittals

Documentation to record compliance with technical or administrative requirements or to establish an administrative mechanism.

# 1.1.3 Approving Authority

Office or designated person authorized to approve submittal.

### 1.1.4 Work

As used in this section, on- and off-site construction required by contract documents, including labor necessary to produce submittals, construction, materials, products, equipment, and systems incorporated or to be incorporated in such construction.

### 1.2 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for information only or as otherwise designated. The following shall be submitted in accordance with Section 01330 SUBMITTAL PROCEDURES:

SD-01 Preconstruction Submittals

Submittal Registers; G

- 1.3 USE OF SUBMITTAL REGISTERS (FORM 4288)
- 1.3.1 Government-Supplied Information

Submittal Registers will be delivered to the Contractor by the Government in electronic file format. The Submittal Registers will have the following fields completed, to the extent that will be required by the Government during subsequent usage:

- a. Column (c): Lists specification section paragraph number under which submittal is required. This listing is only to facilitate locating submitted requirements. Do not consider entries in column (c) as limiting project requirements.
- b. Column (d): Lists each submittal description (SD No. and type, e.g. SD-04, Drawings) required in each specification section.
- c. Columns (e) through (o): Identifies the type of information each submittal shall contain, as identified above in this Section.
- d. Columns (p) and (q): Indicates classification of each submittal. Submittals marked "X" in Column (p) must be submitted, but do not required Government review and approval; they are for information only. Submittals marked "X" in Column (q) must be submitted and receive Government review and approval. Prepare and maintain submittal register as the work progresses.
- 1.3.2 Contractor Use of Submittal Registers

The Contractor shall provide and maintain the following information on each Submittal Register:

- a. Column (a) Transmittal Number: Contractor assigned listing of consecutive numbers.
- b. Columns (s) through (z): Provide information in Columns (S) through (x) upon submission (or re-submission) to the Government for review. Complete Columns (y) and (z) using information provided on Submittals returned by the Government upon completion of review.
- 1.3.3 Contractor Action Code and Action Code

Entries used shall be as follows (others may be prescribed by Transmittal Form):

NR - Not Received

AN - Approved as noted

A - Approved

RR - Disapproved, Revise, and Resubmit

# 1.3.4 Copies Delivered to the Government

Deliver one (1) copy of updated Submittal Registers to Government with each invoice request. Deliver in electronic format, unless a paper copy is requested by Contracting Officer.

## 1.4 PROCEDURES FOR SUBMITTALS

# 1.4.1 Reviewing, Certifying, Approving Authority

QC organization shall be responsible for reviewing and certifying that submittals are in compliance with Contract requirements. Approving authority on submittals is QC Manager unless otherwise specified for specific submittal. At each "Submittal" paragraph in individual specification sections, a notation "G," following a submittal item, indicates Contracting Officer is approving authority for that submittal item.

### 1.4.2 Constraints

- a. Submittals listed or specified in this Contract shall conform to provisions of this Section, unless explicitly stated otherwise.
- b. Submittals shall be complete for each definable feature of work; components of definable feature interrelated as a system shall be submitted at same time.
- c. When acceptability of a submittal is dependent on conditions, items, or materials included in separate subsequent submittals, submittal will be returned without review.
- d. Approval of a separate material, product, or component does not simply approval of assembly in which item functions.

## 1.4.3 Scheduling

- a. Coordinate scheduling, sequencing, preparing and processing of submittals with performance of work so that work will not be delayed by submittal processing. Allow for potential requirements to resubmit.
- b. Except as specified otherwise, allow review period, beginning with receipt by Approving Authority, that includes at least 15 working days for submittals for QC Manager approval and 20 working days for submittals for Contracting Officer approval. Period of review for submittals with Contracting Officer approval begins when Government receives submittal from QC organization. Period of review for each re-submittal is the same as for initial submittal.

# 1.4.4 Variations

Variations from contract requirements require Government approval pursuant to contract Clause entitled "FAR 52.236-21, Specifications and Drawings for Construction" and will be considered where advantageous to Government.

# 1.4.4.1 Considering Variations

Discussion with Contracting Officer prior to submission, will help ensure functional and quality requirements are met and minimize rejections and re-submittals. When contemplating a variation which results in lower cost, consider submission of the variation as a Value Engineering Change Proposal (VECP).

# 1.4.4.2 Proposing Variations

When proposing variation, deliver written request to the Contracting Officer, with documentation of the nature and features of the variation and why the variation is desirable and beneficial to Government. If lower cost is a benefit, also include an estimate of the cost saving. In addition to documentation required for variation, include the submittals required for the item. Clearly mark the proposed variation in all documentation.

# 1.4.4.3 Warranting That Variations Are Compatible

When delivering a variation for approval, Contractor warrants that this contract has been reviewed to establish that the variation, if incorporated, will be compatible with other elements of work.

## 1.4.4.4 Review Schedule Is Modified

In addition to normal submittal review period, a period of 10 working days will be allowed for consideration by the Government of submittals with variations.

# 1.4.5 Contractor's Responsibilities

- a. Determine and verify field measurements, materials, field construction criteria; review each submittal; and check and coordinate each submittal with requirements of the work and contract documents.
- b. Transmit submittals to QC organization in accordance with schedule on approved Submittal Register, and to prevent delays in the work, delays to Government, or delays to separate Contractors.
- c. Advise Contracting Officer of variation, as required by paragraph entitled "Variations."
- d. Correct and resubmit submittal as directed by approving authority. When resubmitting disapproved transmittals or transmittals noted for re-submittal, the Contractor shall provide copy of that previously submitted transmittal including all reviewer comments for use by approving authority. Direct specific attention in writing or on resubmitted submittal, to revisions not requested by approving authority on previous submissions.
- e. Furnish additional copies of submittal when requested by Contracting Officer, to a limit of 20 copies per submittal.
- f. Complete work which must be accomplished as basis of a submittal in time to allow submittal to occur as scheduled.

- Ensure no work has begun until submittals for that work have been g. returned as "approved," or "approved as noted", except to the extent that a portion of work must be accomplished as basis of submittal.
- 1.4.6 QC Organization Responsibilities
- Review each submittal; and check and coordinate each submittal a. with requirements of work and contract documents.
- Review submittals for conformance with project design concepts b. and compliance with contract documents.
- Act on submittals, determining appropriate action based on QC c. organization's review of submittal.
  - When QC manager is approving authority, take appropriate (1)action on submittal from the possible actions defined in paragraph entitled, "Actions Possible."
  - (2) When Contracting Officer is approving authority or when variation has been proposed, forward submittal to Government with certifying statement or return submittal marked "not reviewed" or "revise and resubmit" as appropriate. The QC organization's review of submittal determines appropriate action.
- d. Ensure that material is clearly legible.
- Stamp each sheet of each submittal with QC certifying statement е. or approving statement, except that data submitted in bound volume or on one sheet printed on two sides may be stamped on the front of the first sheet only.
  - When approving authority is Contracting Officer, QC organization will certify submittals forwarded to Contracting Officer with the following certifying statement:

"I hereby certify that the and marked in this submit with contract Number [drawings and specification spaces, and is submitted	tal is that property $[-1]$ , is in comparts $[-1]$ , can be inst	coposed to b mpliance wit called in th	e incorpor th the cont	rated tract
Certified by Submittal Re		when applica	Date able)	
Certified by QC Manager	(Cignatura)		Date	

(2) When approving authority is QC Manager, QC Manager will use the following approval statement when returning submittals to Contractor as "Approved" or "Approved as Noted."

(Signature)

"I hereby certify that the (material) (equipment) (article) shown
and marked in this submittal and proposed to be incorporated with
contract Number [ ], is in compliance with the contract
drawings and specification, can be installed in the allocated
spaces, and is [] approved for use.

Certified	by	Submittal	Reviewer	 Date	
	_				

	(Signature when applicable)	
Approved by QC Manager	, Date	
	(Signature)	

- f. Sign certifying statement or approval statement. The person signing certifying statements shall be QC organization member designated in the approved QC plan. The signatures shall be in original ink. Stamped signatures are not acceptable.
- g. Update Submittal Register as submittal actions occur and maintain the Submittal Register until final acceptance of all work by Contracting Officer.
- h. Retain a copy of approved submittals, including Contractor's copy of approved samples.

# 1.4.7 Government's Responsibilities

When approving authority is Contracting Officer, the Government will:

- a. Note date on which submittal was received from QC manager, on each submittal for which the Contracting Officer is approving authority.
- b. Review submittals for approval within scheduling period specified and only for conformance with project design concepts and compliance with contract documents.
- c. Identify returned submittals with one of the actions defined in paragraph entitled "Actions Possible" and with markings appropriate for action indicated.

## 1.4.8 Actions Possible

Submittals will be returned with one of the following notations:

- a. Submittals marked "not reviewed" will indicate submittal has been previously reviewed and approved, is not required, does not have evidence of being reviewed and approved by Contractor, or is not complete. A submittal marked "not reviewed" will be returned with an explanation of the reason it is not reviewed. Resubmit submittals returned for lack of review by Contractor or for being incomplete, with appropriate action, coordination, or change.
- b. Submittals marked "approved" "approved as submitted" authorize Contractor to proceed with work covered.
- c. Submittals marked "approved as noted" or "approval except as noted; resubmission not required" authorize Contractor to proceed with work as noted provided Contractor takes no exception to the notations.
- d. Submittals marked "revise and resubmit" or "disapproved" indicate submittal is incomplete or does not comply with design concept or requirements of the contract documents and shall be resubmitted with appropriate changes. No work shall proceed for this item until re-submittal is approved.

### 1.5 FORMAT OF SUBMITTALS

### 1.5.1 Transmittal Form

Transmit each submittal, except sample installations and sample panels, to office of approving authority. Transmit submittals with transmittal form prescribed by Contracting Officer and standard for project. The transmittal form shall identify Contractor, indicate date of submittal, and include information prescribed by transmittal form and required in paragraph entitled "Identifying Submittals." Process transmittal forms to record actions regarding sample panels and sample installations.

# 1.5.2 Identifying Submittals

Identify submittals, except sample panel and sample installation, with the following information permanently adhered to or noted on each separate component of each submittal and noted on transmittal form. Mark each copy of each submittal identically, with the following:

- a. Project title and location.
- b. Construction contract number.
- c. Section number of the specification section by which submittal is required.
- d. Submittal description (SD) number of each component of submittal.
- e. When a resubmission, add alphabetic suffix on submittal description, for example, SD-10A, to indicate resubmission.
- f. Name, address, and telephone number of subcontractor, supplier, manufacturer and any other second tier Contractor associated with submittal.

## 1.6 SUBMITTAL CLASSIFICATION

Submittals are classified as follows:

# 1.6.1 Government Approved

Government approval is required for extensions of design, critical materials, deviations, equipment whose compatibility with the entire system must be checked, and other items as designated by the Contracting Officer. Government approval is required for any deviations from the Solicitation or Accepted Proposal and other items as designated by the Contracting Officer. Within the terms of the Contract Clause entitled "Specifications and Drawings for Construction," they are considered to be "shop drawings."

## 1.6.2 Information Only

All submittals not requiring Government approval will be for information only. All submittals not requiring Designer of Record or Government approval will be for information only. They are not considered to be "shop drawings" within the terms of the Contract Clause referred to above.

All submittals not requiring Government approval will be for information only. They are not considered to be "shop drawings" within the terms of the Contract Clause referred to above.

## 1.7 APPROVED SUBMITTALS

The Contracting Officer's approval of submittals shall not be construed as a complete check, but will indicate only that the general method of construction, materials, detailing and other information are

satisfactory design, general method of construction, materials, detailing and other information appear to meet the Solicitation and Accepted Proposal. Approval will not relieve the Contractor of the responsibility for any error which may exist, as the Contractor under the Contractor Quality Control (CQC) requirements of this contract is responsible for dimensions, the design of adequate connections and details, and the satisfactory construction of all work. For design-build projects, the Contractor is responsible for design, dimensions, all design extensions, such as the design of adequate connections and details, etc., and the satisfactory construction of all work. After submittals have been approved by the Contracting Officer, no resubmittal for the purpose of substituting materials or equipment will be considered unless accompanied by an explanation of why a substitution is necessary.

### 1.8 DISAPPROVED SUBMITTALS

The Contractor shall make all corrections required by the Contracting Officer and promptly furnish a corrected submittal in the form and number of copies specified for the initial submittal. The Contractor shall make all corrections required by the Contracting Officer, obtain the Designer of Record's approval when applicable, and promptly furnish a corrected submittal in the form and number of copies specified for the initial submittal. Any "information only" submittal found to contain errors or unapproved deviations from the Solicitation or Accepted Proposal shall be resubmitted as one requiring "approval" action, requiring both Designer of Record and Government approval. If the Contractor considers any correction indicated on the submittals to constitute a change to the contract, a notice in accordance with the Contract Clause "Changes" shall be given promptly to the Contracting Officer.

# 1.9 WITHHOLDING OF PAYMENT

Payment for materials incorporated in the work will not be made if required approvals have not been obtained. No payment for materials incorporated in the work will be made if all required Designer of Record or required Government approvals have not been obtained. No payment will be made for any materials incorporated into the work for any conformance review submittals or information only submittals found to contain errors or deviations from the Solicitation or Accepted Proposal.

### 1.10 GENERAL

The Contractor shall make submittals as required by the specifications. The Contracting Officer may request submittals in addition to those specified when deemed necessary to adequately describe the work covered in the respective sections. Units of weights and measures used on all submittals shall be the same as those used in the contract drawings. Each submittal shall be complete and in sufficient detail to allow ready determination of compliance with contract requirements. Prior to submittal, all items shall be checked and approved by the Contractor's Quality Control (CQC) System Manager Quality Control (CQC) System Manager and the Designer of Record, if applicable, and each item shall be stamped, signed, and dated by the CQC System Manager indicating action taken. Proposed deviations from the contract requirements shall be clearly identified. Submittals shall include items such as: Contractor's, manufacturer's, or fabricator's drawings; descriptive literature including (but not limited to) catalog cuts, diagrams, operating charts or curves; test reports; test cylinders; samples; O&M manuals (including parts list);

certifications; warranties; and other such required submittals. Submittals requiring Government approval shall be scheduled and made prior to the acquisition of the material or equipment covered thereby. Samples remaining upon completion of the work shall be picked up and disposed of in accordance with manufacturer's Material Safety Data Sheets (MSDS) and in compliance with existing laws and regulations.

## 1.11 SUBMITTAL REGISTER (FORM 4288)

At the end of this Section is a set of Submittal Registers showing items for which submittals are required by the specifications; this list may not be all inclusive and additional submittals may be required. The set of Submittal Registers provided was developed by the Designer of Record.

The Contractor shall maintain the Submittal Registers for the project in accordance with Section 01451 CONTRACTOR QUALITY CONTROL and also described in this Section. The Government will provide the initial Submittal Registers in electronic format. Thereafter, the Contractor shall maintain a complete list of all submittals, including completion of all data columns. The Contractor shall track all submittals.

The Submittal Registers provided may not be all inclusive and additional submittals may be required by other parts of the Contract. The Contractor is required to complete the Submittal Registers and submit them to the Contracting Officer for approval within 30 calendar days after Notice to Proceed. The approved Submittal Register will serve as a scheduling document for submittals and will be used to control submittal actions throughout the contract period. The submit dates and need dates used in the Submittal Register shall be coordinated with dates in the Contractor prepared Progress Schedule. Updates to the Submittal Register showing the Contractor Action Codes and actual dates with Government Action Codes and actual dates shall be submitted monthly or until all submittals have been satisfactorily completed. When the Progress Schedule is revised, the Submittal Register shall also be revised and both submitted for approval.

# 1.12 SCHEDULING

Submittals covering component items forming a system or items that are interrelated shall be scheduled to be coordinated and submitted concurrently. Certifications to be submitted with the pertinent drawings shall be so scheduled. Adequate time (a minimum of 14 calendar days exclusive of mailing time) shall be allowed and shown on the register for review and approval. No delay damages or time extensions will be allowed for time lost in late submittals. An additional 7 calendar days shall be allowed and shown on the register for review and approval of submittals for food service equipment and refrigeration and HVAC control systems.

# 1.10 TRANSMITTAL FORM (ENG FORM 4025)

The sample Transmittal Form (ENG Form 4025) attached to this Section shall be used for submitting both Government approved and information only submittals in accordance with the instructions on the reverse side of the form. These forms will be furnished to the Contractor. This form shall be properly completed by filling out all the heading blank spaces and identifying each item submitted. Special care shall be exercised to ensure proper listing of the specification paragraph and/or sheet number of the contract drawings pertinent to the data submitted for each item. Only one submittal shall be attached to each transmittal form.

## 1.11 SUBMITTAL PROCEDURES

Submittals shall be made as follows:

#### 1.11.1 Procedures

The Government will further discuss detailed submittal procedures with the Contractor at the Preconstruction Conference or Post-Award Conference for design-build projects. The Contractor shall submit six copies of Shop Drawings and Product Data for all materials except complex systems at the Preconstruction Conference. Shop drawings and Product Data for complex systems shall be submitted within 30 days of the Preconstruction Conference.

## 1.11.2 Deviations

For submittals which include proposed deviations requested by the Contractor, the column "variation" of ENG Form 4025 shall be checked. The Contractor shall set forth in writing the reason for any deviations and annotate such deviations on the submittal. The Government reserves the right to rescind inadvertent approval of submittals containing unnoted deviations.

## 1.12 CONTROL OF SUBMITTALS

The Contractor shall carefully control his procurement operations to ensure that each individual submittal is made on or before the Contractor scheduled submittal date shown on the approved "Submittal Register."

# 1.13 GOVERNMENT APPROVED SUBMITTALS

Upon completion of review of submittals requiring Government approval, the submittals will be identified as having received approval by being so stamped and dated. Three copies of the submittal will be retained by the Contracting Officer and one copy of the submittal will be returned to the Contractor. If the Government performs a conformance review of other Designer of Record approved submittals, the submittals will be so identified and returned, as described above.

# 1.14 INFORMATION ONLY SUBMITTALS

Normally submittals for information only will not be returned. Approval of the Contracting Officer is not required on information only submittals. The Government reserves the right to require the Contractor to resubmit any item found not to comply with the contract. This does not relieve the Contractor from the obligation to furnish material conforming to the plans and specifications; will not prevent the Contracting Officer from requiring removal and replacement of nonconforming material incorporated in the work; and does not relieve the Contractor of the requirement to furnish samples for testing by the Government laboratory or for check testing by the Government in those instances where the technical specifications so prescribe.

# 1.15 STAMPS

Stamps used by the Contractor on the submittal data to certify that the submittal meets contract requirements shall be similar to the following:

		CONTRACTOR (Firm Name)
	Approved	
		with corrections as noted on submittal data and/or sheets(s).
SIGNAT	TURE:	
TITLE:	:	
DATE:		

For design-build construction, both the Contractor Quality Control System Manager and the Designer of Record shall stamp and sign to certify that the submittal meets contract requirements.

# 1.16 BUY RECYCLE PROGRAM

The DDSP actively encourages the use of materials made with recycled content. When submitting shop drawings for materials, list recycled contents contained in these products and services.

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --

TRANSMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATE OF COMPLIANCE (Read instructions on the reverse side prior to initiating this form)				DATE		TRANSMIT	TRANSMITTAL NO.		
		-	FOR THE FOLLOWING ITEMS		section	will be initia	ted by the co	ontractor)	
TO: FROM:				CONTRACT	Γ NO.	□ тн			
(Cover with e	ICATION SECTION NO. only one section ach transmittal)	PROJECT TITLE AND			_				
ITEM NO.	DESCRIPTION OF 1 (Type size, mode		MFG. OR CONTR. CAT., CURVE DRAWING OR BROCHURE NO. (See instruction No. 8)	NO. OF COPIES			FOR CONTRACTOR USE CODE	VARIATION (See instruction No. 6.)	FOR CE USE CODE
a.	b.		С.	d.	e.	f.	g.	h.	i.
REMARK	S							d items have bet and in strict	
conformance with the contract drawings and specifications except as otherwise stated.  NAME AND SIGNATURE OF CONTRACTOR									
SECTION II - APPROVAL ACTION									
ENCLOSURES RETURNED (List by Item No.) NAME TITLE AND SIGNATURE OF APPROVING AUTHORITY DATE									

SHEET	OF	

### INSTRUCTIONS

- 1. Section I will be initiated by the Contractor in the required number of copies.
- 2. Each transmittal shall be numbered consecutively in the space provided for the "Transmittal No.". This number, in addition to the contract number, will form a serial number for identifying each submittal. For new submittals or re-submittals mark the appropriate box; on re-submittals, insert transmittal number of last submission as well as the new submittal number.
- 3. The "Item No." will be the same "Transmittal No." as indicated on the Submittal Register. Only one item no. per transmittal no. will be accepted.
- 4. Submittals requiring expedition handling will be submitted on separate form.
- 5. Separate transmittal form will be used for submittals under separate sections of the specifications.
- 6. A check shall be placed in the "Variation" column when a submittal is not in accordance with the plans and specifications also, a written statement to that effect shall be included in the space provided for "Remarks".
- 7. Form is self-transmittal, letter of transmittal is not required.
- 8. When a sample of material or Manufacturer's Certificate of Compliance is transmitted, indicate "Sample" or "Certificate" in column c, Section I.
- 9. U.S. Army Corps of Engineers approving authority will assign action codes as indicated below in space provided in Section I, column I to each item submitted. In addition they will ensure enclosures are indicated and attached to the form prior to return to the contractor. The Contractor will assign action codes as indicated below in Section I, column g, to each item submitted.

THE FOLLOWING ACTION CODES ARE GIVEN TO ITEMS SUBMITTED

A	 Approved as Submitted	E	 Disapproved (See attached)
В	 Approved, except as noted on drawings	F	 Receipt acknowledged
С	 Approved, except as noted on drawings. Refer to attached sheet resubmission required	FX	 Receipt acknowledged, does not comply as noted with contract requirements
D	 Will be returned by separate	G	 Other (Specify)
	correspondence		

10. Approval of items does not relieve the contractor from complying with all the requirements of the plans and specifications.