

SECTION 01 30 00**SUBMITTALS****PART 1 - GENERAL****1.1 REQUIREMENTS INCLUDED**

- A. Prepare and submit Construction Progress Schedule immediately after award of Contract. The Construction Progress Schedule shall be the integration of a horizontal bar chart schedule and a progress payment schedule.
 - 1. The purpose of the schedule shall be to encourage adequate planning of the Work to establish the standard to monitor work progress and progress payment requests, and relating submittal processing to work.
 - 2. Designate in the schedule, or in a separate coordinated schedule, the dates for submission and the dates reviewed Shop Drawings, Product Data and Samples will be needed.
- B. Submit Shop Drawings, Product Data and Samples required by Contract Documents.
- C. Schedule of Values:
 - 1. Prepare and submit Schedule of Values prepared in AIA Document Forms G702 and G703. Contractor's standard forms and automated printout will be considered for approval by Engineer upon Contractor's request. Identify schedule with:
 - a. Title of Project and location.
 - b. Engineer and Engineer's project number.
 - c. Name and address of Contractor.
 - d. Contract designation.
 - e. Date of submission.
 - 2. Schedule shall list the installed value of the components parts of the Work in sufficient detail to serve as a basis for computing values for progress payments during construction.

1.2 RELATED WORK

- A. Conditions of the Contract.
- B. Section 01 01 00: Summary of Work.
- C. Section 01 20 00: Project Meetings.
- D. Section 01 70 00: Contract Closeout - Record Documents.

1.3 CONSTRUCTION PROGRESS SCHEDULE DEVELOPMENT

A. Format:

1. Schedule shall develop and identify major Contract milestones in accordance with the requirements of this Project.
2. Prepare schedules as a minimum in the form of a horizontal bar chart.
3. Listings shall read from left to right, in ascending order for each activity. Identify each activity with the applicable specification section number.
4. Scale and spacing shall be sufficient to allow for notations and revisions.

B. Schedule Requirements:

1. Prepare horizontal bar chart schedule showing sequence, interdependency and time estimates for activity required for complete performance of work. The horizontal bar time duration shall consider the following:
 - a. Work required to be completed before each activity can start.
 - b. Work activities that can be done concurrently.
 - c. Work required to start immediately following the completion of each activity.
 - d. Major construction methodology, procedure or manpower restriction associated with sequence, phasing and Owner occupancy.
2. Failure to include any element of Work in the schedule required for the performance of the Contract shall not excuse the proper completion of the Work required within the time allowed for completion regardless of the acceptance of the Construction Progress Schedule.
3. Provide a value for each activity. The total of the activity values shall equal the total Contract amount. General Conditions costs, profit and bonds costs, and other Contractor overhead costs shall be prorated to each activity. Activity values shall be related and summarized to match any schedule of values and shall be considered in determining project status. For this purpose, the rate of activity value installation into the Work shall be assumed to be linear with time.

C. Progress Schedule Updating:

1. Construction Progress Schedule, following its initial acceptance, shall be updated monthly for recording, monitoring, and development of Progress Payment requests.
 - a. Contractor and Engineer shall meet monthly to review actual progress made to date, activities started and completed to date, and the percentage of the work complete to date on each activity started but not completed.
 - b. To evaluate the percentage of completed work, a review of scheduled activities estimates and supporting data will be used.
 - c. Engineer will mark the schedule as to current project status and transmit data to Contractor.

- d. Concurrently with the processing of the schedule update, Contractor shall utilize percentage completions as required for preparation of his monthly requisition for partial payment.
- 2. Procedure for monthly progress revisions:
 - a. Any revisions require the Engineer be notified in writing, stating the reason for proposed revisions.
 - b. Upon review of these proposed revisions and acceptance, the Engineer may request proposed revisions to be incorporated into schedule, at no additional cost to Owner.
 - c. Revisions to be incorporated shall be approved in writing at least two weeks prior to schedule update. Written notice shall describe revisions and reasons for revisions.
 - d. Reasonable requests revisions will be implemented by Engineer at his discretion.
- 3. Revisions of schedule:
 - a) Schedule revisions shall be current to the date of the latest update.
 - b) Engineer will determine if the actual progress is in sequence with the schedule.
 - c) Engineer will be the determiner of schedule status.
 - d) Revisions concerning schedule of activity or redistribution of cost shall be made only in the approved manner and amounts.
- 4. When requested, provide a narrative report including:
 - a. Discussion of problem areas, including current and anticipated delay factors, and their impact.
 - b. Corrective action taken or proposed, and its effect.
 - c. Description of revisions:
 - 1) Effect on schedule due to change in scope.
 - 2) Revisions in duration of activity.
 - 3) Other changes that may affect schedule.

D. Progress Payments:

- 1. The monthly updated Construction Progress Schedule shall be an integral part and basic element for which Progress Payment Certification shall be made.
- 2. Upon failure or refusal to provide this information, the Owner shall deem this failure to provide the estimate and that progress payment shall not be made.
- 3. The exceptions to the progress schedule shall be made within ten days of the receipt of the schedule.
- 4. Partial payment will be verified on the basis of the sum of the value of percentage complete multiplied by activity cost values for activities in progress. The same percentage complete shall apply to both time and cost value.
- 5. Application for progress payment shall be in accordance with requirements of Conditions of Contract provided by Owner.

E. Distribution of progress schedule:

1. Distribute copies of Construction Progress Schedule to the following:
 - a. Job site.
 - b. Subcontractors.
 - c. Other concerned parties; Engineer to approve distribution to parties that do not have a contractual interest in the Project.

1.4 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

- A. Furnish schedule listing submittals required by various specification sections for shop drawings, product data and samples. Indicate sequence of submittals and dates required, include dates reviewed submittals will be required back from Engineer to maintain schedule. Allow sufficient time of 12 working days for Engineers review per submission.
1. Engineer reserves right to hold submittals until all applicable and related submittals are in Engineer's office to allow selection of all related items.
- B. Shop Drawings:
1. Present drawings in clear and thorough manner.
 2. Identify details by reference to sheet and detail, schedule or room numbers as shown on Contract Documents.
 3. Consecutively number shop drawings for each section of Work. Retain numbering system throughout all revisions.
 4. Show detail, materials, dimensions, thicknesses, methods of assembly, attachments, relation to adjoining Work and other pertinent data and information.
 5. Verify dimensions and field conditions. Clearly indicate field dimensions and field conditions.
 6. Check and coordinate shop drawings of any section or trade with requirements of other sections or trades as related thereto and as required for proper and complete installation of Work.
 7. Prepare composite shop drawings and installation layouts when necessary or requested to depict proposed solutions for tight field conditions. Coordinate in field and with affected subcontractors for proper relationship to work of other trades based on field conditions.
- C. Product Data:
1. Preparation:
 - a. Clearly mark each copy to identify pertinent products or models.
 - b. Show performance characteristics and capacities.
 - c. Show dimensions and clearances required.
 - d. Show wiring or piping diagrams and controls.
 - e. Indicate finish.

2. Manufacturer's standard schematic drawings and diagrams:
 - a. Modify drawings and diagrams to delete information which is not applicable to the Work.
 - b. Supplement standard information to provide information specifically applicable to the Work.

D. Samples:

1. Provide 3 office samples of sufficient size to clearly illustrate:
 - a. Functional characteristics of the product, with integrally related parts and attachment devices.
 - b. Full range of color, texture and pattern.
2. Field samples and mock-ups:
 - a. Erect, at the Project site, at a location acceptable to the Engineer.
 - b. Size or area: That specified in the respective specification section.
 - c. Fabricate each sample and mockup complete and finished.
 - d. Remove mock-ups at conclusion of Work or when acceptable to the Engineer.
3. Pay costs of samples and prepay delivery charges.

E. Coordination of Trades:

1. Contractor shall be responsible for coordination of Work. Each structural, mechanical and electrical subcontractor shall be responsible for coordination of their portions of the Work with Contractor and with each affected trade.
2. Hold a coordination meeting with all trades attending to coordinate the work of the trades of each phase, each floor, and each mechanical area.
3. Coordinate with the architectural reflected ceiling plans the exact location and dimensioning of items which occur within hung ceilings. In the event of conflict, request a clarification from the Engineer as to the correct location of items in question.

F. Contractor Review:

1. Review submittals prior to transmittal.
2. Apply Contractor's stamp to submittals, initialed or signed by authorized person and dated, certifying to review of submittal, verification of products, field measurements and field construction criteria, and coordination of information within submittal with requirements of work and of Contract Documents.
3. Submittals without Contractor's stamp and submittals which, in Engineer's opinion are incomplete, contain numerous errors or have not been checked or have only been checked superficially, will be returned without disposition. Delays resulting therefrom shall be Contractor's responsibility.
4. Clearly note proposed deviations from Contract Documents or submittals.
5. Contractor shall be responsible for quantities and dimensions shown on submittals.

G. Submittals shall contain:

1. The date of submission and the dates of any previous submissions, when applicable.
2. The Project title and number.
3. Contract identification.
4. The names of:
 - a. Contractor.
 - b. Supplier.
 - c. Manufacturer.
5. Identification of the product, with the specification section number.
6. Field dimensions, clearly identified as such.
7. Relation to adjacent or critical features of the Work or materials.
8. Applicable standards, such as ASTM or Federal Specification numbers.
9. Identification of deviations from Contract Documents.
10. Identification of revisions on resubmittals.
11. An 8 in. x 3 in. blank space for Contractor and Engineer stamps.
12. Contractor's stamp, initialed or signed, certifying to review of submittal, verification of products, field measurements and field construction criteria, and coordination of the information within the submittal with requirements of the Work and of Contract Documents.
13. Submittal numbering system acceptable to Engineer.

H. Resubmission Requirements:

1. Make any corrections or changes in the submittals required by the Engineer and resubmit as required until approved.
2. Shop Drawings and Product Data:
 - a. Revise initial drawings or data, and resubmit as specified for the initial submittal.
 - b. Indicate any changes which have been made other than those requested by the Engineer.
3. Samples: Submit new samples as required for initial submittal.
4. Contractor's responsibility for deviations in submittals from requirements of Contract Documents is not relieved by Engineer's review of submittals unless Engineer gives written acceptance of specific deviations.

I. Engineer's Duties:

1. Review submittals with reasonable promptness and in accord with schedule for conformity to requirements of Contract Documents and to design intent.
2. Review of submittals is only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Contractor is responsible for dimensions to be confirmed and correlated at job site, information that pertains solely to the fabrication process or to techniques of construction and for coordination of the work of all trades. Approval shall not

relieve Contractor of responsibility for any deviation from the requirements of the Contract Documents.

3. Affix stamp and initials or signature, and indicate requirements for revisions and resubmittal, if any.
4. Return submittals to Contractor for distribution, or for resubmission.

J. Distribution:

1. Distribute reproductions of Shop Drawings and copies of Product Data which have been reviewed by the Engineer and do not require revisions.
 - a. Job site file.
 - b. Record Documents file.
 - c. Other affected contractors.
 - d. Subcontractors.
 - e. Supplier or Fabricator.
2. Distribute samples which have been approved by the Engineer as directed by the Engineer.
3. Shop Drawings, product data, and samples used for field installation shall bear the review stamp of the Engineer.

1.5 SCHEDULE OF VALUES

- A. Follow the table of contents of this Project Manual as the format for listing component items.
 1. Identify each line item with the number and title of the respective major section of the specifications.
- B. For each major line item list sub-values of major products or operations under the item.
- C. For the various portions of the Work:
 1. Each item shall include a directly proportional amount of the Contractor's overhead and profit.
 2. For items on which progress payments will be requested for stored materials, break down the value into:
 - a. The cost of the materials, delivered and unloaded, with taxes paid.
 - b. The total installed value.
 3. Submit a sub-schedule for each separate stage of work, building or area.
- D. The sum of all values listed in the schedule shall equal the total Contract Sum.
- E. Itemize separate line item cost for each of following general cost items:
 1. Performance and Payment Bonds.
 2. Field supervision and layout.
 3. Temporary facilities and controls.

4. Contractor's fee.
- F. Submit quantities of designated materials. List quantities of materials specified under unit price allowances.
- G. Initial Submittal:
 1. Submit initial schedule at least 15 days prior to first application for payment for review by the Engineer.
 2. Upon request of Engineer, support values with data which will substantiate their correctness.
- H. Resubmittal:
 1. After review by Engineer, revise and resubmit schedule as necessary.
 2. Resubmit revised schedule monthly in same manner.

PART 2 - PRODUCTS

Not Used

PART 3 - EXECUTION

Not Used

END OF SECTION