

SECTION 013000

Shop Drawings, Submittals and Samples

PART 1 - GENERAL

1.1 REQUIREMENTS INCLUDED

- A. This section includes the procedures for submittals.
- B. The Contractor shall maintain an accurate, up-to-date submittal log. A copy of the Contractor's submittal log shall be submitted with each submittal. This log should include the following items:
1. Submittal description and number assigned.
 2. Date submitted to City/Engineer.
 3. Date returned from City/Engineer.
 4. Status of Submittal (No Exceptions Taken, Reviewed as Modified, Revise and Resubmit, Not Reviewed/Rejected).
 5. Date of resubmittal and return (as applicable).
 6. Date material released (for fabrication or delivery, as applicable).
 7. Projected date of fabrication (as applicable).
 8. Projected date of delivery to site.
 9. Projected date and required lead time so that product installation does not delay contact.
 10. Status of O&M manuals submitted (as applicable).

1.2 SHOP DRAWINGS

- A. Present in a clear and thorough manner. Title each drawing with project name and number, identify each element of drawings by reference to the NPU Technical Specification Section and paragraph, sheet number, detail, etc. Use and complete a cover page for each submittal. Failure to use a cover page will result in submittals being returned without review.
- B. Identify field dimensions. Show relation to adjacent or critical features,

work, or products.

- C. Shop drawings and submittals shall be transmitted electronically to the City and Engineer.

1.3 PRODUCT DATA

- A. Submit only pages which are pertinent. Mark each copy of standard printed data to identify pertinent products, referenced to Technical Specification Section number. Show reference standards, performance characteristics, capacities, component parts, finishes, dimensions, required clearances, etc. in order to show compliance with the Plans and Technical Specifications.
- B. Provide Safety Data Sheets (SDS) required by OSHA for all chemicals to be supplied under this contract.
- C. Submittals made without the required transmittal form that clearly identifies the respective Technical Specification Section number for which the submittal is being made will be returned without review. It is the Contractor's responsibility to make clearly identified submittals.
- D. Modify manufacturer's standard schematic drawings and diagrams to supplement standard information and to provide information specifically applicable to the work. Delete information not applicable.
- E. Provide manufacturer's preparation, assembly, delivery, storage, installation, startup, adjusting, and finishing instructions.

1.4 SAMPLES

- A. Submit full range of manufacturer's standard finishes, except when more restrictive requirements are specified, indicating colors, textures, and patterns, for the City's selection.
- B. Submit samples to illustrate functional characteristics of products, including parts and attachments.
- C. Acceptable samples which may be used in the Work are indicated in the individual Technical Specification Section for the product or material.
- D. Label each sample with identification required for transmittal letter.
- E. Provide field samples of finishes for the project, as required by individual Technical Specification Sections. Install each sample complete and finished. Acceptable finishes in place may be retained in the completed

work.

- F. Those provisions of Paragraph 1.3 of this Section that relate to submittal identification and completeness are applicable for sample submittal.

1.5 CONTRACTOR REVIEW

- A. Review submittals prior to transmittal. Determine and verify field measurements, field construction criteria, manufacturer's catalog numbers, and conformance of submittal with requirements of the Contract Documents.
- B. Coordinate submittals with requirements of the work and Contract Documents.
- C. Sign and date each sheet of shop drawings and product data, and each sample label to certify compliance with requirements of the Contract Documents. Notify the City in writing at time of submittal of any deviations from requirements of the Contract Documents.
- D. Do not purchase, fabricate, or ship products or begin work that requires submittals until return of submittal that the City and/or Engineer has reviewed.
- E. The Contractor shall check and verify all field measurements and shall be responsible for prompt submission of all shop and working drawings so there shall be no delay in the work.
- F. The Contractor shall be responsible for the delays and/or additional expenses that result from the Contractor's failure to submit a complete submittal and/or to identify portions of the submittal that do not conform to the Technical Specifications.

1.6 SUBMITTAL REQUIREMENTS

- A. Shop drawings and product data submittals shall be prepared and transmitted electronically in PDF format unless otherwise specified.
- B. Use a transmittal form for submittals to the City. Identify Project by title. Identify work and product by Technical Specification section and paragraph number.
- C. Submittals shall be made in accordance with the Progress Schedule and in such sequence to avoid delay in the work.
- D. Apply Contractor's electronic stamp, signed certifying to review, verification of products, field dimensions and field construction criteria,

and coordination of information with requirements of the work and Contract Documents.

- E. Group submittals as listed in Paragraph 3.1. For submittals which are necessary but not listed in Paragraph 3.1, coordinate submittals into logical groupings to facilitate interrelation of the several items:
 - 1. Finishes that involve the City's selection of colors, textures, or patterns.
 - 2. Associated items that require correlation for efficient function or for installation.
- F. Submit number of samples required by individual Technical Specification sections (where applicable).

1.7 RESUBMITTALS

- A. Contractor shall make resubmittals under procedures specified for initial submittals. Changes made since previous submittal shall be identified.
- B. Resubmittals shall supersede initial submittals.

1.8 CITY/ENGINEER REVIEW

- A. Responses to thorough, clear, complete submittals will be provided to the Contractor with reasonable promptness (approximately two (2) weeks).
- B. Submittals reviewed will be returned electronically stamped.
- C. Incomplete, vague, non-stamped, and otherwise unacceptable submittals will be returned unreviewed.

1.9 DISTRIBUTION

- A. The Contractor shall duplicate and distribute reproductions of shop drawings, copies of product data, and samples that have been approved, to the job site file, the record documents file, subcontractors, suppliers, other affected contractors, and other entities requiring information.

1.10 SCHEDULE OF SUBMITTALS

- A. Shop drawings, product data, and sample submittals shall be made in a timely and logical fashion accounting for the work scheduling and job progress.
- B. It is the Contractor's responsibility to prepare, coordinate, and review all

submittals prior to delivery to the City and Engineer. The City and/or Engineer will review each thorough, clear, complete submittal and resubmittals as applicable.

1.11 REVIEW QUALIFICATION

- A. Regardless of corrections made or acceptance of such drawings by the City, the Contractor shall nevertheless be responsible for the accuracy of such drawings, their conformity to the Contract Documents, and suitability for the work.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION

3.1 CONTRACTOR SUBMITTALS

- A. The following submittals shall be required from the Contractor. Additional submittals shall be provided as necessary.

**This table is to be filled in by the Engineer and tailored to the project.*

SUBMITTAL	REQUIREMENTS	REFERENCE
Schedule of Values	Submit within 10 days of Notice to Proceed	Supplemental Technical Specifications Section 012973
Preliminary Progress Schedule	Submit prior to mobilizing equipment or material to the site.	Supplemental Technical Specifications Section 013200
Revised Progress Schedules	Submit with each pay request; accompany with a narrative report.	Supplemental Technical Specifications Section 013200
Warranties and Bonds	Submit one (1) binder within 10 days of Final Completion and prior to final application for payment.	Supplemental Technical Specifications Section 017836
Record Documents	Submit all project record documents and samples at Contract closeout.	Supplemental Technical Specifications Section 017839
As-Built Drawings	Submit two (2) CDs/DVDs with as-built drawings in PDF and AutoCAD formats and four (4) full-size hard copies signed and sealed by Registered Surveyor after completion of testing and prior to FDOH Certification.	Supplemental Technical Specifications Section 017839
Color Audio-Video Preconstruction Record	Submit three (3) complete DVDs accompanied by hard copy electronic media site recordings logs prior to mobilizing equipment or materials to the site	Supplemental Technical Specifications Section 018050
Maintenance of Traffic (MOT) Plan	Submit MOT Plan signed/sealed by Florida licensed professional engineer or prepared by someone who possesses FDOT MOT credentials	City of North Port Technical Specifications Section 14000
*continue list per project bid items		

END OF SECTION