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| **~~~~ SPECIFIER NOTES ~~~~~**  This specification guidelines, its sections, and text included, is intended to be used in the preparation of Contract Documents. It contains Specifier Notes which shall guide editing by the A/E consultant for the uniqueness of each project during the preparation of the Project Manual. Where **[Optional]** appears in this document, it indicates requirements which may/may not be relevant to the subject project depending upon the project complexity, scope, and unique conditions. For **DRAFT** specifications prepared during the design process, use Microsoft Word, Track Changes. Set Criteria so that deletion show as strikethrough. Deletions and additions are to be in red text.  Notes unique to this section:  *1.*  *2.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

SECTION 01 3000 - ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

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| **~~~~ SPECIFIER NOTES ~~~~~**  *The following Administrative Requirements are Optional and should be reviewed with DES project manager and client for inclusion/exclusion as appropriate to the project scope and complexity.*  *1. Electronic document submittal services*  *2. Site mobilization meeting*  *3. Progress photographs*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

A. General administrative requirements

B. Electronic document submittal service

C. Preconstruction meeting

D. Site mobilization meeting

E. Construction Progress meetings

F. Construction Closeout meeting

G. Daily construction reports

H. Progress photographs

I. Requests for Information (RFI)

J. Submittal schedule

K. Submittals for review

L. Submittals for Information

N. Submittals for project closeout

O. Number of copies of submittals

P. Submittal procedures

Q. Submittal review

1.02 RELATED REQUIREMENTS

A. Drawings and general provisions of the contract, including General and Supplemental Conditions for Washington State Facilities Construction and other Division 01 Specification Sections, apply to this section.

B. Washington State Department of Enterprise Services, Forms and Reference Documents may be obtained at [https://des.wa.gov/services/facilities-leasing/public-works-design-construction/formsreference-documents](https://www.des.wa.gov/services/facilities-leasing/public-works-design-construction/formsreference-documents) including forms:

1. Washington State Department of Enterprise Services - [Pre-Construction Checklist](https://www.des.wa.gov/sites/default/files/public/documents/Facilities/EAS/Forms/C2.0.2-Preconstruction-Checklist.docx?=ce3fb)

1.03 GENERAL ADMINISTRATIVE REQUIREMENTS

A. Comply with requirements of Section 01 7000 - Execution Requirements and Section 01 7800 Closeout Submittals and Procedures for coordination of administrative tasks with timing of construction activities.

B. Make the following types of submittals to A/E:

1. Contract Initiation Submittals

a. Submit within 10 business days after issuance of Notice to Proceed

1. Apprenticeship Utilization Plan - as identified on the bid form

b Submit within 14 days after issuance of Notice to Proceed

1. Preliminary Progress Schedule - Per General Conditions 3.02
2. Submittals Schedule
3. Project Quality Plan (PQP) – Per section 01 4000

c. Submit within 30 days after issuance of Notice to Proceed and before submittal of first Application for Payment.

1. General Contractor's Statement of Intent to Pay Prevailing Wages - Per General Conditions 5.04 B Submit to Labor and Industries
2. Schedule of Values - Per General Conditions 6.02
3. Complete list of projects Subcontractors and Suppliers
4. Contractors Overhead Daily Rate - Per Section 01 2000, 1.04
5. Site Specific Safety Plan, prior to work on site - Per General Conditions 5.07
6. Diverse Business Participation - Per General Conditions 10.11. Register and create an account in the DES Diversity Compliance Program (B2GNow) at https://des.diversitycompliance.com/

2. [Requests for Information](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.des.wa.gov%2Fsites%2Fdefault%2Ffiles%2Fpublic%2Fdocuments%2FFacilities%2FEAS%2FForms%2FDivision01%2F01-Template_RFI_Final_8-1-2022.docx%3F%3D626d2&wdOrigin=BROWSELINK) (RFI)

3. [Substitution Requests](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.des.wa.gov%2Fsites%2Fdefault%2Ffiles%2Fpublic%2Fdocuments%2FFacilities%2FEAS%2FForms%2FDivision01%2F01-Template_SubstitutionRequest_Final_8-1-2022.docx%3F%3D626d2&wdOrigin=BROWSELINK)

4. Shop drawings, product data, and samples

5. Test and inspection reports

6. Manufacturer's instructions and field reports

7. Applications for payment and change order requests

8. Progress schedules

9. Notice of Substantial Completion

10. Closeout submittals

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 ELECTRONIC DOCUMENT SUBMITTAL SERVICE

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| **~~~~ SPECIFIER NOTES ~~~~~**  *If this* ***[Optional]*** *requirement is included in the project, edit/complete this section as appropriate for A/E's administrative processes.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

A. All documents transmitted for purposes of administration of the contract are to be in electronic (PDF) format, as appropriate to the document, and transmitted via an Internet-based submittal service that receives, logs and stores documents, provides electronic stamping and signatures, and notifies addressees via email.

1. Besides submittals for review, information, and closeout, this procedure applies to [Requests for Information](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.des.wa.gov%2Fsites%2Fdefault%2Ffiles%2Fpublic%2Fdocuments%2FFacilities%2FEAS%2FForms%2FDivision01%2F01-Template_RFI_Final_8-1-2022.docx%3F%3D626d2&wdOrigin=BROWSELINK) (RFIs), progress documentation, contract modification documents (e.g., supplementary instructions, change proposals, change orders), applications for payment, field reports and meeting minutes, Contractor's correction punch list, and any other document any participant wishes to make part of the project record.

2. Contractor and A/E are required to use this service.

3. It is Contractor's responsibility to submit documents in allowable format.

4. Subcontractors, suppliers, and A/E's consultants are to be permitted to use the service at no extra charge.

5. Users of the service need an email address, internet access, and PDF review software that includes ability to mark up and apply electronic stamps (such as Adobe Acrobat, www.adobe.com, or Bluebeam PDF Revu, www.bluebeam.com), unless such software capability is provided by the service provider.

6. Paper and e-mail submittals should not be used and will not be reviewed without prior approval of the A/E.

7. All other specified submittal and document transmission procedures apply, except that electronic document requirements do not apply to samples or color selection charts.

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| **~~~~ SPECIFIER NOTES ~~~~~**  *If the use of an Electronic Document Submittal Service is to be the Contractor's option, all cost shall be paid by the Contractor and included in the bid amount. If the use is required by the Owner, then the service to be used should be defined and all costs are to be paid by the Owner.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

B. Cost: The cost of the service is to be paid by Contractor; include the cost of the service in the contract sum.

C. Submittal Service: Use one of the following:

1. Submittal Exchange (tel: 1-800-714-0024): www.submittalexchange.com/#sle

2. EADOC LLC (tel: 1-877-305-3844): www.eadocsoftware.com/#sle

3. Newforma ConstructEx: www.newforma.com/products/constructex/#sle

4. Procore: www.procore.com

5. Service proposed by the Contractor and agreed to by the Owner

D. Training: One, one-hour, web-based training session will be arranged for all participants, with representatives of A/E and Contractor participating; further training is the responsibility of the user of the service.

1. Representatives of Owner are scheduled and included in this training.

E. Project Closeout: A/E will determine when to terminate the service for the project and is responsible for obtaining archive copies of files for Owner.

3.02 PRECONSTRUCTION MEETING

A. Owner will schedule a meeting after Notice to Proceed.

B. Attendance Required:

1. Owner

2. A/E

3. Contractor

4. Major Subcontractors and others when required by the Owner

5. Testing and Inspection agents as determined by the Owner

C. Agenda:

1. Washington State Department of Enterprise Services - Preconstruction Checklist

2. Submission of list of subcontractors, schedule of values, and progress schedule

3. Designation of personnel representing the parties to contract and A/E

4. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and contract closeout procedures

5. Scheduling

6. Coordination of mobilization and on-site work

7. Scheduling activities of Owner-provided Agents (Geotechnical, Testing, etc.)

D. The Owner will distribute copies to meeting participants. Contractor shall distribute as appropriate to subcontractors and suppliers.

3.03 SITE MOBILIZATION MEETING

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| **~~~~ SPECIFIER NOTES ~~~~~**  *If this* ***OPTIONAL*** *requirement is included in the project, edit/complete this section as appropriate for A/E's administrative processes.*  *1. Especially valuable when work is in an occupied building or site.*  *2. For Projects of Limited Scope, if this is not set up as a separate meeting, the agenda should be folded into the Preconstruction Meeting agenda.*  *3. When editing this article, avoid implication that the Owner or Architect/Engineer has responsibility for or is involved in Contractor's internal operations.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

A. Schedule meeting at the project site prior to Contractor mobilization.

B. Attendance Required:

1. Contractor

2. Owner (DES)

3. Client Agency Representative

4. A/E

5. Special consultants

6. Contractor's superintendent

7. Major subcontractors

8. \_\_\_\_\_\_\_\_

9. \_\_\_\_\_\_\_\_

C. Agenda:

1. Use of premises by Owner and Contractor

2. Owner's requirements

3. Construction facilities and controls provided by Owner

4. Temporary utilities provided by Owner

5. Survey and building layout

6. Security and housekeeping procedures

7. Schedules

8. Application for payment procedures

9. Procedures for testing

10. Procedures for maintaining record documents

11. Requirements for start-up of equipment

12. Inspection and acceptance of equipment put into service during construction period

D. A/E will record minutes and distribute copies within two days after the meeting to participants, with copies to A/E, Owner, participants, and those affected by decisions made.

3.04 CONSTRUCTION PROGRESS MEETINGS

A. A/E will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.

B. Attendance Required:

1. Contractor

2. Owner (DES)

3. Client Agency Representative

4. A/E

5. Additional design team consultants as appropriate

6. Contractor's superintendent

7. Additional Contractor's Personnel (Quality Assurance Manager, Safety, etc.) when requested by the Owner

8. Major subcontractors as appropriate

C. Agenda:

1. State Project Number.

2. State Project Title.

3. Date of Meeting.

4. Attendees.

5. Other Project participants to be included on meeting minutes’ distribution but not necessarily in attendance.

6. Previous Minutes with action items from last meeting.

7. Risk Issues.

8. Review of work progress. (3-week schedule).

9. Coordination of projected progress.

10. Construction Progress Schedule Update, including contract substantial completion date.

a. Maintenance of progress schedule.

b. Corrective measures to regain projected schedules.

c. Effect of proposed changes on progress schedule and coordination.

11. Field Observations, problems, and decisions.

12. Identification of problems that impede, or will impede, planned progress.

13. Review pertinent portions of Site-Specific Safety Plan. Address what will occur before next progress meeting and if there have been any incidents.

14. Field Authorization/Change Order Proposal/Change Order Log and Status.

15. Submittal Update; review schedule & status.

16. Material Delivery Status.

17. Review requests for Information (RFI’s) log and status of responses.

18. Quality Control/Quality Assurance: Maintenance of quality and work standards.

19. As-built Updates.

20. Construction Waste Management Update.

21. Project Closeout.

22. LEED Requirements and Reporting.

23. Commissioning Update.

24. Inspection and Test Reports.

25. Other business relating to work.

26. At monthly intervals review:

a. Pay Application.

b. Certified Payroll.

c. Diverse Business participation. Review reporting in DES Diversity Compliance system (B2Gnow) and progress towards goals (if applicable).

d. Apprenticeship plan progress and Contractor’s plan to meet goals.

27. Review of Federal requirements compliance when applicable

28. Discussion.

28. Action Items (by whom and by when).

29. Next Meeting Date & Time.

D. A/E will record minutes and distribute copies within 2 workdays after the meeting to participants, with 2 copies to A/E, Owner, participants, and those affected by decisions made.

3.05 CONSTRUCTION CLOSEOUT MEETING

A. The A/E will schedule a dedicated closeout meeting when construction is approximately 75% complete.

B. Attendance Required:

1. Owner Representative (DES).

2. Client Agency Representatives.

3. A/E.

4. Contractor.

5. Major Subcontractors as appropriate.

6. Client Agency Information Technology (IT) staff (when applicable).

C. Agenda:

1. Review closeout submittal requirements and current status

2. Submit DRAFT Operations and Maintenance Manuals.

3. Submit DRAFT Staff Training Plan

4. Submit DRAFT Warranties

5. Review Substantial Completion Checklist

6. Estimated date when the Contractor will provide written notice of substantial completion with list of incidental corrective (punch list) work remaining.

7. List of all operational permits required by AHJ and data required for applications.

8. Review status of open COPs, FAs, and change orders.

9. Review status of testing requirements.

10. IT coordination.

11. Client Agency responsibilities after substantial completion.

a. Operating building systems.

b. Maintenance and repairs.

c. Warranty notification procedures.

d. Security and Contractor access.

12. Furnishing, Fixtures, and Equipment installation coordination.

13. Occupant move-in schedule.

14. Review Final Acceptance Checklist.

15. Submitting affidavits to L&I.

16. Apprenticeship utilization rate and potential incentive or penalty.

17. Demobilization.

18. Final invoice.

19. Ensure all payments are entered into the DES Diversity Compliance system.

20. Retainage will be paid upon completion of the lien period and after receiving releases from the Employment Security Department, the Department of Revenue, and Labor and Industries.

D. The A/E will distribute copies to meeting participants. Contractor shall distribute as appropriate to Subcontractors.

3.06 DAILY CONSTRUCTION REPORTS

A. Include only factual information. Do not include personal remarks or opinions regarding operations and/or personnel.

B. In addition to transmitting electronically a copy to Owner and A/E, submit 2 printed copies at monthly intervals.

1. Submit each daily report by e-mail to the Architect within 24 hours. Upload to electronic tracking system.

2. Submit with monthly Application for Payment.

C. Prepare a daily construction report recording the following information concerning events at the project site and project progress:

1. Date

2. High and low temperatures, and general weather conditions

3. List of subcontractors at project site

4. Count of personnel at project site

a. Include a breakdown for supervisors, laborers, journeymen, equipment operators, helpers, and others

5. Construction activities performed

6. Major equipment at project site

7. Material deliveries

8. Safety, environmental, or industrial relations incidents

9. Meetings and significant decisions

10. Unusual events (submit a separate special report)

11. Stoppages, delays, shortages, and losses. Include comparison between scheduled work activities (in Contractor's most recently updated and published schedule) and actual activities. Explain differences, if any. Note days or periods when no work was in progress and explain the reasons why.

12. Directives and requests of Authority(s) Having Jurisdiction (AHJ)

13. Testing and/or inspections performed

14. Signature of Contractor's authorized representative

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| **~~~~ SPECIFIER NOTES ~~~~~**  *If this* ***OPTIONAL*** *requirement is included in the project, edit/complete this section as appropriate for A/E's administrative processes. Choose the 3.07 that is appropriate for the project (there are 2 to choose from).*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

3.07 PROGRESS PHOTOGRAPHS

A. Submit photographs with each application for payment, taken not more than 3 days prior to submission of application for payment.

B. Maintain one set of all photographs at project site for reference; same copies as submitted, identified as such.

C. Photography Type: Digital; electronic files.

D. Provide photographs of site and construction throughout progress of work produced by an experienced photographer, acceptable to A/E.

E. In addition to periodic, recurring views, take photographs of each of the following events:

1. Completion of site clearing

2. Excavations in progress

3. Foundations in progress and upon completion

4. Structural framing in progress and upon completion

5. Enclosure of building, upon completion

6. Final Completion, minimum of ten (10) photos

F. Views:

1. Provide non-aerial photographs from four cardinal views at each specified time, until date of Substantial Completion.

2. Consult with A/E for instructions on views required.

3. Provide factual presentation.

4. Provide correct exposure and focus, high resolution and sharpness, maximum depth of field, and minimum distortion.

G. Digital Photographs: 24-bit color, minimum resolution of 1024 by 768, in JPG format; provide files unaltered by photo editing software.

1. Delivery Medium: Via e-mail. Include hard copies with each pay application.

2. File Naming: Include project identification, date and time of view, and view identification.

3. Hard Copy: Printed hardcopy (grayscale) of PDF file and point of view sketch.

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| **~~~~ SPECIFIER NOTES ~~~~~**  *For Projects of Limited Scope, use the following section in lieu of the above.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

3.07 PROGRESS PHOTOGRAPHS

A. Submit photographs with each application for payment, taken not more than 3 days prior to submission of application for payment.

B. Maintain one set of all photographs at project site for reference; same copies as submitted, identified as such.

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| **~~~~ SPECIFIER NOTES ~~~~~**  *The first option allows the C*ontractor to provide any desired combination of media, within the limitations specified.  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

C. Photography Type: Digital; electronic files.

D. In addition to periodic, recurring views, take photographs of each of the following events:

1. Existing conditions prior to start of the work

2. Each work element upon completion

E. Digital Photographs: 24-bit color, minimum resolution of 1024 by 768, in JPG format; provide files unaltered by photo editing software.

1. Delivery Medium: Via email

2. File Naming: Include project identification, date and time of view, and view identification

3. PDF File: Assemble all photos into printable pages in PDF format, with 2 to 3 photos per page, each photo labeled with file name; one PDF file per submittal.

F. Include all photo PDFs in Closeout Submittals.

3.08 REQUESTS FOR INFORMATION (RFI)

A. Definition: A request seeking one of the following:

1. An interpretation, amplification, or clarification of some requirement of Contract Documents arising from inability to determine from them the exact material, process, or system to be installed; or when the elements of construction are required to occupy the same space (interference); or when an item of work is described differently at more than one place in the Contract Documents.

2. A resolution to an issue which has arisen due to field conditions and affects design intent.

B. Preparation: Prepare an RFI immediately upon discovery of a need for interpretation of Contract Documents. Failure to submit a RFI in a timely manner is not a legitimate cause for claiming additional costs or delays in execution of the work.

1. Prepare a separate RFI for each specific item.

a. Review, coordinate, and comment on requests originating with subcontractors and/or materials suppliers.

b. Do not forward requests which solely require internal coordination between subcontractors.

2. Prepare in a format and with content acceptable to A/E.

3. Combine RFI and its attachments into a single electronic file. PDF format is preferred.

C. Reason for the RFI: Prior to initiation of an RFI, carefully study all Contract Documents to confirm that information sufficient for their interpretation is definitely not included.

1. Include in each request Contractor's signature attesting to good faith effort to determine from the Contract Documents information requiring interpretation.

2. Acceptable Uses for RFIs:

a. Proposals to construction to achieve results of higher quality.

3. Unacceptable Uses for RFIs: Do not use RFIs to request the following:

a. Approval of submittals (use procedures specified elsewhere in this section)

b. Approval of substitutions (see Section - 01 2500 - Substitution Procedures)

c. Different methods of performing work than those indicated in the Contract Drawings and Specifications (comply with provisions of the Conditions of the Contract)

4. Improper RFIs: Requests not prepared in compliance with requirements of this section, and/or missing key information required to render an actionable response. They will be returned without a response, with an explanatory notation.

5. Frivolous RFIs: Requests regarding information that is clearly indicated on, or reasonably inferable from, Contract Documents, with no additional input required to clarify the question. They will be returned without a response, with an explanatory notation.

a. The Owner reserves the right to assess the Contractor for the costs (on time-and-materials basis) incurred by the A/E, and any of its consultants, due to processing of such RFIs.

D. Content: Include identifiers necessary for tracking the status of each RFI, and information necessary to provide an actionable response.

1. Official Project name and number.

2. Owner's, A/E's, and Contractor's names.

3. Discrete and consecutive RFI number, and descriptive subject/title.

4. Issue date and requested reply date.

5. Reference to particular contract document(s) requiring additional information/interpretation. Identify pertinent drawing and detail number and/or specification section number, title, and paragraph(s).

6. Annotations: Field dimensions and/or description of conditions which have engendered the request.

7. Contractor's suggested resolution: A written and/or a graphic solution, to scale, is required in cases where clarification of coordination issues is involved, for example; routing, clearances, and/or specific locations of work shown diagrammatically in Contract Documents. If applicable, state the likely impact of the suggested resolution on contract time or the contract sum.

E. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and other information necessary to substantiate the reason for the request.

F. Review Time: A/E will respond and return RFIs to Contractor within 7 calendar days of receipt. For the purpose of establishing the start of the mandated response period, RFIs received after 12:00 noon will be considered as having been received on the following regular working day.

1. Response period may be shortened or lengthened for specific items, subject to mutual agreement, and recorded in a timely manner in progress meeting minutes.

2. When results are urgent, Contractor to contact A/E directly and establish necessary time frame prior to submittal of RFI.

G. Responses: Content of answered RFIs will not constitute in any manner a directive or authorization to perform extra work or delay the project. If in Contractor's belief it is likely to lead to a change to contract sum or contract time, promptly issue a notice to this effect to A/E.

1. If, in the opinion of the A/E, the response will impact contract sum or time, A/E will prepare Change Order request documents.

2. Response may include a request for additional information, in which case the original RFI will be deemed as having been answered, and an amended one is to be issued forthwith. Identify the amended RFI with an R suffix to the original number.

3. Do not extend applicability of a response to specific item to encompass other similar conditions, unless specifically so noted in the response.

4. Upon receipt of a response, promptly review and distribute it to all affected parties, and update the RFI Log.

5. Notify A/E within 7 calendar days if an additional or corrected response is required by submitting an amended version of the original RFI, identified as specified above.

3.09 SUBMITTAL SCHEDULE

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| **~~~~ SPECIFIER NOTES ~~~~~**  *A/E shall include the preliminary list of anticipated submittals in the Project Manual. See the 01 Form - Required Submittals Schedule.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

A. A/E will provide a preliminary list of anticipated submittals to Contractor for preparation of schedule.

B. Submit to A/E for review a schedule for submittals in tabular format.

1. Submit at the same time as the preliminary schedule.

2. Coordinate with Contractor's construction schedule and schedule of values.

3. Format schedule to allow tracking of status of submittals throughout duration of construction.

4. Arrange information to include scheduled date for initial submittal, specification number and title, submittal category (for review or for information), description of item of work covered, and role and name of subcontractor.

5. Account for time required for preparation, review, manufacturing, fabrication and delivery when establishing submittal delivery and review deadline dates.

a. For assemblies, equipment, systems comprised of multiple components and/or requiring detailed coordination with other work, allow for additional time to make corrections or revisions to initial submittals, and time for their review.

3.10 SUBMITTALS FOR REVIEW

A. When the following are specified in individual sections, submit them for review:

1. Product data

2. Shop drawings

3. Samples for selection

4. Samples for verification

B. Submit to A/E for review for the limited purpose of checking for compliance with information given and the design concept expressed in Contract Documents.

C. Samples will be reviewed for aesthetic, color, or finish selection.

D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 7800 - Closeout Submittals and Procedures.

3.11 SUBMITTALS FOR INFORMATION

A. When the following are specified in individual sections, submit them for information:

1. Certificates

2. Test reports

3. Inspection reports

4. Manufacturer's instructions

5. Manufacturer's field reports

6. Other types indicated

B. Submit for A/E's knowledge as contract administrator or for Owner.

3.12 SUBMITTALS FOR PROJECT CLOSEOUT

A. Contractor's written Notice of Substantial Completion

B. When the following are specified in individual sections, submit them at project closeout in compliance with requirements of Section 01 7800 - Closeout Submittals and Procedures:

1. Project record documents

2. Operation and maintenance data

3. Warranties

4. Copies of signed-off permits

5. Other types as indicated

C. Submit for Owner's benefit during and after project completion.

3.13 NUMBER OF COPIES OF SUBMITTALS

A. Electronic Documents: Submit 1 electronic copy in PDF format; an electronically marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.

B. Documents for Review:

1. Small Size Sheets, Not Larger Than 11 by 17 inches: Submit the number of copies that the Contractor requires, plus 2 copies that will be retained by A/E.

2. Larger Sheets, Not Larger Than 36 by 48 inches: Submit the number of opaque reproductions that the Contractor requires, plus 2 copies that will be retained by A/E.

C. Documents for Information: When original documents are necessary, submit 2 copies.

D. Samples: Submit the number specified in individual specification sections; 1 of which will be retained by A/E.

1. After review, produce duplicates.

2. Retained samples will not be returned to Contractor unless specifically so stated.

3.14 SUBMITTAL PROCEDURES

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| **~~~~ SPECIFIER NOTES ~~~~~**  *If the* ***[Optional]*** *Electronic Document Submittal services are included in the project, edit/complete this section as appropriate for A/E's administrative processes.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

A. General Requirements:

1. Provide a single submittal package, with transmittal, for each specification section. Include all required submittal elements.

a. If for any reason, a full and complete submittal cannot be provided, clearly indicate the reason on the submittal transmittal, the items excluded and explanation why. The Architect reserves the right to reject any partial submittals without review if explanation is considered to be frivolous.

2. Submit separate packages of submittals for review and submittals for information, when included in the same specification section.

3. Transmit using approved form.

a. Use Contractor's form, subject to prior approval by A/E.

4. Sequentially identify each item. For revised submittals use original number and a sequential numerical suffix.

5. Identify: project; Contractor; subcontractor or supplier; pertinent drawing and detail number; and specification section number and article/paragraph, as appropriate on each copy.

6. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction work, and coordination of information is in accordance with the requirements of the work and Contract Documents.

a. Submittals from sources other than the Contractor, or without the Contractor's stamp will not be acknowledged, reviewed, or returned.

7. Deliver each submittal on date noted in submittal schedule unless an earlier date has been agreed to by all affected parties and is of the benefit to the project.

a. Deliver submittals to A/E at business address.

b. Send submittals in electronic format via email to A/E.

8. Schedule submittals to expedite the project, and coordinate submission of related items.

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| **~~~~ SPECIFIER NOTES ~~~~~**  *For Projects of Limited Scope*   1. *Adjust choice of standard review and approval period duration to coordinate with the expected pace of construction.*   ***~~~ END OF SPECIFIER NOTES ~~~~*** |

a. For each submittal for review, allow 14 days excluding delivery time to and from the Contractor.

b. For sequential reviews involving A/E's consultants, Owner, or another affected party, allow an additional 7 days.

c. For sequential reviews involving approval from Authorities Having Jurisdiction (AHJ), in addition to A/E's approval, allow an additional 30 days.

9. Identify variations from Contract Documents and product or system limitations that may be detrimental to successful performance of the completed work.

10. Provide space for Contractor and A/E review stamps.

11. When revised for resubmission, identify all changes made since previous submission.

12. Distribute reviewed submittals. Instruct parties to promptly report inability to comply with requirements.

13. Incomplete submittals will not be reviewed, unless they are partial submittals for distinct portion(s) of the work and have received prior approval for their use.

14. Submittals not requested will be recognized and will be returned "Not Reviewed".

B. Product Data Procedures:

1. Submit only information required by individual specification sections.

2. Collect required information into a single submittal.

3. Submit concurrently with related shop drawing submittal.

4. Submit (Material) safety data sheets for materials or products.

C. Shop Drawing Procedures:

1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting Contract Documents and coordinating related work.

2. Do not reproduce Contract Documents to create shop drawings.

3. Generic, non-project-specific information submitted as shop drawings do not meet the requirements for shop drawings.

D. Samples Procedures:

1. Transmit related items together as single package. If approved by the A/E, maintenance and operation information may be deleted until preparation of Maintenance and Operations manuals.

2. Identify each item to allow review for applicability in relation to shop drawings showing installation locations.

3. Include with transmittal high-resolution image files of samples to facilitate electronic review and approval.

3.15 SUBMITTAL REVIEW

A. A/E's actions will be reflected by marking each returned submittal using virtual stamp on electronic submittals.

B. Submittals for Review: A/E will review each submittal, and approve, or take other appropriate action.

1. A/E's and consultants' actions on items submitted for review:

a. Authorizing purchasing, fabrication, delivery, and installation:

1. "Approved"
2. "Approved as Noted, Resubmission not required"
   * 1. At Contractor's option, submit corrected item, with review notations acknowledged and incorporated.
3. "Approved as Noted, Resubmit for Record"
4. Resubmit corrected item, with review notations acknowledged and incorporated.

b. Not Authorizing fabrication, delivery, and installation:

1. "Revise and Resubmit"
2. Resubmit revised item, with review notations acknowledged and incorporated.
3. Non-responsive resubmittals may be rejected.
4. "Rejected"
5. Submit item complying with requirements of Contract Documents.

C. Submittals for Information: A/E will acknowledge receipt and review. See below for actions to be taken.

1. A/E's and consultants' actions on items submitted for information:

a. Items for which no action was taken:

1. "Received" - to notify the Contractor that the submittal has been received for record only.

b. Items for which action was taken:

1. "Reviewed" - no further action is required from Contractor.

END OF SECTION 01 3000 - ADMINISTRATIVE REQUIREMENTS