

## SECTION 203

### SUBMITTALS

#### 203.1 DESCRIPTION

- A. **General:** This Section includes definitions, descriptions, transmittal, and review of submittals.
- B. **Related Work:** Rapid City Standard Specifications for Public Works Construction

#### 203.2 MATERIALS

##### A. Definitions:

1. **Shop Drawings:** Include custom-prepared data of all types including drawings, diagrams, performance curves, material schedules, templates, instructions, and similar information not in standard printed form applicable to other projects.
2. **Catalog Cuts:** Include standardized drawings of materials provided by the supplier or manufacturer.
3. **Product Data:** Includes standard printed information on materials, products, and systems; not custom-prepared for this project, other than the designation of selections from available choices.
4. **Administrative Submittals:** Are those nontechnical submittals required by the contract documents or deemed necessary for administrative records. These submittals include maintenance agreements, bonds, project photographs, physical work records, statements of applicability, copies of industry standards, project record data, schedules, security/protection/safety data, and similar type submittals.
5. **Certificates and Guarantees:** Are those submittals on materials where a written certificate or guarantee from the manufacturer or supplier is called for in the specifications.

##### B. Quality Requirements:

1. Submittals such as shop drawings and product data shall be of suitable quality for legibility and reproduction purposes.
2. Documents submitted to the Engineer that do not conform to specified requirements shall be subject to rejection, and upon request, Contractor shall resubmit conforming documents. Contractor's failure to initially satisfy the requirements of this specification will not justify a reduction in the City's review

timeframe.

**C. Language and Dimensions:** All submittals shall be in english units and language.

**D. Submittal Completeness:**

1. Submittals shall be complete with respect to dimensions, plans and detailed specifications, standard specifications, materials of construction, and other information specified to enable the Engineer to review the information effectively.
2. Where standard drawings are furnished, which cover a number of variations of the general class of materials, each drawing shall be annotated to indicate exactly which parts of the drawing apply to the materials being furnished. Contractor shall clearly highlight or identify drawing content that applies to the submittal.

**E. Form of Submittals:**

1. Submittals and other project documents shall be transmitted in hardcopy or electronic format (electronic preferred). Electronic submittals shall be contained in one file, and hardcopies shall be bound together in one complete document.
2. Contractor shall submit four (4) hard copies, or one (1) electronic file.
3. Contractor submittals shall be accompanied with a completed transmittal letter.
4. All Contractor transmittal letters submitted to the Engineer shall contain, as a minimum, the following information:
  - a) Prime Contractor's name;
  - b) City project name and project number;
  - c) Description of the information contained in the specific submittal;
  - d) Revision number;
  - e) Deviations from contract documents or specifications;
  - f) Submittal type;
  - g) Date of submittal.
5. Nonconforming submittals are subject to rejection by the Engineer.

### **203.3 TECHNICAL SUBMITTALS**

**A.** Items shall include, but not be limited to, the following:

1. Manufacturer's specifications;
2. Catalogs, or parts thereof, of manufactured materials;
3. Shop drawings;
4. Bills of material and spare parts list;
5. Instruction books and operating manuals;
6. Material lists or schedules;
7. Materials testing results;
8. Current mix design information;
9. All drawings, catalog cuts, manufacturer's specifications and data, samples, instructions, and other information specified or necessary:
  - a) For the Engineer to determine that materials conform to the design and comply with intent of the contract documents.
  - b) For proper installation, operation, and maintenance of materials which the Engineer will review for general content but not for basic details.

**B. Submittal Review Process:**

1. Contractor shall check and approve submittals of subcontractors, suppliers, and manufacturers prior to transmitting them to the Engineer. Contractor's submission shall constitute a representation to the Engineer that the Contractor approves of the submittals and has determined and verified that all materials supplied meet the plans and detailed specifications, standard specification, quantities, dimensions, field construction and installation criteria, materials, catalog numbers, compliance with Laws and Regulations, and similar data, and Contractor assumes full responsibility for doing so; and Contractor has coordinated each submittal with the requirements of the work and the contract documents.
2. The Engineer shall respond within seven (7) working days of receiving the submittal.
3. The Engineer shall place a review action stamp on the submittal prior to returning to the Contractor. Review status designations listed on the Engineer's action stamp are defined as follows:
  - a) **No Exception Taken:** Signifies Material represented by the submittal conforms with the plans and detailed specifications and complies with the intent of the contract documents and is approved for incorporation in the work. Contractor is to proceed with fabrication or procurement of the items and with

related work.

- b) **Make Corrections Noted:** Signifies material represented by the submittal conforms with the plans and detailed specifications and complies with the intent of the contract documents and is approved for incorporation in the work in accordance with the Engineer's notations. Contractor is to proceed with fabrication or procurement of the items and with related work in accordance with the Engineer's notations.
  - c) **Revise and Resubmit:** Signifies Material represented by the submittal appears to conform with the plans and detailed specifications and comply with the intent of the contract documents but information is either insufficient in detail or contains discrepancies which prevent the Engineer from completing their review. Contractor is to resubmit revised information responsive to the Engineer's annotations. Correction shall be noted on the returned submittal and summarized in the letter of transmittal. Fabrication or procurement of items represented by the submittal and related work is not to proceed until the submittal is approved.
  - d) **Rejected:** Signifies Material represented by the submittal does not conform with the plans and detailed specifications or comply with the intent of the contract documents and is disapproved for use in the work. Contractor is to provide submittals responsive to the contract documents.
  - e) **Submit Specified Item:** Signifies item(s) within submittal are lacking detail and additional information for a specific item is required. Contractor is to submit such additional information to proceed.
4. Engineer may return either electronic copies or hard copies with their action stamp. If the Contractor is required to resubmit for review, the Engineer shall have an additional seven (7) days to review the re-submittal.
  5. Make all modifications noted or indicated by the Engineer and return the required number of revised submittals in the same fashion as the original submittal until approved. Contractor shall identify any changes to the submittal that are in addition to the modifications called for by the Engineer. Previously approved submittals transmitted for final distribution will not be further reviewed and are not to be revised. If errors are discovered during manufacture or fabrication, corrections shall be submitted for review.
  6. Any work related to items within the submittal performed prior to the Engineer's review shall be at the sole expense and responsibility of Contractor.
  7. A copy of approved submittals shall be kept at the job site.
  8. Engineer's review and approval will not extend to design data reflected in submittals which is within the special expertise of Contractor, Contractor's subcontractor(s), or suppliers. Review and approval of a component item as such

will not indicate approval of the assembly in which the item functions.

9. Engineer's review and approval of shop drawings, product data, or samples will not relieve Contractor of responsibility for any deviation from requirements of the contract documents unless contractor has in writing called the Engineer's attention to such deviation at the time of submission, and the Engineer has given written concurrence and approval of the specific deviation. Approval by the Engineer shall not relieve Contractor from responsibility for errors or omissions in submittals.

#### **203.4 INFORMATIONAL SUBMITTALS**

- A. Informational submittals are comprised of technical reports, administrative submittals, and guarantees which relate to the work, but do not require Engineer's approval prior to proceeding with the work. Informational submittals shall include, but not be limited to:

1. Shipping or packing lists;
2. Weigh tickets;
3. Job progress schedules;
4. Equipment and Material delivery schedules;
5. Requests for information (RFI);
6. Warranties and guarantees.

#### **B. Transmittal of Informational Submittals:**

1. All informational submittals furnished by subcontractors, manufacturers and suppliers shall be submitted to the Engineer by Contractor unless otherwise specified.
2. Identify each Informational submittal by project name and number, submittal type marked thereon or in letter of transmittal. Unidentifiable submittals will be returned for proper identification.
3. At the time of each submission, call to the attention of the Engineer in the letter of transmittal any deviations from requirements of the contract documents.
4. Test Reports:
  - a) Responsibilities of Contractor, Owner, and Engineer regarding tests, inspections of equipment and materials, and completed work are set forth elsewhere in these specifications.
  - b) The party specified responsible for testing or inspection shall in each case,

unless otherwise specified, arrange for the testing laboratory or reporting agency to distribute one copy of the test reports to the Owner, Engineer, and Contractor.

**END OF SECTION**