

The City of Brandon  
Standard Construction Specifications  
January 2000

Division 1  
Section 01300  
Page 1 of 8

## **SUBMITTALS**

### **PART 1 GENERAL**

- 1.01 OTHER CONTRACT DOCUMENTS    The General Conditions of the Contract, General Requirements and Supplemental Conditions attached hereto shall apply to and be a part of this Section.
- 1.02 DESCRIPTION OF WORK    The Work described herein is for the supply, preparation, delivery and revision of shop drawings, product data, samples, schedules, field samples, mock ups, lists and other documentation required by the Contract Documents.
- 1.03 RELATED WORK    Section 01300 Meetings  
Section 01600 Material and Equipment

### **PART 2 PRODUCTS**

None Required

### **PART 3 EXECUTION**

- 3.01 SUBMITTALS REQUIRED    Prior to the start of the Work, the Contractor shall prepare and promptly deliver to the Engineer all of the following;
- Bonds
  - Certificates of Insurance
  - Schedule of the Work
  - List of Subcontractors
  - List of Material Suppliers
- If required in specific Sections of the Specifications or requested by the Engineer, the Contractor shall prepare and promptly deliver to the Engineer in an orderly sequence any of the following;
- Concrete mix designs
  - Shop drawings
  - Product data sheets or brochures
  - Product samples or mockups
  - Procedure outline
  - List of tools and spare parts
  - Mill test certificates
  - Manufacturer's inspection and test reports
  - Adjustment and balancing reports for mechanical and electrical systems. (refer to Divisions 15 and 16 for requirements)

---

**SUBMITTALS**

---

Schedule for delivery of shop drawings, materials, major pieces of equipment, and City supplied materials (if any).

If the Contractor and the Engineer agree, they shall jointly prepare a schedule(s), fixing the dates at which the various submittals shall be provided and delivered.

**3.02 FORMAT**

All printed or drawn submittals shall be produced on reproducible prints. Reproductions of the Drawings will not be accepted. The units of dimension on all submittals shall be the same as those used by the Engineer.

The maximum sheet size for product data sheets, brochures, lists, or schedules (except Schedule of the Work) shall be 215 mm x 280 mm.

The maximum sheet size for the Schedule of the Work shall be 280 mm x 435 mm.

The maximum sheet size for shop drawings shall be 841 mm x 546 mm.

The Contractor shall include with all submittals a signed and dated transmittal letter indicating:

The project/Contract title and number, the name of Contractor and Subcontractor, supplier, or manufacturer complete with mailing address, phone and fax numbers, and name of contact person; reference to Drawing sheet number and/or Specification Section number; description, installation instructions, performance and test data, model or catalogue number or trade name (use same name as in Specification or Drawing) of each schedule, shop drawing, Product or material, sample, manual, list submitted along with a description of it's relation to any adjacent structure or materials; and reference to applicable standards such as CSA, CGSB, or ASTM.

**3.03 COORDINATION OF  
SUBMITTALS**

Prior to submission to the Engineer, the Contractor shall review each submittal. By this review, the Contractor represents that he has determined and verified all quantities, field measurements, construction criteria and dimensions, fabrication processes, installation techniques, Product and material specifications, catalogue numbers and similar data and he has checked and coordinated the submittal with related

---

**SUBMITTALS**

---

submittals and the requirements of the Work and the Contract Documents. the Contractor shall notify the Engineer in writing of any deviation in the submittal from the requirements of the Contract Documents. An individual submittal will not be reviewed until all related submittals have been delivered to the Engineer. The Contractor's review of each submittal shall be indicated by his dated signature on the transmittal letter. Submittals not signed and dated will be returned without being reviewed and noted "NOT REVIEWED."

Any submittal indicating a design requirement which is not included in the Contract Documents shall require the seal of a qualified Professional engineer, registered in the Province of Manitoba.

Each submittal shall be delivered prepaid to the Engineer with reasonable promptness and in an orderly sequence so as to allow sufficient time for review by the Engineer and cause no delay in the Work. Failure to submit in ample time shall not to be considered sufficient reason for an extension of the Contract Time and no claim for extension by reason of such delay will be considered.

With the exception of material samples, the Contractor shall submit one (1) reproducible original, and three (3) copies of white prints. The Engineer will retain the original and two (2) copies, and one (1) copy, with the Engineers comments will be returned to the Contractor. If the Contractor requires additional copies for his own distribution purposes, additional copies should be submitted.

**3.04 ENGINEER'S  
REVIEW**

The Engineer's review of a submittal will be for general arrangement and conformity to the design concept of the Work and for compliance with the Contract Documents and such review shall not relieve the Contractor of any responsibility for errors or omissions in the submittal or of his duty to comply with the requirements of the Contract Documents unless a deviation on the submittal has been approved in writing by the Engineer. The Contractor is not relieved of his responsibility for the Work, should the Engineer not observe errors or omissions.

---

**SUBMITTALS**

---

The Engineer will review and return one (1) copy of the submittal in accordance with any schedule agreed upon, or within fourteen (14) calendar days of submission, noting thereon his acceptance or rejection of same with one of the following notations:

When noted "REVIEWED", the Contractor shall distribute additional copies as required for execution of the Work; or

When noted "REVIEWED AS MODIFIED" the Contractor shall ensure that all copies are modified prior to distribution for execution of the Work; or

When noted "REVISE & RESUBMIT" The Contractor shall promptly make any changes to the submittals which the Engineer may require, and which are consistent with the Contract Documents, and resubmit for review unless otherwise directed by the Engineer. When resubmitting a submittal, the Contractor shall notify the Engineer of any revisions other than those requested by the Engineer; or  
When noted "NOT REVIEWED" the Contractor shall submit other drawings, product data, samples, mock ups, lists or schedules for review which are consistent with the Contract Documents.

Only submissions bearing "REVIEWED or REVIEWED AS MODIFIED" shall be used in the Work unless otherwise authorized by the Engineer and no further revisions will be permitted unless resubmitted for review. The acceptance of a component or a sub assembly shall not constitute acceptance of the assembly of which it is a part.

The Contractor shall not proceed with any Work called for by a submittal until the Engineer 's review is completed and the acceptance of same has been communicated to the Contractor. No other action on the part of the City will constitute an acceptance.

Any adjustment made to a submittal by the Engineer is not intended to change the Contract Price. If the Contractor is of the opinion that such adjustment does affect the Contract Price he shall clearly state such in writing to the Engineer prior to

---

**SUBMITTALS**

---

proceeding with fabrication and installation of the Work outlined in the submittal. Commencement of Work indicates the acceptance by the Contractor of any adjustment without an adjustment to the Contract Price.

**3.05 ENGINEERS TIME**

The Engineer's responsibility for time consumed in the review of any submittal will be considered as starting from the time the submittal is received substantially correct. A preliminary, incomplete, or incorrect submission will not be considered an official submission. Only two reviews of any one submission will be made by the Engineer at no cost. Each additional review will be charged to the Contractor at the Engineer's scheduled rates and deducted from the Progress Estimate.

**3.06 SCHEDULE OF THE WORK**

The Schedule of the Work shall indicate in chronological order the complete sequence of construction activities in the form of a horizontal time scale with a separate bar identifying the start, progress and completion dates for each major element, section, item, trade, operation or division of the Work including items that will require interruption or shut down of existing City plant and dates when delivery will be required for any City supplied products.

The Contractor shall inspect the Work with the Engineer to monitor the progress on each current activity shown on the approved Schedule of the Work, indicating changes in activity durations and start/finish/imposed dates. The Contractor shall provide written explanations on activities which are over running estimated times, and if any such activities are on the critical path, he shall indicate what corrective action will be taken to bring them back on schedule and advise the Engineer of any revisions required. Revisions shall indicate progress of each activity to date of submission of the schedule and identify changes in scope occurring since the previous submission indicating revised projections of progress, completion and corrective action.

**3.07 SHOP DRAWINGS**

The term shop drawing means drawings, diagrams, illustrations, schedules, performance charts, product data brochures and other data which are to be provided by the Contractor to illustrate details of a portion of the Work.

---

**SUBMITTALS**

---

The Contractor shall prepare and submit clearly identified shop drawings and specifications (if necessary) as called for by the Contract Documents or as the Engineer may reasonably request.

Shop drawings shall to clearly indicate materials, methods of construction and attachment or anchorage, erection, diagrams, connections, explanatory notes and other information necessary for completion of the Work. Where articles or equipment attach or connect to other articles or equipment. The shop drawings shall clearly indicate that all such attachments and connections have been properly coordinated, regardless of the trade under which the adjusted articles or equipment will be supplied and installed.

All reviewed shop drawings and specifications are subject to final acceptance of the equipment and materials installed once they have been put in commission, all guarantees have been fulfilled and the operation of the equipment and materials have been accepted by the Engineer.

**3.08 PRODUCT DATA**

If specified by Sections of the Specifications, manufacturer's standard shop drawings, catalogue sheets, diagrams, schedules, performance charts, illustrations and other standard descriptive data will be accepted instead of shop drawings if;

- Information which is not applicable to project is deleted; and
- All additional information applicable to the Work is provided; and
- All required dimensions and clearances are shown; and
- Performance characteristics and capacities are provided; and
- Wiring and control diagrams and installation instructions (when requested) are included.

**3.09 SAMPLES**

The Contractor shall supply, for the Engineers review and/or acceptance, samples of Products, assemblies, or components, in sizes and quantities as specified in individual Sections of the Specifications or as the Engineer may reasonably request. In addition to the requirements of Part 3.01 of this Section

---

**SUBMITTALS**

---

samples shall be clearly noted as to their origin and intended use in the Work. Where colour pattern or texture are the criterion for selection, the Contractor shall supply and submit a full range of samples. The Contractor shall notify the Engineer in writing, at the time of submission, of deviations in samples from the requirements of the Contract Documents. The reviewed samples will become the standard of workmanship and material against which the Work will be approved.

**3.10 FIELD SAMPLES  
& MOCK UPS**

Each field sample or mockup shall be constructed as specified in the Specifications, Supplemental Conditions or as the Engineer may reasonably request, at a location acceptable to the Engineer. The Contractor shall construct each field sample or mockup complete, including the work of all trades required to finish the Work. The reviewed field sample or mockup will become the standard of workmanship and material against which the Work will be compared and accepted. The approved field sample or mockup may be used in the Work. Where color pattern or texture are the criterion for selection, the Contractor shall supply and submit a full range of field samples or mockups.

The Contractor shall prepare field sample or mockup in an orderly sequence so as not to cause any delay in the Work. Failure to prepare field sample or mockup in ample time shall not be considered sufficient reason for an extension of the Contract Time and no claim for extension by reason of such delay will be considered.

**3.11 PROCEDURES**

The Contractor shall, if required by the Engineer, submit for review, detailed method statements (and drawings) which describe the method, Plant and equipment to be adopted for execution of any portion of the Work. Acceptance by the Engineer shall not relieve the Contractor of any of his responsibilities, nor shall reasonable refusal to approve the method entitle the Contractor to any additional payment or an extension of time.

---

**SUBMITTALS**

---

**3.12 LISTS**

The Subcontractor and Material Supplier lists shall indicate all Subcontractors and Material Suppliers proposed by the Contractor to work on or supply materials for the Work and the complete list shall include the Subcontractor's or Material Supplier's business name, address, phone and fax numbers and an authorized contact person, work to be performed or product(s) being supplied.

If requested by the Engineer, the Contractor shall supply, to the City, a copy of all delivery receipts for materials. Said receipts shall clearly show the quantity, type, and supplier of the material. The City may require the Contractor to supply and "Affidavit of Compliance" from the manufacturer of the materials furnished certifying that the materials supplied comply with all applicable provisions of this Section.

END OF SECTION