PART 1 - GENERAL

1.1 DESCRIPTION OF WORK
A. Submit shop drawings, product data and samples as required by various sections of the specifications.

1.2 QUALITY ASSURANCE
A. Shop Drawings:
   1. Drawings shall be presented in a clear and thorough manner.
   2. Details shall be identified by reference to sheet, detail, schedule, or room numbers shown on drawings.
B. Product Data:
   1. Preparation:
      a. Clearly mark each copy to identify pertinent products or models.
      b. Show performance characteristics and capabilities.
      c. Show dimensions and clearances required.
      d. Show wiring or piping diagrams and controls.
   2. Manufacturer's standard schematic drawings and diagrams.
      a. Modify drawings and diagrams to delete information that is not applicable to the work.
      b. Supplement Standard information to provide information specifically applicable to the work.
C. Samples:
   1. Office samples shall be of sufficient size and quantity to clearly illustrate:
      a. Functional characteristics of the product with integrally related parts and attachment devices.
      b. Full range of color, texture and pattern
D. Responsibilities of the Contractor:
   1. Review shop drawings, product data, samples and project record drawings prior to submission.
   2. Determine and Verify:
      a. Field measurements
      b. Field construction criteria
      c. Catalog numbers and similar data
      d. Conformance with specifications
   3. Coordinate each submittal with requirements of the work and of the Contract Documents.
   4. Notify the Consultant in writing, at the time of submission, of any deviations in the submittals for requirements of the Contract Documents.
   5. Begin no fabrication or work that requires submittals until return of submittals with Consultant's acceptance.
   6. Contractor’s responsibility for deviations in submittals from requirements of Contract Documents is not relieved by Consultant’s review of submittals.
1.3 SUBMITTALS

A. Make submittals promptly in accordance with approved schedule and in such sequence as to cause no delay in the work.

B. Required Format of Submittals and Quantities of Samples:

1. Shop Drawings: Submit electronic, word-searchable PDF documents.
2. Product Data: Submit electronic, word-searchable PDF documents.
3. Samples: Submit the number stated in each specification section.

C. Submittals shall contain:

1. Date of the submission and dates of any previous submissions.
2. Project title and number.
4. Names of:
   a. Contractor and Subcontractor(s), if applicable.
   b. Supplier
   c. Manufacturer
5. Identification of 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.
10. Identification of revisions on resubmittals.
11. An 8”x3” blank space in lower right-hand corner for review stamps.
12. An 8”x3” blank space in lower right-hand corner for review stamps.

D. Resubmission Requirements:

1. Make any corrections or changes in the submittals required by the Consultant and resubmit until accepted.
2. Shop drawings and product data:
   a. Revise initial drawings or data and resubmit as specified for initial submittal.
   b. Indicate any changes that have been made, other than those requested by the Consultant.
3. Samples: Submit new samples as required for initial submittal.

E. Distribution:

1. Distribute reproductions of approved shop drawings and copies of product data to affected subcontractors and retain one copy for use at the job-site.
2. Distribute approved samples as directed.

F. Consultant's Duties:

1. Review submittals with reasonable promptness and in accordance with schedule.
2. Review of separate item does not constitute review of an assembly in which item functions.
3. Affix stamp and initials or signature, and indicate requirements for resubmittal or acceptance of submittal.
4. Return submittals to the Contractor for distribution or for resubmission.

CONSULTANT SHALL MAKE A LIST OF ALL SUBMITTALS REQUIRED FOR THIS SECTION AND INCLUDE THE LIST IN THE PROJECT MANUAL.
G. Schedule of Values:
1. Submit typed schedule on AIA Form G703 or agreed upon alternative; Contractor's standard form or media-driven printout will be considered on request.
2. Format: Table of Contents of this Project Manual, with sufficient detail as may be necessary for consultant's review of labor, material, and equipment.
3. Include in each line item a directly proportional amount of Contractor's overhead and profit.

H. Schedule of Submittals: The Contractor shall submit the submittals required by the specifications. A summary of the submittals required is attached following this Section for the Contractor's reference. The Contractor shall develop a submittal schedule that confirms the submittals and the time frame for review by the consultants.

I. Construction Schedule:
1. The Contractor shall submit a critical-path method (CPM) construction schedule prior to start of construction activities. The CPM schedule shall include notice to proceed, submittal activities, construction activities, change order work (when applicable), close-out, testing, demonstration, and acceptance. The CPM shall correlate specifically to the schedule of values line items and be cost loaded.

Float, slack time, or contingency within the schedule (i.e., the difference in time between the project's early completion date and the required contract completion date), and total float within the overall schedule, is not for the exclusive use of either the principle representative or the Contractor, but is jointly owned by both and is a resource available to and shared by both parties as needed to meet contract milestones and the contract completion date.

The Contractor will be required to submit an as-built progress CPM schedule with each progress billing. This CPM schedule will be the basis for making progress payments. The level of detail and quantity of work activities in the CPM schedule should be negotiated with the principle representative prior to starting construction.

J. Progress Photos
1. The Contractor shall provide one set set on disk to the Owner and retain one set for their records. Sufficient photos with adequate detail to thoroughly document the conditions surrounding the work shall be provided.

K. Coordination Drawings:
1. The Contractor shall submit coordination drawings with all mechanical, electrical, fire protection, and building monitoring systems prior to the Consultant review of any shop drawings or submittals for work in those trades. Approval of required shops and submittals must be obtained prior to starting work, and must be obtained prior to approval of pay applications of the work. The drawings shall be created to include all trades on a particular level of the building on one drawing. Identify conflicts between the systems or between the systems and architectural elements such as ceiling heights, ceiling types, or walls. Conduit routing for electrical, mechanical, EMS, and security trades shall be included. Identify potential solutions to the conflicts for the Consultant and Owner to review during the submittal process. Revise the coordination drawings to show any comments made during the submittal review process, and reissue for use by all affected trades, Owner and Consultant.
2. The Coordination drawings shall include sectional coordination documents. Identify elevations of systems A.F.F. (above finish floor) and component dimensions. Show elevations whenever component changes height.

3. Reference Spec section 01400 for additional Coordination drawing requirements.

L. Daily Reports

1. The contractor shall submit daily reports, due by 5 p.m. the following day. The report should include weather, equipment, manpower count, subcontractors on site, short description of work for that day, inspections, visitors, items that may affect progress or quality of project.

M. Field Clarification Requests (FCR):

1. The Contractor will be responsible for submitting on an FCR form provided by the Owner. The FCR should identify in writing an unclear, inconsistent, or conflicting item in the documents that could not be answered by thorough review by the Contractor or subcontractors. The FCR should include a description of the item and a proposed solution. The FCR should indicate schedule or cost impact, if any. Contractor shall be required to submit cost or schedule impact within seven days of receipt of the FCR response. Each FCR shall be numbered in sequence.

N. Weekly Logs:

1. The Contractor shall provide an updated FCR, change request, and submittal logs at weekly construction meetings. Contractor shall provide a 2-week detailed construction schedule at the weekly construction meeting.

PART 2 - MATERIALS

Not used.

PART 3 - EXECUTION

Not used.

END OF SECTION 01300