

**SECTION 01 33 00**  
**SUBMITTAL PROCEDURES**

**PART 1 GENERAL**

1.01 SUMMARY

- A. Section Includes:
  - 1. General procedures and requirements for submittals during the course of construction.

1.02 PRICE AND PAYMENT PROCEDURES

- A. Measurement and Payment
  - 1. All Work and costs of this Section shall be incidental to the Project and included in the Total Base Bid.

1.03 SEQUENCING AND SCHEDULING

- A. Schedule submittals consistent with the Contractor's schedule of shop drawings.
- B. Preliminary Project Schedule shall be submitted such that the Engineer has sufficient time to complete their review prior to the Preconstruction Conference. See Article 3 of 00500 Agreement for contractual time requirements.
- C. Portions of the Work requiring a Shop Drawing or sample submission shall not begin until the Shop Drawing or submission has been approved by the Engineer.
- D. A Letter of Transmittal that identifies the submitted item and the review action required, shall accompany all submittals.

**PART 2 PRODUCTS**

Not Used.

**PART 3 EXECUTION**

3.01 SUBMITTAL PROCEDURES

- A. The Contractor shall submit three (3) copies of all required submittals and sample items as noted below. The Engineer will review them with reasonable promptness. The Contractor shall make all required corrections and file with the Engineer three (3) corrected sets for final review. If the Contractor requires more than two (2) reviewed copies, the Contractor shall submit additional sets. The responsibility for completeness of submittals lies with the Contractor. If the Engineer and/or Owner signs the submittal with no exception taken, such action shall not absolve the responsibilities of the Contractor in any way.
- B. When submitted for the Engineer's review, Shop Drawings shall bear the Contractor's certification that the Contractor has reviewed and approved the Shop Drawings and that they are in conformance with the requirements of the Contract Documents

3.02 ITEMS TO BE SUBMITTED

- A. Written Progress Management Schedule Tool (as defined in Section 01310)
- B. Minnesota Pollution Control Agency (MPCA) - General Storm Water Permit for Construction Activity (MN R100001) materials.
- C. Concrete Mix Design
- D. Bituminous Mix Design (wear and non-wear)
- E. Gradation Test Results from 2 separate tests, as required in Source Quality Control provisions of individual sections contained herein, from material stockpiles of aggregates to be used on this project. These tests may be run by the Contractor or its supplier during aggregate production.
- F. Geotextile Fabrics - Certificates of Compliance.
- G. Sanitary Sewer and Sanitary Sewer Service
  - 1. Manhole structure - shop drawings.
  - 2. Manhole casting - shop drawings.
  - 3. Piping and fittings - Certificates of Compliance.
  - 4. Final televising DVD and log.
- H. Storm Sewer, Subdrain and Sump Drain Lines
  - 1. Manhole and catch basin structure - shop drawings.
  - 2. Manhole and catch basin casting - shop drawings.
  - 3. Piping and fittings - Certificates of Compliance.
- I. Watermain and Water Service Lines
  - 1. Hydrants - Certificates of Compliance.
  - 2. Valves & boxes - Certificates of Compliance.
  - 3. Pipe & fittings - Certificates of Compliance.
  - 4. Corporation stops, saddles, curb stops, curb boxes, copper pipe - Certificates of Compliance.
- J. Seeding - Certificates of Compliance for seed mixture.
- K. Trees & Shrubs - Certificates of Compliance.
- L. Material and Safety Data Sheets
  - 1. The Contractor shall submit two copies of Material Safety Data Sheets (MSDS) for each material on site to the OWNER.
  - 2. The Contractor shall maintain an orderly file of material safety data sheets at the job site.
- M. Record Drawings
  - 1. The CONTRACTOR shall maintain at the construction site one complete set of drawings suitably marked to show all deviations from the original set of drawings and other information as specified. Supplementary sketches shall be included, if necessary, to clearly indicate all work as constructed. Sanitary and water service tie-in or stub-out locations shall show station and distances left or right of the survey control centerline. Submitted record drawings shall include but not limited to:
    - a. Existing sanitary and water service piping material type and size at the tie-in.
    - b. All wye and marked in the field during construction.
      - 1) A service record form is attached in the appendix for the Contractor's use.

- c. All manholes, watermain bends and valves shall be located with tie-off dimensions to known items on the plans or in the field to enable the Contractor or City personnel to locate these structures for adjustment.
2. All work shall be clearly shown and the record drawings shall be satisfactory to the OWNER in order to insure that adequate information is indicated to show the actual construction. The complete set of the record drawings shall be submitted to the ENGINEER prior to submittal of the final Application for Payment. Failure of the CONTRACTOR to maintain an up-to-date set of record drawings on the project site shall be reason to withhold payments. All underground lines shall be determined from the record drawings.

### 3.03 RESPONSIBILITY

- A. The Engineer's review of a submittal shall not relieve the Contractor from the responsibility for deviation from the drawings and specifications
  1. Contractor shall call the Engineer's attention to the deviations of the specifications in writing at the time of submission. This shall not relieve the Contractor from the responsibility of errors in the submittals.
  2. All submittals shall be reviewed by the Engineer prior to their incorporation into the project.
  3. Materials installed without prior review will be subject to removal at the Contractor's expense.
  4. A copy of each approved Shop Drawing and each approved sample shall be kept in good order by the Contractor at the site and shall be available to the Engineer.

### **END OF SECTION**