

1. General

1.1 Section Includes

- 1.1.1 Unless otherwise specified, this section outlines the requirements and procedures for the Contractor's submission of shop drawings, product data, samples, mock-ups, certificates, bonds and all other pertinent pre-construction/construction documentation to the Departmental Representative for review.

1.2 References

- 1.2.1 Not applicable.

1.3 Administrative

- 1.3.1 Submit to Departmental Representative submittals listed for review. Submit promptly and in orderly sequence to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for extension of Contract Schedule and no claim for extension by reason of such default will be allowed.
- 1.3.2 Do not proceed with Work affected by submittal until review is complete.
- 1.3.3 Present shop drawings, product data, samples and mock-ups in SI Metric units.
- 1.3.4 Where items or information is not produced in SI Metric units converted values are acceptable.
- 1.3.5 Review submittals prior to submission to Departmental Representative. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and considered rejected.
- 1.3.6 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- 1.3.7 Verify field measurements and affected adjacent Work are co-ordinated.
- 1.3.8 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- 1.3.9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative's review.
- 1.3.10 Keep one reviewed copy of each submission on site.

1.4 Certificates and Insurance

1.4.1 The Contractor shall submit to the Departmental Representative for pre-approval prior to construction, the following documentation for incorporation into the Contract Documents:

- Performance Bond.
- Labour and Materials Bond.

1.4.2 The Contractor shall submit to the Departmental Representative for pre-approval prior to construction, the following documentation for incorporation into the Contract Documents:

- Letter of Good Standing, WHSCC.

1.4.3 The Contractor shall submit to the Departmental Representative for pre-approval prior to construction, the following documentation for incorporation into the Contract Documents:

- Construction Schedule.

1.5 Shop Drawings and Product Data

1.5.1 Unless otherwise specified all shop drawings and product data shall be submitted in hardcopy.

1.5.2 The term “shop drawings” shall mean drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by the Contractor to illustrate details of a portion of the work.

1.5.3 Prior to submissions to the Departmental Representative, the Contractor shall review all shop drawings. By this review, the Contractor represents that he has determined and verified all field measurements, field construction conditions and criteria, materials, catalogue numbers and similar data or will do so and that he has checked and coordinated each shop drawing with the requirements of the Work and the Contract Documents. The Contractor’s review of each shop drawing shall be indicated by stamp, date and signature of the Contractor’s authorized representative.

1.5.4 The Contractor shall submit shop drawings to the Departmental Representative for his review with reasonable promptness and in orderly sequence so as to cause no delay in the work or in the work of other Contractors. If either the Contractor or the Departmental Representative so requests, they shall jointly prepare a schedule fixing the dates for submission and return of reviewed shop drawings. At the time of submission, the Contractor shall notify the Departmental Representative in writing of any deviations in the shop drawings from the requirements of the Contract Documents.

- 1.5.5 The Departmental Representative shall review and return shop drawings in accordance with any schedule agreed upon or otherwise with reasonable promptness so as to cause no delay to the work.
- 1.5.6 Submit shop drawings bearing stamp and signature of qualified professional engineer registered or licensed in the Province of Newfoundland and Labrador, Canada.
- 1.5.7 The Contractor shall 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, indicate that such items have been co-ordinated, regardless of the Section under which the adjacent items will be supplied and installed. Indicate cross reference to design drawings and specifications.
- 1.5.8 Adjustments made on the shop drawings by the Departmental Representative are not intended to change the Contract Price. If adjustments are made and they affect the value of the work, then the Contractor shall state such, in writing, to the Departmental Representative and obtain an approved change order prior to proceeding with the work.
- 1.5.9 The Contractor shall make any changes in the shop drawings which the Departmental Representative may require, consistent with the Contract Documents. Re-submit the shop drawings unless otherwise directed, in writing, by the Departmental Representative. When resubmitting, notify the Departmental Representative in writing of any revisions other than those requested by the Departmental Representative.
- 1.5.10 Accompany submissions with transmittal letter, in duplicate, containing:
- Date.
 - Project title and number.
 - Contractor's name and address.
 - Identification and quantity of each shop drawing, product data and sample.
 - Other pertinent data.
- 1.5.11 Submissions shall include:
- Date and revision dates.
 - Project title and number.
 - Name and address of:
 - ♦ Contractor.

- ♦ Sub-Contractor.
 - ♦ Supplier.
 - ♦ Manufacturer.
 - Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with the Contract Documents.
 - Details of appropriate portions of Work as applicable:
 - ♦ Fabrication.
 - ♦ Layout, showing dimensions, including identified field dimensions and clearances.
 - ♦ Setting out or erection details.
 - ♦ Capacities.
 - ♦ Performance characteristics.
 - ♦ Standards.
 - ♦ Operating weight.
 - ♦ Wiring diagrams.
 - ♦ Single line and schematic diagrams.
 - ♦ Relationship to adjacent work.
 - All pertinent data.
- 1.5.12 After Departmental Representative's review, distribute copies.
- 1.5.13 Unless otherwise specified, submit six (6) sets of shop drawings for requirements requested in the specification sections. The Departmental Representative will retain a maximum of three (3) copies for his records.
- 1.5.14 Unless otherwise specified, submit six (6) copies of product data sheets and/or brochures for requirements requested in the specification sections. The Departmental Representative will retain a maximum of three (3) copies for his records.
- 1.5.15 Unless otherwise specified, submit three (3) copies of documentation confirming commissioning, testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.
- 1.5.16 Unless otherwise specified, submit six (6) copies of Operations and Maintenance Data for requirements requested in the specification sections. The Departmental Representative will retain a maximum of four (4) copies for his records.
- 1.5.17 Delete information not applicable to project.

- 1.5.18 If upon review by the Departmental Representative, no errors or emissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned for re-submission of corrected shop drawings, through the same procedure indicated above, must be performed before fabrication and installation of the Work may proceed.
- 1.5.19 The Departmental Representative's review shall be for the sole purpose of ascertaining conformance with general concept:
- This review shall not mean that the Departmental Representative approves detail design inherent in submissions, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in submissions or of responsibility for meeting requirements of construction and Contract Documents.
 - Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at the job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of sub-trades.

1.6 Samples

- 1.6.1 Submit for review samples in triplicate as requested in respective specification Sections. Label samples with origin and intended use.
- 1.6.2 Deliver samples pre-paid to Departmental Representative's business address.
- 1.6.3 Notify Departmental Representative, in writing, at time of submission of deviations in samples from requirements in the Contract Documents.
- 1.6.4 Make changes in samples which the Departmental Representative may require, consistent with the Contract Documents.
- 1.6.5 Adjustments made on samples by the Departmental Representative are not intended to change the Contract Price. If adjustments affect the value of the work, state such in writing to the Departmental Representative and obtain an approved change order prior to proceeding with the work.

1.7 Granular, Aggregate and Backfill Material Testing and Certification

- 1.7.1 At least two (2) weeks prior to commencing work, the Contractor shall inform the Departmental Representative of proposed sources of materials including, but not limited to, rock backfill, common backfill, granular base and sub-base material, aggregates and all other materials requiring testing prior to use on the project.
- 1.7.2 The Contractor shall provide access to the proposed source of each particular material type for the purpose of sampling by the Departmental Representative.

1.7.3 Make changes in samples which the Departmental Representative may require, consistent with the Contract Documents.

1.7.4 Adjustments made on samples by the Departmental Representative are not intended to change the Contract Price. If adjustments affect the value of the work, state such in writing to the Departmental Representative and obtain an approved change order prior to proceeding with the work.

1.7.5 Do not proceed with Work affected by submittal until review is complete.

1.8 Concrete Material Certification

1.8.1 Prior to starting concrete work, submit to the Departmental Representative, manufacturer's test data and certification that the following material meets requirements of this specification:

- Portland Cement.
- Admixtures.
- Joint Sealants.
- Curing Materials.

1.8.2 Do not proceed with Work affected by submittal until review is complete.

1.9 Mix Design Submission

1.9.1 Submit mix designs to Departmental Representative for review four (4) weeks prior to commencing concrete work.

1.9.2 Do not proceed with Work affected by submittal until review is complete.

2. Products

2.1 Not Used.

3. Execution

3.1 Not Used.

4. Measurement and Basis for Payment

4.1 Measurement for Payment

4.1.1 This item will not be measured for payment.

4.2 Basis for Payment

- 4.2.1 No separate or direct payment will be made for work under this Section, which will be considered incidental to work under this Contract. Costs will be deemed to be included in the unit and lump sum prices quoted in the Schedule of Quantities and Prices.