1.1 Related Requirements

.1 Section 01 78 00 - Closeout Submittals.

.2 Section 31 05 16 – Aggregate Materials.

.3 Section 31 23 10 – Excavation Trenching and Backfill.

.4 Section 32 11 19 – Granular Sub-base.

.5 Section 32 11 23 – Aggregate Base-course.

.6 Section 32 12 16.02 – Asphalt Paving for Building Sites.

.7 Section 33 41 00 – Storm Utility Drains.

1.2 Submittal General Requirements

.1 Submit to Departmental Representative for review requested submittals specified in various sections of the specifications including shop drawings, samples, permits, compliance certificates, test reports, work management plans and other data required as part of the work.

.2 Submit with reasonable promptness and in orderly sequence so as to allow for Departmental Representative's review and not cause delay in Work. Failure to submit in ample time will not be considered sufficient reason for an extension of Contract time and no claim for extension by reason of such default will be allowed.

.3 Do not proceed with work until relevant submissions have been reviewed.

.4 Present shop drawings, product data, samples and mock-ups in SI Metric units.

.5 Where items or information is not produced in SI Metric units, provide soft converted values.

.6 Review submittals prior to submission. Ensure that necessary requirements have been determined and verified and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents.

.1 Submittals not stamped, signed, dated and identified as to specific project will be returned unexamined by Departmental Representative and considered rejected.

.7 Verify field measurements and affected adjacent Work are coordinated.

.8 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.

.9 Contractor's responsibility for errors, omissions or deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative's review.

.10 Submittal format: paper originals, or alternatively clear and fully legible photocopies of originals. Facsimiles are not acceptable, except in special circumstances pre-approved by Departmental Representative. Poorly printed non-legible photocopies or facsimiles will not be accepted and be returned for resubmission.

.11 Make changes or revision to submissions which Departmental Representative may require, consistent with Contract Documents and resubmit as directed by Departmental Representative. When resubmitting, identify in writing of any revisions other than those requested.

.12 Keep one reviewed copy of each submittal document on site for duration of Work.

1.3 Shop Drawings and Product Data

.1 The term "shop drawings" means fabrication drawings, erection drawings, diagrams, illustrations, schedules, performance charts, technical product data, brochures, specifications, test reports installation instructions and other data which are to be provided by Contractor to illustrate compliance with specified materials and details of a portion of work.

.2 Shop Drawing Submittal Schedule:

.1 Submit within seven (7) working days of acceptance of bid a schedule listing all shop drawings to be submitted for project.

.2 Schedule shall be in format acceptable to Departmental Representative and indicate proposed submission date for each item, status of review and anticipated product delivery date to site. Track all submissions for entire project.

.3 Revise schedule as work progresses. Identify items which have been reviewed and finalized and indicating those outstanding.

.4 Update schedule at stipulated dates or project time intervals predetermined and agreed upon with Departmental Representative at commencement of Work.

.3 Shop Drawing Quantities: submit one electronic PDF copy.

.4 Shop Drawings Format:

.1 High resolution scan or print-to- PDF.

.2 Drawing to be original drawings or standard drawings modified to clearly illustrate work specific to project requirements.

.3 Product Data from manufacturer's standard catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products, to be full colour, clearly marked indicating applicable data and deleting information not applicable to project.

.4 Non or poorly legible submissions/ information will not be accepted and will be returned not reviewed.

.5 Shop Drawings Content:

.1 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where items or equipment attach or connect to other items or equipment, confirm that all interrelated work have been coordinated, regardless of section or trade from which the adjacent work is being supplied and installed.

.2 Supplement manufacturer's standard drawings and literature with additional information to provide details applicable to project.

.3 Delete information not applicable to project on all submittals.

.6 Allow 14 calendar days for Departmental Representative's review of each submission.

.7 Adjustments or corrections made on shop drawings by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, advise Departmental Representative in writing prior to proceeding with Work.

.8 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections and comments are made, fabrication and installation may proceed upon receipt of shop drawings. If shop drawings are rejected and noted to be Resubmitted, do not proceed with that portion of work until resubmission and review of corrected shop drawings, through same submission procedures indicated above.

.9 Be advised that costs and expenses incurred by Departmental Representative to conduct more than one review of incorrectly prepared shop drawing submittal for a particular material, equipment or component of work may be assessed against the Contractor in the form of a financial holdback to the Contract.

.10 Accompany each submissions with transmittal letter, in duplicate, containing:
- .1 Date.
- .2 Project title and project number.
- .3 Contractor's name and address.
- .4 Identification and quantity of each shop drawing, product data and sample.
- .5 Other pertinent data.

.11 Submissions shall include:
- .1 Date and revision dates.
- .2 Project title and project number.
- .3 Name and address of:
  - .1 Subcontractor.
  - .2 Supplier.
  - .3 Manufacturer.
- .4 Contractor's stamp, signed by Contractor's authorized Representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
- .5 Cross references to particular details of contract drawings and specifications section number for which shop drawing submission addresses.
- .6 Details of appropriate portions of Work as applicable:
  - .1 Fabrication.
  - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
  - .3 Setting or erection details.
  - .4 Capacities.
  - .5 Performance characteristics.
  - .6 Standards.
  - .7 Operating weight.
  - .8 Wiring diagrams.

.9 Single line and schematic diagrams.
.10 Relationship to adjacent work.

.12 After Departmental Representative's review, distribute copies.

.13 The review of shop drawings by the Departmental Representative or by an authorized Consultant or designate is for sole purpose of ascertaining conformance with general concept. This review shall not mean that Canada approves the detail design inherent in the shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting all requirements of the construction and Contract Documents. Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of all sub-trades.

1.4 Samples

.1 Submit for review samples as specified in respective specification Sections. Label samples with origin and intended use.

.2 Deliver samples to Departmental Representative's office or to other address as directed. Do not drop off samples at construction site except for pre-approved circumstances previously approved by Departmental Representative.

.3 Notify Departmental Representative in writing, at time of submission of deviations in samples from requirements of Contract Documents.

.4 Where colour, pattern or texture is criterion, submit full range of samples.

.5 Adjustments made on samples by Departmental Representative are not intended to change Contract Price. If adjustments will result in a cost increase to the Contract notify Departmental Representative in writing prior to proceeding with Work.

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

.7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

END OF SECTION