

SAN ANTONIO RIVER AUTHORITY  
UTILITIES DEPARTMENT

SECTION 013300  
SUBMITTALS

**PART 1 GENERAL**

1.1 RELATED WORK SPECIFIED ELSEWHERE:

Section 01040: Coordination  
Section 01720: Project Record Documents

1.2 COVERSHEET:

- a. Cover sheets for the submittals should be submitted electronically to the OWNER, or designee, unless otherwise communicated.
- b. OWNER to provide CONTRACTOR submittal templates. CONTRACTOR shall request template from OWNER prior to submittals.
- c. List every item submitted (e.g. drawings, report, data sheet, or sample) on the coversheet, listing only one item per line.

1.3 SUBMITTALS REQUIRED FOR CONTRACT ADMINISTRATION:

The Contractor shall submit the following during the life of the Contract for each phase of the Project:

A. MONTHLY PROGRESS SCHEDULES:

1. The CONTRACTOR shall prepare and maintain a current detailed schedule supporting the Contract performance dates. The CONTRACTOR will use the OWNER approved project schedule as the baseline schedule and subsequent monthly schedules will be progress schedules.
2. CONTRACTOR shall show principal work-related submittal requirements, time schedules for coordination, and integration of submittal activity with related work.
2. One (1) updated electronic copy of the progress schedule shall be submitted to the OWNER with pay applications.
3. The progress schedules shall show commencement and completion dates of all major items of work.

SAN ANTONIO RIVER AUTHORITY  
UTILITIES DEPARTMENT

SECTION 013300  
SUBMITTALS

3. Other work may be added to the schedule as requested or approved by the OWNER.
4. The schedule shall show a Gantt chart and be progressed monthly.
6. The baseline schedule shall be submitted to the OWNER within ten (10) calendar days after the date of the notice to proceed. The progress schedules shall be modified as necessary to reflect additional items or other modifications to the Contract. The second and subsequent progress schedules shall be submitted with the CONTRACTOR's monthly pay estimate request.

B. WEEKLY PAYROLLS:

Each pay application period, the CONTRACTOR shall submit to the OWNER, one (1) electronic copy of all payrolls. The CONTRACTOR shall also submit one (1) electronic copy of payrolls of all subcontractors. The CONTRACTOR shall indicate that the payrolls are correct and complete, that the wage rates contained therein are not less than those determined by the contract, and that the classifications set forth for each laborer, or mechanic, including apprentices and trainees, conform to the work performed.

1.4 SUBMITTALS REQUIRED BY PLANS AND SPECIFICATIONS:

A. SUBMITTAL FORMAT:

All material and equipment submitted for review shall meet the following criteria. Each sheet of descriptive literature submitted shall be marked by the CONTRACTOR in red to identify the material or equipment as follows:

1. Submittal sheets or drawings showing more than the particular item under consideration shall have crossed out all but the pertinent description of the item for which review is requested.
2. Equipment and materials descriptive literature not readily cross-referenced with the drawings or specifications shall be identified by a suitable notation.
3. If the plans or specifications do not indicate specific materials, then the CONTRACTOR will be required to provide a submittal on items requested by the OWNER.
3. Each drawing shall be dated and shall bear the name of the project, names of equipment or materials, and the location where the equipment or materials, are to be installed in the Project. Should dimensions be critical to the submittal, field dimensions shall be verified and clearly marked as such. The OWNER may decline to consider any submittals that do not contain complete data on the Work, full information on related matters, and/or are not properly collated.
4. Submittals should be numbered in sequence for each section of the specification.

SAN ANTONIO RIVER AUTHORITY  
UTILITIES DEPARTMENT

SECTION 013300  
SUBMITTALS

Each submittal shall have a separate line on the coversheet with the number and description. The number after the dash indicates the section of the specification, i.e., number of the submittal. For example: 11-03010 would be the eleventh transmittal applicable to section 03010 of the specification, 12-03010 would be the twelfth transmittal applicable to section 03010. Unless otherwise designated by the PM.

5. Resubmittals (i.e. those replacing or revising previous submittals) should be identified with a letter following the original number. For example: a resubmittal affecting submittal 11-03010 would be number 11A-03010. The number 11-03010 would then be entered in the space "Previous submittal number" which is left blank except on resubmittals. Specifically identify revisions on resubmittals.
6. The marking should provide the following information: Name of CONTRACTOR, signature of person who checked the item, transmittal number, and date.
7. CONTRACTORS and their suppliers must coordinate with the OWNER for markings indicating changes, corrections, marking or signing drawings to be submitted.
8. Only the General CONTRACTOR should submit shop drawings to the Owner. Suppliers and subcontractors should forward their drawings to the General CONTRACTOR for review, approval, and submittal.
9. If submittals show departures from the Contract requirements, the CONTRACTOR shall make specific mention thereof in the coversheet; otherwise, review of such submittal will not constitute acceptance of the departure. Failure to note any deviation will result in the OWNER returning the shop drawings for specified processing. The OWNER and Owner will record all time spent to review improperly processed shop drawings. Such time plus overhead costs will be permanently withheld from payments due to the CONTRACTOR. Submittals received by the OWNER for review without the CONTRACTOR's stamp certifying his review will be returned "without action."
10. No work called for by submittal shall be initiated until the said submittals have been reviewed, approved, and accepted by the OWNER.

**B. SUBMITTAL CONTENT:**

The submittals shall show that all requirements of the specification section have been met. The submittals shall contain the following information as applicable:

1. Equipment function, normal operating characteristics, and limiting conditions.
2. Assembly, installation, alignment, adjustment and checking instructions. For the reinforcement placement drawings, the CONTRACTOR shall show reinforcing steel in plan views and elevations. Showing the reinforcing steel only in section

SAN ANTONIO RIVER AUTHORITY  
UTILITIES DEPARTMENT

SECTION 013300  
SUBMITTALS

will not be approved.

3. Outline, cross-sections, and assembly drawings; Engineering data; and wiring diagrams.
4. Test data and performance curves, where applicable.
5. The operational and maintenance manual for the equipment item and/or system as designated or as required elsewhere within these specifications shall be submitted in accordance with this section. One (1) original bound volume with one (1) electronic copy of all operation and maintenance manuals is required. Additional hard copies will be provided as requested by the OWNER.
6. Warranties and maintenance agreements.
7. Working Drawings:
  - a. Items for which working drawings are required; included but are not limited to, the non-equipment and installation items as set forth elsewhere within these specifications.
  - b. The drawings shall be numbered consecutively and shall accurately and distinctly present the following:
    - 1) All working and erection dimensions.
    - 2) Arrangement and sectional views.
    - 3) Necessary details, including complete information for making connections between functional parts.
    - 4) Kinds of materials and finishes.
    - 5) Parts list and description thereof.
  - c. Where practical, the CONTRACTOR should submit original, reproducible drawings for review. Where catalog data is required for submittal, submit original printed matter, not a copy thereof.
  - d. One (1) electronic copy in the requested file format of all submittals are required for the OWNER's purpose. At the OWNER's discretion hardcopies may be required and will be provided by the CONTRACTOR. One (1) electronic of the submittal will be returned to the CONTRACTOR marked:  
  
Approved  
Approved with Comments  
Revise and Resubmit  
Rejected
8. Samples include both fabricated and un-fabricated physical examples of materials, products and units of work, both as complete units and as smaller portions of units

SAN ANTONIO RIVER AUTHORITY  
UTILITIES DEPARTMENT

SECTION 013300  
SUBMITTALS

of work, either for limited visual inspection or (where indicated) for more detailed testing and analysis.

C. SUBMITTAL REJECTION:

The OWNER will review submittals upon receipt for conformance with the submission requirements for format and content. Submittals not in conformance with the submission requirements will not be reviewed and will be returned for resubmission.

D. COORDINATION OF SUBMITTAL TIMES:

Prepare and transmit each submittal to the OWNER sufficiently in advance of performing related work or other applicable activities, so the installation will not be delayed or improperly sequenced by processing times, including non-approval and resubmittal (if required). Coordinate with other submittals, testing, purchasing, delivery, and similar sequenced activities. No extension of time will be authorized because of CONTRACTOR's failure to transmit submittals to the OWNER sufficiently in advance of the work.

E. SEQUENCING REQUIREMENTS:

As applicable in each instance, do not proceed with a unit of work until submittal procedures have been sequenced with related units of work, in a manner that will ensure that the action will not need to be later modified or rescinded due to a subsequent submittal that should have been processed earlier or concurrently for coordination. Submit all shop drawings pertaining to a functional system together including all related specifications.

F. HARDCOPY SUBMITTALS:

The OWNER may request any submittal in hardcopy format. The OWNER will specify the number of copies. The CONTRACTOR will also be required to submit one (1) electronic copy of the entire submittal to the OWNER.

1.5 DISTRIBUTION:

A. GENERAL DISTRIBUTION (BY THE OWNER):

The OWNER will distribute via e-mail or FTP site depending upon file size.

B. CONTRACTOR DISTRIBUTION:

Provide additional distribution of submittals (not included in foregoing copy submittal requirements) to subcontractors, suppliers, fabricators, installers, governing authorities, and others as necessary for proper performance of the work. If the CONTRACTOR requires additional copies of shop drawings for distribution to subcontractors, he shall prepare them himself at his own expense.

C. REVIEW TIME:

SAN ANTONIO RIVER AUTHORITY  
UTILITIES DEPARTMENT

SECTION 013300  
SUBMITTALS

Allow a minimum of two (2) weeks for the OWNER's initial processing of each submittal requiring review and response, except allow longer periods where processing must be delayed for coordination with subsequent submittals. The OWNER will advise the CONTRACTOR promptly when it is determined that a submittal being processed must be delayed for coordination. Allow two (2) weeks for reprocessing each submittal. Advise the OWNER on each submittal as to whether processing time is critical to progress of the work, and therefore the work would be expedited if processing time could be foreshortened.

1.6 PROGRESS PHOTOGRAPHS:

- A. After construction has started at the site of the work, the CONTRACTOR shall have suitable photographs taken on or about the first (1st) and fifteenth (15th) day of each month and required with each pay application., showing the general condition of his work. The photographs shall be taken by an established commercial photographer who meets the approval of the OWNER. The photographer shall coordinate with the OWNER.
- B. Photos views shall be determined by the OWNER and the CONTRACTOR shall be taken on the first (1st) and fifteenth (15th) day of each month for each phase of the project. An electronic copy with a date stamp of each view shall be supplied to the Owner without charge as soon as practicable after the first (1st) and fifteenth (15th) day of each month. to be submitted with each pay application.

1.7 RECORD DRAWINGS:

- A. The CONTRACTOR shall provide the OWNER with construction record drawings reflecting items as constructed. Record drawings shall include all final elevations, materials, specifications, change orders, alignments, etc.
- B. The CONTRACTOR shall keep a set of record drawings up to date and current at the job site (used only as a record set) and available for the OWNER's inspection at all times. A complete set of redline prints shall be corrected daily with date notations and shall show every change from the original plans. During construction, redline on a print of all plans, all changes made to the work during installation.
- C. Upon Completion of the project the CONTRACTOR shall transfer the record data to a clean base drawing and submit to the OWNER for approval.

**PART 2 PRODUCTS (not applicable)**

See San Antonio River Authority approved products and materials list.

**PART 3 EXECUTION (not applicable)**

SAN ANTONIO RIVER AUTHORITY  
UTILITIES DEPARTMENT

SECTION 013300  
SUBMITTALS

**PART 4 MEASUREMENT AND PAYMENT:**

No separate payment will be made for any items of work, materials, parts, equipment, supplies, or related items required to perform and complete the requirements of this section. The costs for all such items required shall be considered subsidiary to other items of this Contract and shall not be paid for separately.

**END OF SECTION**