SECTION 013300 – SUBMITTALS

PART 1 GENERAL

1.1 PURPOSE

A. This section specifics general methods and requirements of project work related submittals. Additionally detailed submittal requirements may be found in the bid design and/or technical specification sections.

1.2 REFERENCES

A. The publications listed below form a part of this subcontract to the extent referenced.
   1. 010010 General Requirements
   2. 013100 Environment, Safety, and Health Requirements

1.3 SHOP DRAWINGS, MATERIAL SAMPLES, AND OPERATIONS MAINTENANCE MANUALS

A. Subcontractor shall submit for all materials and assemblies used on the project which are normally required in the construction industry. In addition, project schedules shall be submitted using the “Submittal for Review Transmittal” found in Attachment A and logged as part of the submittal file.

B. Refer Construction Subcontract Terms and Conditions, for additional information on shop drawing submittals.

C. The Subcontractor shall supply six (6) copies of all operation and maintenance manuals or an electronic PDF version for equipment furnished by the Subcontractor or their Sub-tier contractor prior to final acceptance of the project by Fermi Forward Discovery Group, LLC (FFDG).

D. The Subcontractor shall complete the "Submittal for Review Transmittal" form for each shop drawing submittal, reference Attachment A.

E. Shop drawings and schedules of all trades shall be submitted by the Subcontractor, who shall indicate by signed stamp on the drawings, that he has checked the shop drawings and that the work shown is in accordance with the Subcontract requirements and that it has been checked for dimension and relationship with the work of all trades. These drawings shall be submitted not later than the approved schedule for shop drawing transmittal, shall contain all required detailed information, and shall be submitted in logical order to facilitate proper review.

F. Shop drawings which relate to a complete assembly, structure or system with various parts shall not be submitted until all drawings required to completely detail that assembly, structure or system are complete, so that they may be checked in relation to each other.

1.4 IN LIEU OF THE AS-BUILT SHOP DRAWINGS

A. As specified in FFDG Construction Subcontract Terms and Conditions, the Subcontractor shall furnish As-Built drawings as outlined below.

B. The Subcontractor shall maintain a set of prints of the Subcontract drawings in the construction office at the job site. A daily record, in red, shall be kept on these prints of the work installed with all modifications or changes thereon. This set of prints shall be available to FFDG for inspection at all times and print copies provided upon request to FFDG within 24 hours of the request being made. The CMO and the Subcontractor's superintendent shall review the as-built drawings, and the scheduling of a progress payment update will be contingent on whether the as-built mark-up set is current and accurate.

C. Upon completion of all work, the Subcontractor shall transmit the above set of marked-up prints to FFDG. Prior to submittal, the Subcontractor shall sign them to indicate that the work was installed as shown thereon.

1.5 FFDG'S ROLES

A. FFDG shall be the final judge of the acceptability of any and all drawings. Final acceptance of the work is contingent on the receipt and FFDG's approval of the complete set of As-Built prints.

B. The Following distribution of drawing and technical specifications will be made by FFDG to the Subcontractor:
   1. After the award of the Subcontract and prior to Notice to Proceed, FFDG will make available five (5) sets of conformed Drawings and Technical Specifications;
   2. For any change as defined under FFDG Construction Subcontract Terms and Conditions, FFDG will make available three (3) copies of all revised Drawings and/or Technical Specifications;
   3. Additional copies of either the conformed bid documents or any revised documents issued under the "Changes" provision shall be the responsibility of the Subcontractor.

1.6 USING THE SUBMITTAL FOR REVIEW FORM

A. Submittals shall be submitted to FFDG, reference **010010** for contact information.

1.7 SUBMITTAL PROCESS

A. FFDG will review the submittals and return one copy of all shop drawings within 10 (ten) working days with one of the following actions:
   1. "No exception Taken" response on the Subcontractor's shop drawings submittal and "NET" as shown on the Submittal for Review Transmittal form indicates the Subcontractor may proceed with procurement, fabrication, manufacture and installation of the material and/or product;
   2. "Revise & Resubmit – Fabrication May Proceed" on the Subcontractor's shop drawing submittal and "R/R" as shown on the Submittal for Review Transmittal form indicates the Subcontractor may proceed with procurement,

fabrication, and manufacture of the material and/or product assuming the noted items on the submittal are incorporated into the final design and/or product. The Subcontractor will revise the shop drawings and resubmit them to FFDG for approval, but will not be able to erect and/or install any material until he has received either the "No Exception Taken (NET)" or the "Make Corrections and Proceed (MCP)" action by FFDG;

3. "Make Corrections & Proceed" response on the Subcontractor's shop drawing submittal and "MCP" as shown on the "Submittal for Review Transmittal" form indicates the Subcontractor may proceed with procurement, fabrication, manufacture and installation of the material and/or product assuming the noted items on the submittal are incorporated into the final design and/or product;
4. With the "Rejected" response on the Subcontractor's shop drawing submittal and "R" as shown on the "Submittal for Review Transmittal" form, the reasons for the disapproval will be stated on the shop drawing submittal. The Subcontractor will revise the shop drawing submittal to conform to the drawings and specifications and resubmit them to FFDG for approval. No procurement, fabrication, manufacture or installation shall be performed by the Subcontractor until one of the above actions listed above is received;
5. "For Information Only" response on the Subcontractor's shop drawing submittal and "FIO" on the "Submittal for Review Transmittal" form acknowledges receipt of such items as test results, professional engineering calculations, welding certificates and inspection reports.

1.8 MATERIAL SUBSTITUTIONS

A. Products or materials which are equal to, or the equivalent of, those specified will be considered for approval by FFDG. The submittal procedure will be the same as above, with the following additional conditions: In addition to the required information for the substitute material, the submittal shall contain the same information pertaining to a product named in the specification for purposes of comparison.
   1. The submittal shall explain fully the differences, if any, between the proposed product and those named in the specification.
   2. Any change to the drawings or specifications for related work required for proper installation of the proposed substitute product shall be indicated in the submittal.

B. If the proposed substitute product requires alterations of any kind to other equipment or to the building or necessitates any engineering design changes for its proper installation, such alterations and engineering design changes shall be accomplished at no cost to FFDG.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION – Not Used

END OF SECTION

Fermilab

ATTACHMENT A

Submittal for Review Transmittal

TO: Fermi National Accelerator Laboratory
P.O. Box 500, MS-214
Batavia, Illinois 60510

Submittal No.:<XX-XX-XXX-XXX>

FROM: <Subcontractor's Name>
<Subcontractor's Address>
<Subcontractor's City and State>

Date:	Project No.: <XX-XX-XXX>
Attn:	
Project Name:	

Submittal Item No.	Specification Section or Drawing No. (If Applicable)	Description
01		
02		
03		
04		
05		
06		
07		
08		
09		
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11		

Comments: