

READ THIS FIRST

This Project Spec Document may need additional modifications to suit your project. It is recommended that you proofread each section, paying attention to any “Notes” boxes such as this one--you should remove these “Notes” sections as you go. Also, do a search for all bracket characters “ [] “ as they are used to show you areas containing options or project specific details (you can use Microsoft Word’s Find feature {Ctrl-F} to jump to an open bracket “ [“ character quickly). Again, these bracket characters should be removed.

It is important that every paragraph be numbered to allow for easy referencing. If you use the document’s built in styles and formatting your outline should be fine (turn on the formatting toolbar by going to View > Toolbars > Formatting). Most paragraphs will use the style “Numbered Material” and can be promoted (Tab) or demoted (Shift-Tab).

You should not have to manually enter extra spaces, carriage returns or outline characters such as A, B, C, or 1.01, 1.02; the formatting will do this for you. The entire document is 11 pt. Arial. If you paste items in, you may need to reapply the “Numbered Material” format.

PART 1 GENERAL

1.01 DESCRIPTION

- A. Individual Submittals are required in accordance with the pertinent sections of these specifications.

Ensure all required submittals are called out in the applicable specification section.

- B. Submittal Log: After Contract Execution, the Engineer will provide an electronic draft Submittal Log to the Contractor indicating those Submittals generally required by the specifications. The Contractor shall check the required Submittals for completeness and accuracy against the bid documents and return the completed Submittal Log to the Engineer within [10] [15] [30] calendar days. The Port will complete the first five (5) columns. The Contractor shall complete the “Contractor Priority” and “Date Due from Contractor” columns. The Contractor may also make comments in the “Remarks” column. The due date shall correspond with that shown on the Project Schedule for each Submittal. A copy of the Submittal Log is attached to this Specification Section, for reference purposes only. The Contractor is expected to provide all listed Submittals unless specifically requested to be removed from the Submittal Log and accepted by the Engineer.
- C. All Submittal forms shall bear the Contract name and number, the date of submission, reference to the specification section and drawing number to which the Submittal applies, the nature of the Submittal, and the name of the Contractor initiating the submittal.
- D. Submit all shop drawings, catalog cuts, and brochures in the quantity specified herein, electronically, using the Contract Management System (CMS) Submittal Workflow process or other format as accepted by the Engineer.
 - 1. Submittal drawings shall include the official Port project name and work project number in the title blocks of all drawings that are created or modified for specific use on the project.
- E. Prepare a separate Submittal form for each product or procedure and identify by referencing the specification section and paragraph number.

- F. The Port will return the Submittal electronically via the CMS Submittal Workflow process, within [14] [21] 30 days of receipt by the Engineer. Submittal status is reviewed in weekly Progress Meetings. See Deferred Submittals section for additional information on submittal process and timelines.
- G. The Port will allow one (1) review of the original Submittal and one (1) submittal reiteration, which is included in the cost of the project. The Port has the right to recover any additional cost that may result from the review of any subsequent re-submittals.

If there are additional reviewers outside the Port that will require additional review time – ie. WSDOT and SDOT, add the following sentence with modifications as appropriate for this contract:

- H. There are Submittals in this Contract that have additional review by [WSDOT/SDOT/specify the reviewer]. Allow [14] [21] 30 additional days for this additional review time.
- I. The Engineer will receive submittals, including shop drawings, product data and samples from the Contractor and will review and take other appropriate action on them, but only for conformity with the design concept of the Project and with the provisions and intent of the Contract Documents. Shop drawings, samples, and other submission reviews by the Engineer will not include checking of dimensions or openings for potential conflict. The Engineer's acceptance of a specific item shall not indicate acceptance of an assembly of which the item is a component. Submittals will be returned, "Receipt Acknowledged", "Accepted", "Accepted as Noted", "Revise and Resubmit" or "Not Accepted".
- J. Section 01 32 19 - Preconstruction Submittals contains required submittals that must state "Accepted" or "Accepted as Noted" by the Port prior to issuance of Notice to Proceed.
- K. See Section 01 25 00 - Substitutions for procedures regarding requests for substitutions.

1.02 COMPLIANCE

- A. The Port may not pay for materials delivered or incorporated into the Work without an accepted submittal.
- B. Failure to comply with these requirements shall be deemed as the Contractor's agreement to furnish the exact materials specified or materials selected by the Engineer based on these specifications.

1.03 SHOP DRAWINGS

For WSDOT/SDOT submittals, define additional types of submittals based on inclusion of WSDOT/SDOT specs (for example ROM, QPL, Mfr certificate of compliance), WSDOT/SDOT measurement and payment does not apply.

- A. Quality: Prepare shop drawings accurately to scale sufficiently large to indicate all pertinent features of the products and the method of fabrication, connection, erection, and assembly with respect to the work. Calculations associated with shop drawing design shall also be submitted.

- B. Structural Fabrication and Erection Drawings: All shop drawings which indicate structural fabrication or erection details and associated calculations shall bear the seal of a licensed structural engineer in the State of Washington.
- C. Thoroughly review all shop and detail drawings prior to submittal, including all those provided by subcontractors and suppliers at any tier, to assure coordination with other parts of the Work. Failure to comply will be cause for rejection. Submittals shall bear the Contractor's **approval** stamp and initials of the reviewer.
- D. Components or materials which require shop drawings and which arrive at the job site prior to acceptance of shop drawings shall be considered as not being made for this project and shall be subject to rejection and removal from the premises.
- E. All drawings submitted to the Engineer shall be drawn on sheets each 24 inches wide by 36 inches long in overall dimensions or on small sheets that are multiples of 8-1/2 inches by 11 inches.
- F. Type of Prints Required: Submit one (1) electronic copy of all shop drawings and supplemental working drawings in accordance with Document 00 70 00 – General Conditions.
- G. Submit shop and detail drawings in related packages. All equipment or material details that are interdependent or are related in any way must be submitted together as a complete package indicating the complete system. Submittals shall not be altered once accepted for construction. Clearly mark and date revisions. Major revisions must be resubmitted for acceptance
- H. All documents submitted to the Port and not returned to the Contractor, shall be retained by the Port, including software and source codes, etc., that is developed or used for the project. See Document 00 70 00 – General Conditions.

1.04 MANUFACTURERS' LITERATURE

- A. Submit one (1) electronic copy of manufacturers' literature. The electronic data shall have software search features and interactive capabilities.
 - 1. Product data, catalog cuts, or brochures shall show the type, size ratings, style, color, manufacturer and catalog number of each item and be complete enough to provide for positive and rapid identification in the field. Submit catalog data in electronic form. The electronic data shall have software search features and interactive capabilities. Specific items shall be clearly marked or highlighted. General catalogs or partial lists will not be accepted.

Delete "1.05 Manufacturer's Certificate of Compliance" if the WSDOT signage specs are not used or referenced.

1.05 MANUFACTURER'S CERTIFICATE OF COMPLIANCE

- A. The Manufacturer's Certificate of Compliance must identify the manufacturer, the type and quantity of material being certified, the applicable specifications being affirmed, and the signature of a responsible corporate official of the manufacturer and include supporting mill tests or documents. A Manufacturer's Certificate of Compliance, when requested in the technical specs, shall be furnished with each lot of material delivered to the Work and the lot so certified shall be clearly identified in the certificate.

1.06 SAMPLES

- A. The sample submitted shall be the exact or precise article proposed to be furnished.
- B. Submit three (3) samples of each article proposed.

1.07 MOCKUPS

- A. Provide any mockups required in the technical specifications for evaluation by the Engineer, allowing up to [30] [60] [90] [120] [180] days for review.

1.08 DEFERRED SUBMITTALS

- A. Deferral of any submittal items shall have prior approval of the Authority Having Jurisdiction (AHJ). The Deferred Submittals are listed on the Contract Documents or on the building permit(s). The Contractor shall submit complete information, including design calculations, for each individual deferred item in a single submittal package promptly after the Execution of the Contract.
- B. The Contractor shall send them to the AHJ for acceptance.
- C. Deferred Submittal items shall not be installed until the design and submittal documents have been accepted by the AHJ and the Engineer. The Contractor shall allow an additional [14] [20] [30] days for deferred submittal review beyond the time specified in paragraph 1.01F for standard submittal review to account for the additional AHJ department review time.

PART 2 PRODUCTS - Not used

PART 3 EXECUTION - Not used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

- A. No separate measurement or payment will be made for the work required by this section. The cost for this portion of the work will be considered incidental to, and included in the payments made for the applicable bid items in the [Schedule of Unit Prices] [Lump Sum price] bid for the Project.

End of Section