

SECTION 01330 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Submittal procedures prior to and during construction.

B. Related Requirements:

1. Section 01600 - Product Requirements: Requirements for product selection and product options.
2. Section 01770 - Contract Closeout: Closeout submittals.

1.2 PROCESS AND RESPONSIBILITIES

A. Contractor Responsibilities:

1. Submit required submittals to Architect unless otherwise specified.
2. Submit required submittals in hard copy or electronically by email. Electronic documents shall be in PDF format. Hard copy documents submitted to the Contractor by suppliers and subcontractors shall be scanned by the Contractor to PDF prior to electronic submittal.
3. Comply with submittal requirements defined within individual Sections. Submittals procedures described herein shall apply unless otherwise stated in individual Sections.
4. Package each submittal appropriately for transmittal and handling.
5. Identify Project, Contractor, subcontractor or supplier, pertinent Drawing sheet and detail numbers, and Specification Section number, as applicable.
6. Assemble, coordinate, and review submittals of subcontractors, suppliers, and manufacturers.
7. Review submittal for verification of products required, field dimensions, adjacent construction, and coordination of information.
8. Apply Contractor's Submittal Review stamp, signed or initialed and dated, certifying compliance with Contract Documents.
9. Identify email transmittal of submittals in the subject line as follows:
 - a. Walmart, Street, City, State, Store #, Store type ("SC" Super Center, "Sam's" Sam's Club, "NM" Market), Submittal name (e.g. concrete mix design, sieve analysis, etc), Date of Submittal
10. Forward executed copy of Submittal Review Form to supplier within 5 days after receipt of submittal with copies to Architect and Walmart's Construction Manager.
11. Schedule submittals to expedite the Work. Coordinate submission of related items into single submittal, unless otherwise specified.
12. Submit submittals items required within an individual Specification Section into a single submittal.
13. Identify variations from Contract Documents and limitations of product and system which may be detrimental to successful performance of the completed Work.
14. Provide space on submittal for Contractor, Architect, and Architect's Consultant review stamps.
15. Allow 10 working days for review.
16. Revise and resubmit submittals when required. Identify changes made since previous submittal.
17. Notify Vendor or Subcontractor of approval by Authority Having Jurisdiction of Deferred Submittal package.
18. Distribute copies of reviewed submittals to concerned parties and to Record Documents file. Instruct parties to promptly report inability to comply with provisions.

B. Supplier Responsibilities - Walmart (Owner) Furnished Products:

1. Subcontractors, vendors, and suppliers (including suppliers of Walmart (Owner) furnished products) shall forward copies of submittals to the Contractor.
2. Prepare submittals in accordance with requirements in individual Specification Sections and Contractor responsibilities specified herein.

C. Architect Responsibilities: Review submittals and take appropriate action as follows.

1. Shop Drawings and Product Data: Architect will mark submittals to indicate appropriate action.
2. Return Architect reviewed Submittals to Contractor by email or mail carrier service providing delivery tracking.
3. Submittals for Information: Architect will not return submittals sent for information only.
4. Forward submittals to proper sub-consultant for review as necessary.

D. Unrequested Submittals: Submittals transmitted to Architect or Architect's Consultants that are not indicated or requested will not be reviewed. Architect will dispose of unrequested submittal items.

1.3 TRANSMITTAL

A. Transmit each submittal using a transmittal form. Submit to Architect.

1. Transmit submittals to be reviewed by Architect to:

*Angelle Cole
Cyntergy, LLC
810 S. Cincinnati Ave.
2nd Floor
Tulsa, Oklahoma 74119
ARCsubmittals@cyntergy.com*

2. Transmit submittals to be reviewed by Structural Engineer of Record to:

*Nick White
Cyntergy, LLC
810 S. Cincinnati Ave.
2nd Floor
Tulsa, Oklahoma 74119
STRsubmittals@cyntergy.com*

3. Transmit fire protection submittals by email in PDF format to the Walmart Fire Protection Consultant listed below within 21 days of prime contract award.

*Fire Protection Reviewer
Cyntergy, LLC
810 S. Cincinnati Ave.
2nd Floor
Tulsa, Oklahoma 74119
fireprotection@cyntergyaec.com*

B. In addition to recipients stated above, transmit submittals to those parties as may be required in the individual specification section.

1.4 DEFERRED SUBMITTALS

A. Definition: Deferred Submittal are submittals required by the AHJ for code compliance but which, rather than being submitted at the time of permit application, have been allowed by the AHJ to be deferred until after Contract award to enable the successful Contractor, Subcontractor, or Supplier to submit the applicable submittals.

B. Submit the deferred submittals to the extent indicated on the Deferred Submittal Table located on the Drawing Cover Sheet.

C. Process:

1. Immediately after award of the Contract, the Contractor shall contact the AHJ to coordinate and determine the AHJ requirements for deferred submittals. Information obtained shall include such requirements as

- number of copies; extent of detail of information to be submitted; review, if required, by Professional of Record (Architect or Engineer); and other necessary process and procedural requirements.
- 2. The Contractor, or other entity, responsible for the submittal shall submit, track, and report submittal status to the Walmart Construction Manager through final approval and issue of permit.
- 3. Communicate with vendors, suppliers, and Subcontractors the AHJ requirements for deferred submittals. Receive, review, and stamp submittals in accordance with submittal requirements herein.
- 4. Transmit deferred submittals directly to AHJ unless otherwise requested by AHJ to obtain prior review and approval by Professional of Record.
- 5. Upon approval by AHJ, obtain permits and pay permit fees and other fees required by the AHJ.
- 6. Attach approved deferred submittals to the approved "Permit Set" documents at the project site.
- 7. Do not install deferred submittals until corresponding submittal documents have been approved by the AHJ.

1.5 SUBMITTAL REQUIREMENTS

A. Shop Drawings

- 1. Submit Drawings with graphic information at accurate scale. Show dimensions and note which dimensions are based on field measurement. Identify materials and products in Work shown. Indicate compliance with specified standards and special coordination requirements. Do not use reproductions of Contract Drawings as Shop Drawings.
- 2. Include on each Shop Drawing the drawing title, number, original issue date, and revision numbers and dates, in addition to other required identifying information.
- 3. Identify details by reference to sheet, detail, schedule, or room names shown on the Contract Drawings.
- 4. Identify numerical values in English units.
- 5. Size: Not less than 8-1/2 by 11 inches nor more than 30 by 42 inches.
 - a. For Shop Drawings submitted on sheets larger than 8-1/2 x 11 inches, submit reproducible transparency and blue/line or black/line reproduction.
 - b. For Shop Drawings submitted on sheets 8-1/2 x 11 inches, conform to requirements for Product Data and submit as a bound volume for submittal required.
- 6. Number of Copies Required: Submit one reproducible transparency and one blue/line or black/line reproduction. Submit additional copies to AHJ for approval if required. Comply with requirements of AHJ with regard to signing and sealing of submittals by Registered Professional licensed in the State in which project is located.
 - a. One copy will be returned to the Contractor.

B. Product Data

- 1. Manufacturer's standard schematic drawings and diagrams:
 - a. Clearly mark to identify pertinent products.
 - b. Show performance characteristics and capacities.
 - c. Show dimensions and clearances required.
 - d. Show wiring or piping diagrams and controls.
 - e. Modify drawings and diagrams to delete information not applicable to this work.
 - f. Supplement standard drawings and diagrams to provide complete information applicable to this work.
- 2. Mark each copy to identify applicable products, models, options, and other data. Supplement Product Data with material prepared for the Work to satisfy submittal requirements for which Product Data does not exist. Note that the material is developed specifically for this Contract.
- 3. Submit Product Data for each Section in one complete submittal. Include table of contents listing page and catalog item numbers for Product Data.
- 4. Indicate, by prominent contrasting color notation on each product being submitted, the Specifications Section and paragraph numbers to which it pertains.
- 5. Where printed Product Data includes information on several products, some of which are not required, mark copies to indicate information applicable to Work and clearly cross out other information not applicable to Work. Include the following information:
 - a. Manufacturer's printed recommendations or instructions.
 - b. Compliance with referenced standards.
 - c. Application of testing agency labels and seals.

- d. Notation of dimensions verified by field measurement.
 - e. Notation of coordination requirements.
 - 6. Product Data For Information: Written information not requiring action by Walmart Construction Manager or Architect; for verification of compliance with requirement. Submittal not complying with requirements will be rejected.
 - 7. Number of Copies Required: Four.
- C. Engineering Calculations
- 1. Submit calculations signed and sealed by a Registered Professional Engineer licensed in the State where project is located. Comply with requirements of Authority Having Jurisdiction with regard to signing and sealing of submittals.
- D. Certifications
- 1. Certify manufacturer or installer's qualifications, compliance with tests or specified criteria, or other factors as required in individual Specification Sections.
 - 2. Submit supporting reference data, affidavits, and certifications as required.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION