

## SECTION 01300 – SUBMITTALS

### PART 1 – GENERAL

#### 1.01 RELATED DOCUMENTS

The General Provisions of the contract, including the General Provisions for Construction Projects (2016), Special Provisions, and General Requirements of the Specifications, apply to the work specified in this section.

#### 1.02 PROJECT DOCUMENTATION

The contract will not be considered complete until required submittals have been received and accepted by the State.

#### 1.03 DETAILED CONSTRUCTION SCHEDULE

A. The Contractor shall submit a detailed construction schedule to the Engineer for review, no later than fourteen (14) calendar days after award of the Contract. The detailed construction schedule shall be based on a detailed critical path analysis of construction activities and sequence of operations needed for the orderly performance and completion of any separable parts of any work and all work in accordance with the Contract. The schedule shall be Critical Path Method (CPM) type in the form of an arrow diagram and activity listing or comprehensive bar graph. The network diagram shall show in detail and in orderly sequence all activities on a time scale, their descriptions, durations and dependencies, necessary and required to complete all work and any separable parts thereof. The schedule shall show in detail the following information for each activity:

1. Identification by code numbers and description;
2. Duration;
3. Craft and Equipment;
4. Earliest start and finish dates;
5. Latest start and finish dates;
6. Total and free float time; and
7. Highlighted Critical Path

B. The construction schedule shall be complete in all respects, covering in addition to activities at the site of work, off-site activities such as design, fabrication, and

procurement of equipment; the scheduled delivery dates of such equipment; submittal and approval of shop drawings and samples; ordering and delivery of materials; inspections; and testing. The schedule shall also include a manpower forecast by crafts. The detailed construction schedule shall be supplemented by a three week schedule prepared by the Contractor and submitted to the Engineer on a weekly basis. The Contractor shall promptly inform the Engineer of any proposed change in the schedule and shall furnish the Engineer with a revised schedule and cash flow diagram within fifteen (15) calendar days after approval of such change.

The schedule shall be kept up to date, taking into account the actual progress of work and shall be updated if necessary, every thirty (30) calendar days. The updated schedule shall, as determined by the Engineer, be sufficient to meet the requirements for the completion of the separable parts of work and the entire projects as set forth in the contract.

Upon commencing work, the Contractor shall submit at the start of each week to the Engineer for review, a detailed two (2) week construction schedule.

- C. If at any time during the progress of the Work, the Contractor's actual progress appears to the Engineer to be inadequate to meet the requirements of the contract, the Engineer will notify the Contractor of such imminent or actual noncompliance with the contract. The Contractor shall thereupon take such steps as may be necessary to improve his progress and the Engineer may require an increase in the labor force, the number of shifts, and/or overtime operations, days of work and/or the amount of construction plants all without additional cost to the State. Neither such notice by the Engineer nor the Engineer's failure to issue such notice shall relieve the Contractor from his obligation to achieve the quality of work and rate of progress required by the contract. Failure of the Contractor to comply with instructions of the Engineer under these provisions may be grounds for determination by the State that the Contractor is not prosecuting work with such diligence as will assure completion within the times specified. Upon such determination, the State may employ labor and equipment and charge the Contractor for the cost thereof, including depreciation for plant and equipment or may terminate the Contractor's right to proceed with the performance of the contract, or any separable part thereof, in accordance with the applicable provisions of the contract.
- D. The Contractor shall submit to the Engineer one (1) reproducible and three (3) prints of the detailed construction schedule and of each revised schedule submitted thereafter.

#### 1.04 SCHEDULE OF VALUES

- A. The Contractor shall submit the Schedule of Values to the Engineer for review, no later than thirty (30) calendar days after award of the Contract.
- B. Format and Content: Use the Project Specifications table of contents as a guide to

establish the format for the Schedule of Values. Provide at least one line item for each Specification Section. Provide a breakdown of the contract sum in sufficient detail to facilitate continued evaluation of Applications for Payment and progress reports. Break principle work or subcontract amounts down into several smaller identifiable items of work.

- C. Identification: Include the following Project identification on the schedule of values:
  - 1. Project name and location
  - 2. Project number
  - 3. Contractor's name and address
  - 4. Contract No.
  - 5. Date of submittal
- D. Arrange the Schedule of Values in tabular form with separate columns to indicate the following items listed:
  - 1. Related Specification Section or Division
  - 2. Description of work
  - 3. Dollar value and percent complete
- E. Correlate line items in the Schedule of Values with other required administrative schedules and forms including;
  - 1. Construction Schedule
  - 2. Application for Payment forms including continuation sheets
  - 3. List of Subcontractors
  - 4. List of principle suppliers and fabricators
  - 5. Schedule of submittals
- F. Round amount to nearest whole dollar; the total shall equal the contract sum.
- G. Provide a separate line item in the Schedule of Values for each part of the work where Applications for Payment may include materials or equipment, purchased, fabricated or stored, but not yet installed.

- H. Schedule Updating: Update and resubmit the Schedule of Values prior to the next Applications for Payment or when Change Orders or Construction Change Directives result in a change in the Contract Sum.

#### 1.05 OTHER SUBMITTALS REQUIRED BEFORE CONSTRUCTION

The Contractor shall submit the following items prior to or at the pre-construction meeting or unless otherwise noted:

- A. Name, residence phone number, addresses and scope of authority for the following persons:
  - 1. Superintendent
  - 2. Contractor's authorized representative to sign documents
  - 3. Two (2) additional persons who can be contacted during non-working hours for emergencies.
  - 4. Field Office location and phone numbers (cellular, pager, fax, etc.)
- B. Name of Safety Officer
- C. Notice of Materials to be furnished
- D. Three (3) copies each of Certificates of Insurance. The State of Hawaii, Department of Transportation, Airports Division shall be named as additionally insured. If canceled, thirty (30) days written notice to the State of Hawaii must be given. If certificates are not correct, work cannot proceed.
- E. Three (3) copies each Insurance and Tax Rates.
- F. List of apprentices who will be working on the project supported with the Statement of Apprenticeship or copy of the Apprenticeship Agreements registered with the State Board, for each apprentice.
- G. List of equipment to be used on the job. Designate maximum working height and capacity of equipment involved and their respective rental rates.
- H. Three (3) copies of an expenditure (cash flow) plan consisting of an anticipated work completion graph plotting contract time and gross payment anticipated.

#### 1.06 SHOP DRAWINGS, SAMPLES, CATALOG CUTS, AND CERTIFICATES

- A. Submittal Schedule: Prior to the submission of any shop drawings or submittals, the Contractor shall submit to the Engineer for review, a submittal schedule. The

schedule shall identify the subject matter of each submittal, the corresponding specification section number and the proposed date of submission. During the progress of work, the Contractor shall revise and resubmit the submittal schedule as directed by the Engineer.

- B. The Contractor shall submit for review to the Engineer, or to a representative designated by the Engineer, six (6) copies of all shop drawings, samples, catalog cuts and certificates. Three (3) copies will be returned to the Contractor with information of review action. The Contractor shall submit additional quantities for their subcontractor's or supplier's use. Each shop drawing, certificate of compliance, sample, and equipment list shall be checked and certified correct by the Contractor, and shall be identified with the applicable information specified hereinafter under "Submittal Identification."

Items are to be reviewed prior to commencing fabrication or delivery of material to the job site.

- C. Each copy of the drawings, certificates, catalog cuts, and lists reviewed by the Engineer will be stamped "REVIEW ACTION" with the appropriate action noted therein. The review of the Engineer shall not be construed as a complete check but will indicate only that the general method of construction and detailing is satisfactory. Acceptance of such drawings will not relieve the Contractor the responsibility of conforming to the contract drawings and specifications or for any error or omission which may exist as the Contractor shall be responsible for the dimensions and design of adequate connections, details, and satisfactory construction of all work. Each shop drawing submitted for review shall have, in the lower right-hand corner just above title, a white space 4" x 4" in which the Engineer can place the stamp and indicate action taken. The Contractor shall also inform their subcontractors to provide this space in their preparation of shop drawings.

#### 1.07 MAINTENANCE DATA AND OPERATING INSTRUCTIONS

Six (6) copies of maintenance data and operating instructions shall be submitted by the Contractor at the conclusion of the equipment installation. The manuals shall be assembled in one or more binders, each with a title page, typed table of contents, and heavy section dividers with numbered plastic index tabs. The binders shall be a minimum of 2 inches thick, three ring, "D slant" with hard covers. All data shall be punched for binding and composition and printing shall be arranged so that punching does not obliterate any data. The project number, project title, and Airport shall be inserted in the front and backbone binder cover.

The Contractor shall submit a draft to the Engineer for review prior to the submission of the final copies.

The manual shall include separate sections describing each equipment. Provide a general description of the equipment, instructions for operation, maintenance, recommended

inspection points and periods for inspection, testing, adjustments, calibration procedures with illustrations, wiring diagrams, trouble shooting situations and solutions, and repair methods in a practical, complete, and comprehensive manner.

For each equipment, include information on detailed parts listings (part numbers and costs) with the manufacturer's name, address, contact person, e-mail address and phone/fax numbers. Provide the contact name, address, e-mail address and phone/fax numbers of the distributor in the State of Hawaii for each equipment.

Include a separate section on warranty information on all products and equipment. Provide this information in a tabular format with a listing on all products and equipment with warranty start and completion dates for each item.

Include separate sections on all approved submittals, test reports, certifications, etc.

All information shall be arranged in a logical, orderly sequence. Manuals submitted by the manufacturer will not be accepted.

#### 1.08 TEST REPORTS

Six copies of test reports for any material used in this Contract shall be submitted when specified or required by the Engineer.

#### 1.09 SUBMITTAL IDENTIFICATION

A. To avoid rejection and to clarify each submittal, the General Contractor shall have a rubber stamp made up in the following format:

B. \_\_\_\_\_  
General Contractor's Name

PROJECT TITLE: \_\_\_\_\_

AIRPORT: \_\_\_\_\_

STATE PROJECT NO: \_\_\_\_\_

AIP PROJECT NO: \_\_\_\_\_

THIS SUBMITTAL HAS BEEN CHECKED BY THIS GENERAL  
CONTRACTOR AND IS CERTIFIED CORRECT AND IN COMPLIANCE  
WITH THE CONTRACT DRAWINGS AND SPECIFICATIONS.

ITEM NO. \_\_\_\_\_

SUBMITTAL NUMBER \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

SPECIFICATION SECTION # \_\_\_\_\_

SPECIFICATION PARAGRAPH # \_\_\_\_\_

DRAWING NUMBER \_\_\_\_\_  
SUBCONTRACTOR NAME \_\_\_\_\_  
SUPPLIER NAME \_\_\_\_\_  
MANUFACTURER NAME \_\_\_\_\_

CERTIFIED BY \_\_\_\_\_ (Contractor's Signature, Date)  
\_\_\_\_\_  
(Contractor's Name and Title)

- C. This stamp "filled in" should appear on each reproducible shop drawing, on the cover sheet of copies of test and mill reports, certificates of compliance, catalog cuts, brochures, etc. The stamp should be placed on a heavy stock paper merchandise (approximately 3" x 6") and one tag tied to each sample submitted for approval. The tag on the samples should state what the sample is, so that if the tag is accidentally separated from the sample they can be matched up again. The back of this tag will be used by the Engineer for receipt, approval, and log stamp for any comments that relates to the sample.
- D. Submission Number: Each submission is to be sequentially numbered in the space provided in the Contractor's stamp. Correspondence and transmittal will refer to this number.
- E. The Contractor shall ensure that all submittals, including shop drawings, are complete and in conformance to the requirements of the Contract specifications prior to submission to the State for review and acceptance. Incomplete submittals will not be processed by the State and returned to the Contractor for correction. Any cost impacts and delays in the Project schedule as a result of incomplete submittals shall be the responsibility of the Contractor.

#### 1.10 AS-BUILT DRAWINGS

As-built drawings shall conform to the requirements of Section 5.8 - "Coordination between the Contractor and the State" of the General Provisions for Construction Projects, and the following requirements:

The Contractor shall maintain on the job site two (2) sets of full-size contract drawings, marking them in red to show all variations between the construction actually provided and that indicated or specified in the contract documents, including buried or concealed construction.

Where a choice of material or method is permitted herein or where variations in scope of character of work from that of the original contract or authorized, the drawings shall be marked to define the construction actually provided. Where equipment installation is involved, the size, manufacturer's name, model number, power input or output characteristics as applicable shall be shown on the as-built drawings.

The representation of such changes shall conform to standard drafting practice and shall include such supplementary notes, legends, and details as necessary to clearly portray the as-built construction.

The drawings shall be maintained and updated on a daily basis. The Contractor shall stamp, sign, and date each sheet with the following stamp:

AS-BUILT DRAWINGS/SPECIFICATIONS

This certifies that the dimensions and details shown on this sheet reflect the dimensions and details, and specifications as constructed in the field.

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CONTRACTOR'S NAME

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Signature

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Date

Monthly and final payments to the Contractor shall be subject to prior approval of the drawings. On completion of the work, both sets of marked-up drawings shall be delivered to the Engineer, and shall be subject to approval before acceptance.

1.11 GUARANTEES

Guarantee periods shall start at time of acceptance in writing by the State.

All guarantees and warranties shall be made out to the "State of Hawaii." Supplier and subcontractor guarantees shall be co-signed by the Contractor.

The Contractor is solely responsible for coincidence or non-coincidence of factory warranties or equipment guarantees, and the Contractor's own warranties and guarantees as required by the contract. The Contractor is solely responsible for scheduling and coordinating the installation of equipment and materials so as to take maximum advantage of factory warranties.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)



## PART 4 – MEASUREMENT AND PAYMENT

### 4.01 BASIS OF MEASUREMENT AND PAYMENT

Work under this section will not be measured nor paid for separately, but shall be considered incidental to and included in the bid prices for the various items of work in this project.

END OF SECTION