

SECTION 01340

SUBMITTALS

1.01 DIVISION OF RESPONSIBILITIES TERMINOLOGY: **NOT USED**

1.02 SUMMARY:

- A. The Contractor shall prepare and submit all products and assemblies identified in this Section's List of Project Submittals as a "Required Submittal", no later than three (3) weeks after the Date of Commencement, and revise and resubmit submittals to the Architect, if required, to ensure compliance with the contract documents
- B. The Architect/ Engineer's review of the Contractor submittals is extended as a courtesy to the Contractor in interpreting the requirements of, and to verify compliance with, the construction documents Unless noted as a "Required Submittal" in this Section's List of Project Submittals, the Contractor shall NOT prepare submittals for products and assemblies that the Contractor intends to furnish for this project "as specified" with no substitution.
- C. Photocopies of the Architect/ Engineer's drawings are NOT acceptable as submittals.
- D. Refer to the construction drawings for supplementary, non-standard items that may be specifically noted to be submitted for review.
- E. All submittals MUST be reviewed first by the Contractor, and received by the Architect no later than three (3) weeks after the Date of Commencement

1.03 CONTRACTOR REQUESTED PRODUCT SUBSTITUTIONS:

- A. Contractor-requested product substitutions will only be considered for acceptance by the Architect if the following conditions are met:
 - 1. Documented Delivery Problem: The Contractor must provide substantial written documentation to support a claim of a delivery problem which is in conflict with the construction schedule, including but not limited to copies of correspondence to and from the product manufacturer which demonstrates that a delivery problem exists relative to the timely completion of construction work. A Contractor-requested product substitution will NOT be considered if the Contractor or any subcontractor has delayed executing subcontract for labor agreements or scheduling subcontract work from the time of construction contract award.
 - 2. Construction Cost Savings: A Contractor-requested product substitution must result in a net savings in total construction cost, with the proposed credit to PETCO itemized and submitted along with the product substitution request.
 - 3. The product substitution request must be submitted to the Architect in writing, using the Request for Product Substitution form that follows this Section.
 - 4. The Contractor must demonstrate that the requested product substitution is equal to or superior to the product specified in the Project Manual.
 - 5. The Contractor is solely responsible for the full coordination of the work of any trade that may be affected by the Architect's acceptance of the Contractor's product substitution.
 - 6. A product substitution request that is accepted by the Architect is valid only upon the Contractor's receipt of the Architect's written acceptance.
 - 7. The Architect may reject a product substitution request if deemed to be in PETCO's best interest.

1.04 CONTRACTOR'S SUBMITTAL PREPARATION AND REVIEW:

- A. Submittals shall consist of manufacturer's scale drawings, catalogs or descriptive literature, stating the complete characteristics of equipment as indicated on the drawings or in the Project Manual. Erection drawings, if applicable, shall be submitted to indicate the locations, arrangements, and sizes of products or assemblies
- B. Prior to submittal delivery to the Architect, the Contractor MUST carefully review and coordinate all aspects of each submittal item, and shall verify that each item submitted is in conformance with the construction documents.
 - 1. The Contractor MUST annotate each product submittal to clearly indicate the product model or type proposed for use, in order to adequately distinguish the proposed model or product from among others which may be also depicted.
 - 2. The Contractor MUST affix a Submittal Review Stamp and signature certifying that a thorough review has been provided. The Submittal Review Stamp shall include:
 - a. Text similar to the following statement: *"This submittal has been reviewed by (Contractor's Name) and is in compliance with the Contract Documents"*.
 - b. Contractor's company name, and authorized reviewer's legibly printed name and date of review.
 - 3. Submittal copies received by the Architect that do not bear the Contractor's submittal review stamp and signature will be returned to the Contractor without review.
- C. Product Data and other Submittals NO LARGER THAN 11" x 17" format:
 - 1. The Contractor shall submit no more than four (4) Contractor-reviewed, stamped and signed submittal copies:
 - a. The Submittal Cover Transmittal shall include the PETCO project name, shall clearly identify the accompanying documents as a Project Submittal, and shall include the Contractor's name.
 - b. Fax Transmissions of Submittals are acceptable ONLY if specifically noted in the List of Required Submittals in this Section or as specifically authorized in advance by the PETCO Project Manager, and are acceptable only as a means of expediting the review of specific time-critical building products and assemblies. Hard copies of submittals sent via fax transmission must also be sent concurrently to the Architect for the Architect's review.
 - c. Submittals received by fax that are not specifically noted on the List of Required Submittals in this Section will NOT be reviewed by the Architect/ Engineer.
- D. Shop Drawings or other product data LARGER THAN 11" x 17" format:
 - 1. The Contractor shall submit one (1) Contractor-reviewed, stamped and signed copy of each shop drawing.
 - 2. Upon completion of submittal review, the Architect will:
 - a. Retain one copy reproduction for the engineer/ consultant if reviewed by that consultant.
 - b. Return the reviewed submittal Reproducible (one original) to the Contractor.
 - 3. All additional copies required by the Contractor shall be prepared by the Contractor at the Contractor's expense, upon receipt of the reviewed submittal Reproducible from the Architect.

1.05 ARCHITECT'S SUBMITTAL REVIEW:

- A. The Architect/ Engineer shall review submittals in a timely manner and will note necessary corrections, including all corrections necessary relating to artistic effect. The Contractor shall subsequently provide any corrections to submittals required by the Architect/ Engineer.
- B. The Architect/ Engineer's review of submittals shall not relieve the Contractor from responsibility for any deviation from the drawings or specifications, unless the Contractor has, in writing, called the Architect/ Engineer's attention to such specific deviation at the time of submittal. The Architect/ Engineer's review shall also not relieve the Contractor from either responsibility for unidentified submittal errors or omissions; or from coordination of the provisions for the installed submittal item; or from interface with other items of construction affected by such deviation.
- C. The Architect/ Engineer will affix the submittal review stamp and complete submittal review one of three ways:
 - 1. "Approved": The Contractor should distribute the copies.
 - 2. "Approved As Noted": the Contractor shall make corrections, and should distribute copies. The Contractor shall NOT re-submit corrected submittals to the Architect/ Engineer that are "Approved As Noted".
 - 3. "Rejected-Revise and Resubmit": The Contractor shall have "Rejected" submittals corrected and re-submitted promptly to the Architect/ Engineer.

1.06 USE OF SUBMITTALS AT THE JOBSITE:

- A. Every submittal at the jobsite must bear the Architect/ Engineer's submittal review stamp.
 - 1. The Contractor must keep at all times one copy of each approved submittal at the jobsite, in good order and available for reference by PETCO.
 - 2. "Rejected" submittals shall NOT be permitted on the jobsite.

1.07 SUBMITTAL ERRORS, DEVIATIONS, OR OMISSIONS: Should errors, deviations, or omissions in a submittal be noted by the Architect/ Engineer after the submittal has been reviewed and returned to the Contractor, all corrective work necessary as a result of errors, deviations, or omissions shall be provided by the Contractor, irrespective of the status of, or review comments of any prior submittal review by the Architect/ Engineer.

(Refer to List of Required Submittals, next page)



1.08 LIST OF REQUIRED SUBMITTALS:

<u>Section</u>	<u>Submittal Description</u>	<u>To be Reviewed By</u>	<u>Remarks</u>
03300	Cast- In- Place Concrete		
	Anchor Bolt Layout	Architect (Structural Engineer)	Contractor Submittal
	Concrete Accessories Product Data	Architect (Structural Engineer)	Contractor Submittal
	Concrete Mix Designs*	Architect (Structural Engineer)	Contractor Submittal
	Concrete Test Reports	Architect (Structural Engineer)	Contractor Submittal
	Reinforcing Steel	Architect (Structural Engineer)	Contractor Submittal
04220	Concrete Unit Masonry		
	Concrete Masonry Product Data	Architect (Structural Engineer)	Contractor Submittal
	Concrete Masonry Color Samples	Architect	Contractor Submittal
	Coarse / Fine Grout Mix Designs	Architect (Structural Engineer)	Contractor Submittal
	Mortar Mix Design	Architect (Structural Engineer)	Contractor Submittal
	Wall Reinforcing Placement Shop Drawing	Architect (Structural Engineer)	Contractor Submittal
05120	Structural Steel		
	Structural Steel Shop Drawings	Architect (Structural Engineer)	Contractor Submittal
05200	Metal Joists		
	Metal Joists Shop Drawings	Architect (Structural Engineer)	Contractor Submittal
05300	Metal Decking		
	Metal Decking Product Data	Architect (Structural Engineer)	Contractor Submittal
06200	Rough & Finish Carpentry		
	Casework Shop Drawings	Architect	Contractor Submittal
08100	Metal Doors & Frames		
	Metal Doors and Frames Product Data	Architect	Contractor Submittal
	Door and Frame Schedule	Architect	Contractor Submittal
08410	Aluminum Entrance Doors & Storefront		
	Storefront Shop Drawings	Architect	Contractor Submittal
	Automatic Sliding Entrance Drs Shop Dwgs	Architect	Contractor Submittal
08710	Finish Hardware		
	Finish Hardware List	Architect	Contractor Submittal
	Finish Hardware Product Data	Architect	Contractor Submittal
08800	Glass & Glazing		
	Spandrel Glass Color Chart	PETCO Project Manager	Contractor Submittal
09650	Resilient Flooring		
	Concrete Slab Moisture Testing Results	PETCO Project Manager	Contractor Submittal
09660	Resilient Sheet Flooring		
	Concrete Slab Moisture Testing Results	PETCO Project Manager	Contractor Submittal
09670	Epoxy Flooring on Concrete		
	Concrete Slab Moisture Testing Results	PETCO Project Manager	Contractor Submittal
10400	Building Signage		
	Signage Shop Drawings	Architect (PME Engineer)	Contractor Submittal
15300	Fire Suppression System		
	Piping Layout Shop Drawings	Architect (PME Engineer)	Contractor Submittal
	Hydraulic Calculations	Architect (PME Engineer)	Contractor Submittal
	Fire Suppression Product Data	Architect (PME Engineer)	Contractor Submittal
15400	Plumbing Systems		
	Floor Drains and Hair Interceptors	Architect (PME Engineer)	Contractor Submittal
	Plumbing Fixture & Fittings Data	Architect (PME Engineer)	Contractor Submittal
	Piping Materials Data	Architect (PME Engineer)	Contractor Submittal
15500	HVAC Systems		
	RTU Product Data	Architect (PME Engineer)	Contractor Submittal
	Ductwork Shop Drawings	Architect (PME Engineer)	Contractor Submittal
	Flue Vent Product Data	Architect (PME Engineer)	Contractor Submittal
	Grilles, Register, Diffusers Product Data	Architect (PME Engineer)	Contractor Submittal
	RTU Thermostats	Architect (PME Engineer)	Contractor Submittal
	Exhaust Fan product data	Architect (PME Engineer)	Contractor Submittal
	Unit Heaters product data	Architect (PME Engineer)	Contractor Submittal
16000	Electrical Systems		
	Lighting Fixture product data	Architect (PME Engineer)	Contractor Submittal
	Electrical Panel Shop Drawings	Architect (PME Engineer)	Contractor Submittal
	Power Pole Product Data	Architect (PME Engineer)	Contractor Submittal

END OF SECTION

("Contractor's Request for Product Substitution" form to follow)



Contractor's Construction Phase Request for Product Substitution

PETCO "Cary, NC"

Petco Job No 09277

To (PETCO Project Manager): Clay Early

FAX: 407-895-4591

To (Project Architect): Daniel Franco

FAX: 305-412-6731

From (Contractor): _____

FAX: _____

Contractor's Representative _____

Date / Time Sent: _____

By submitting this Request for Product Substitution, the Contractor and all involved subcontract trades certify that they have thoroughly reviewed the Construction Drawings AND the Project Manual, and a Product Substitution for a product of equal or superior quality, as compared to the product specified, is warranted for the reasons described.

Contractor's Product Substitution Request: _____

Contractor's Reason(s) for Substitution Request: _____

Contractor's Proposed CREDIT IF the Product Substitution is accepted: \$(_____)DOLLARS

Architect's Response to Contractor/ PETCO: _____

NOTES 1) The CONTRACTOR must submit all necessary Product Data for both the product specified and the product substitution requested, so as to demonstrate that the Product Substitution requested is equal to or superior to the Product specified. 2) The Architect's Response to the Contractor's Request for Information does not represent or constitute a directive to proceed with any Changes to the Contract's Scope of Work. The Contractor must seek expressed approval from the PETCO Project Manager if changes in the Contract Sum or Time may result from executing the work according to the Architect's Response. 3) The Architect is not obligated to review and respond to a Request for Product Substitution-- unless so directed by the PETCO Project Manager.

**PETCO "Cary, NC"
SUBMITTAL STATUS REPORT**

SBLM Architects

SBLM Job # 09147

Date of Tenant Improvement Construction Commencement: <i>xxxx/xx/xx</i>		Date for Project Architect to begin sending (weekly) Submittal Status Reports to PETCO <i>Project Manager: xxx/xx/xx</i>							
Section	Submittal Description	Date Received by Architect	Submittal Review by	Date Sent to Consultant	Date Received From Consultant	Date Reviewed by Architect	Action Taken by Submittal Reviewer	Date Sent to Contractor	
03300	Anchor Bolt Layout		Struc. Engr.						
	Concrete Accessories product data		Struc. Engr.						
	Concrete Mix Designs		Struc. Engr.						
04220	Concrete Test Reports		Struc. Engr.						
	Reinforcing Steel Shop Drawings		Struc. Engr.						
	Concrete Masonry Color Samples		Architect						
05120	Concrete Masonry Product Data		Archit & Struc						
	Coarse/ Fine Grout Mix Designs		Struc. Engr.						
	Mortar Mix Designs		Struc. Engr.						
05200	Wall Reinforcing Placement Drawings		Struc. Engr.						
	Structural Steel Shop Drawings		Struc. Engr.						
	Metal Joists Shop Drawings		Struc. Engr.						
06200	Metal Decking Product Data		Archit & Struc						
	Cabinet Shop drawing		Architect						
	Cabinet product data		Architect						
08100	Metal Doors and Frames product data		Architect						
	Door & Frame Schedule		Architect						
	Aluminum Storefront shop drawings		Architect						
08410	Al. Sliding Entrance Doors shop drawings		Architect						
	Al. Sliding Entrance Doors Product Data		Architect						
	Finish Hardware Schedule/ List		Architect						
08710	Finish Hardware product data		Architect						
	Spandrel Color Chart (exterior glazing)		Do not submit Spandrel Color Charts to the Architect. Send to the PETCO Project Manager for Review and Color Selection.						
	Ceramic Tile Product Data		Architect						
09310	Concrete Floor Testing results		Send Concrete Floor Testing results to the PETCO Project Manager for record purposes (not for review and approval).						
	Resilient Flooring Product Data		Architect						
	Concrete Floor Testing results		Send Concrete Floor Testing results to the PETCO Project Manager for record purposes (not for review and approval).						
09660	Resilient Sheet Frg Product Data		Architect						
	Concrete Floor Testing results		Send Concrete Floor Testing results to the PETCO Project Manager for record purposes (not for review and approval).						
	Epoxy Finish on Concrete Product Data		Architect						
09670	Concrete Floor Testing results		Send Concrete Floor Testing results to the PETCO Project Manager for record purposes (not for review and approval).						

**PETCO "Cary, NC"
SUBMITTAL STATUS REPORT**

SBLM Architects

SBLM Job # 09147

Section	Submittal Description	Date Received by Architect	Submittal Review by	Date Sent to Consultant	Date Received From Consultant	Date Reviewed by Architect	Action Taken by Submittal Reviewer	Date Sent to Contractor
15300	F/S Piping shop drawings		PME Engr					
	Hydraulic Calculations		PME Engr					
	Fire Suppression Product Data		PME Engr					
15400	Floor Drains, Hair Interceptor Product Data		PME Engr					
	Plumbing Fixtures/Fittings Product Data		PME Engr					
	Piping Materials Product Data		PME Engr					
15500	HVAC Rooftop Unit Product Data		PME Engr					
	HVAC Ductwork shop drawings		PME Engr					
	Gilles, Registers, Diffusers Product Data		PME Engr					
	RTU Thermostats Product Data		PME Engr					
	Unit Heaters Product Data		PME Engr					
	Flue Vent Product Data		PME Engr					
	Exhaust Fan Product Data		PME Engr					
16000	Lighting Fixture Product Data		PME Engr					
	Electrical Panel Shop Drawings		PME Engr					

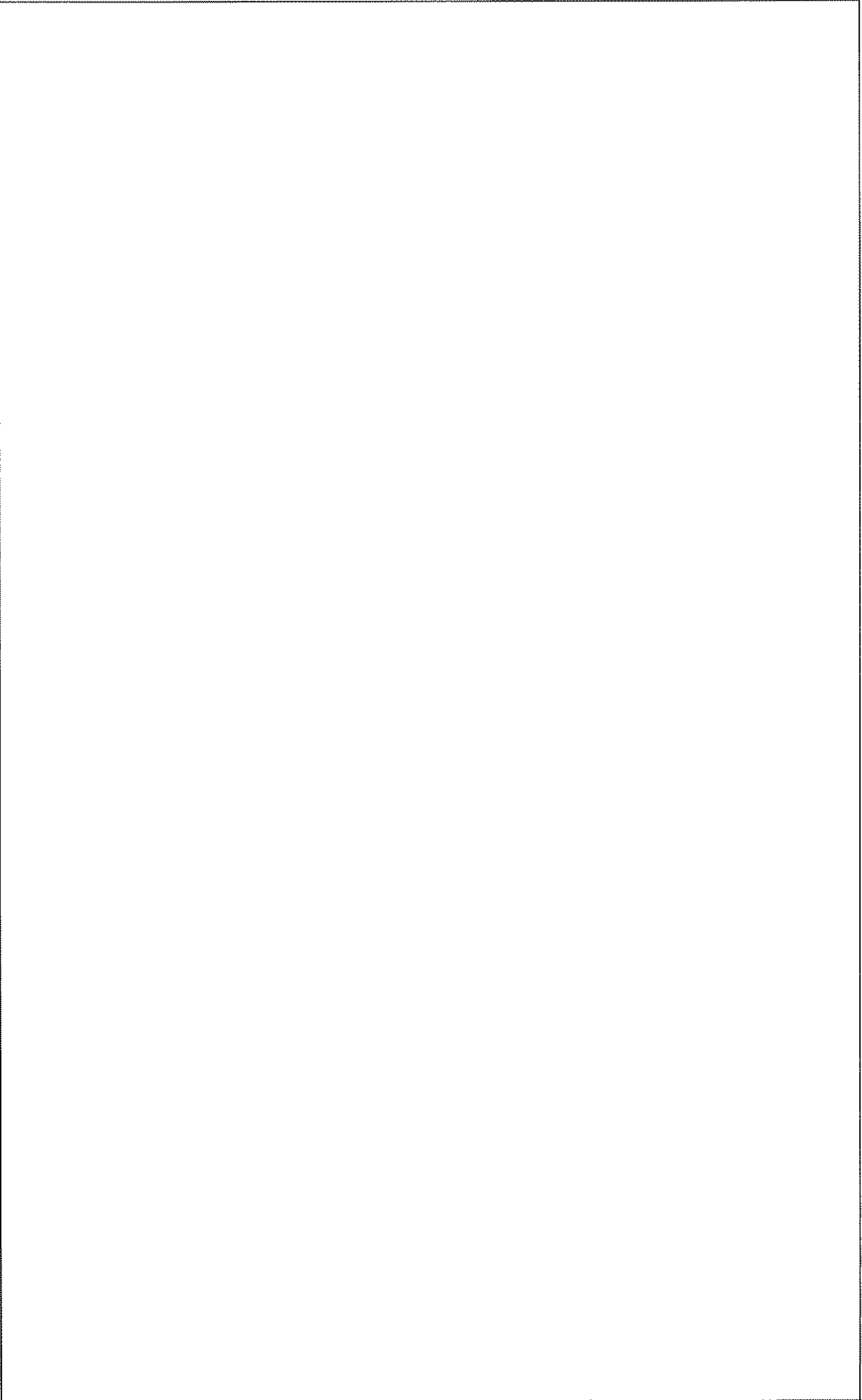
NOTE TO CONTRACTOR: This Submittal Status Report form is to be used by PETCO's Tenant Improvement Architect to report the status of submittals receipt, review and processing to the PETCO Project Manager.

High-lighted YELLOW – indicates Submittals for PETCO As-Is Project, where applicable.
 High-lighted GREEN – Submittal for PETCO Exhibit B or As-Is Project where exterior spandrel color may have to be approved.
 High-lighted LT. GREEN – These submittals not usually listed for Exhibit B projects--building shell detailing is by Landlord's Architect.

**PETCO "Cary, NC"
SUBMITTAL STATUS REPORT**

SBLM Architects

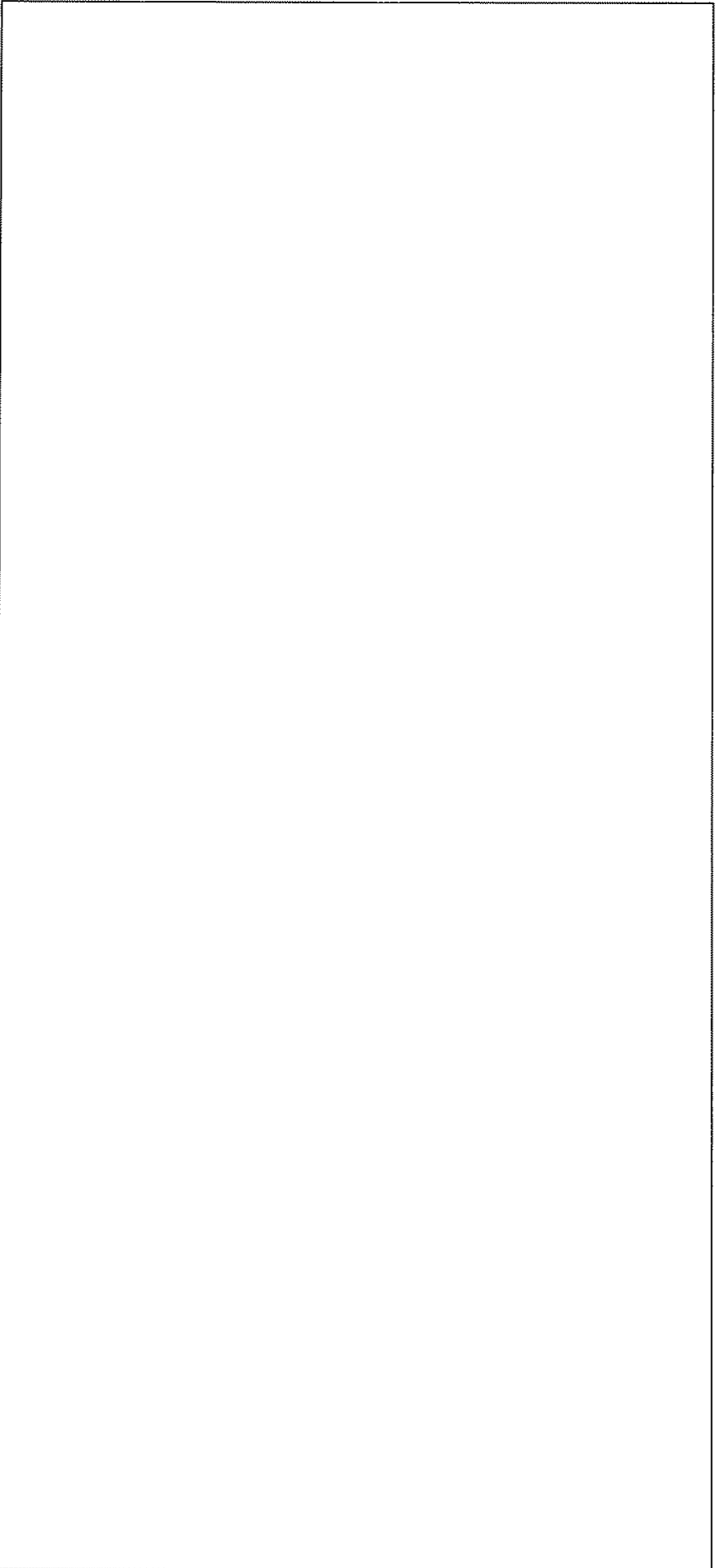
SBLM Job # 09147



**PETCO "Cary, NC"
SUBMITTAL STATUS REPORT**

SBLM Architects

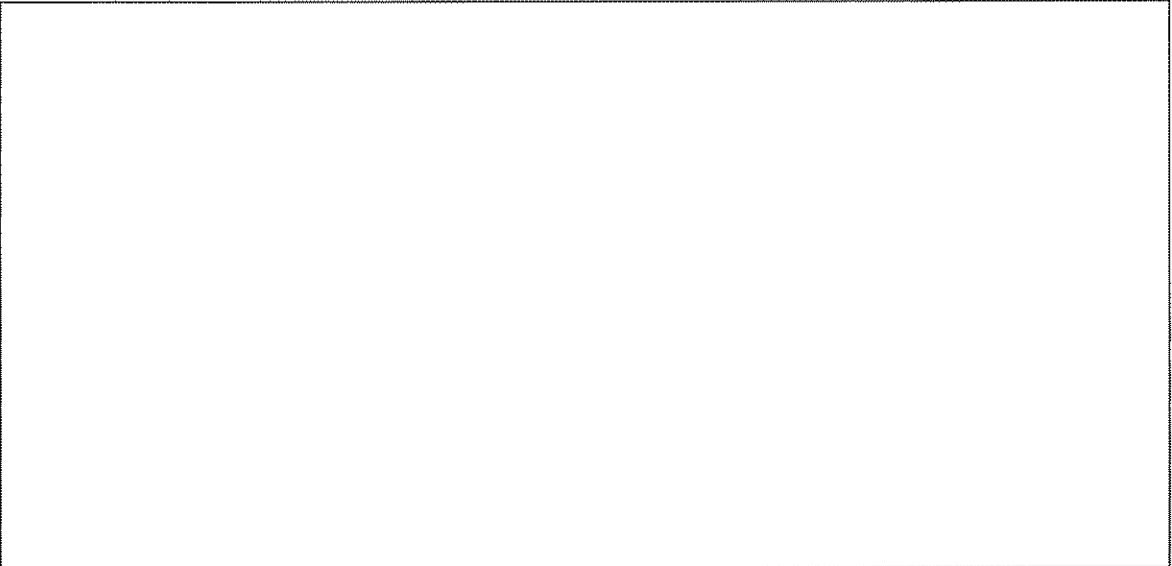
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**PETCO "Cary, NC"
SUBMITTAL STATUS REPORT**

SBLM Architects

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**PETCO "Cary, NC"
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