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| **Section Cover Page**  | **\\goa\desktop\K_O\norman.ho\Desktop\AB-Sig 2Color Sky CMYK.jpg** |
|  **Section 01 33 00****2023-09-07 Submittal Procedures** |

Use this Section to specify various documents the Contractor must submit to the Province at various times, and related administrative and procedural requirements.

Note that this is a broad-scope Section. Where a particular type of submittal and its related procedures needs to be specified in considerable detail (i.e. requiring one or more pages of text) it should be specified in its own narrow-scope Section (e.g. Section 01 32 16 - Construction Schedules, Section 01 33 23 - Shop Drawings, Product Data and Samples).

This Master Specification Section contains:

.1 This Cover Page.

.2 Specification Section Text:

1. Related Requirements

2. Workers’ Compensation Board Certificate

3. Cost Breakdown

4. Cash Flow Forecast

5. Photographs

6. Shop Drawings, Product Data and Samples ‑ General

7. Shop Drawings

8. Product Data

9. Samples

10. Submission of Shop Drawings, Product Data and Samples

11. LEED Submittals

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| **Change Log** | **\\goa\desktop\K_O\norman.ho\Desktop\AB-Sig 2Color Sky CMYK.jpg** |
| **2023-09-07** | **Section 01 33 00****Submittal Procedures** |

**Changes made in this section update (2023-09-07):**

1. Correction to Section number in Change log

1. RELATED SECTIONS
2. [Cost Breakdown List Section 01 29 70]
3. [Construction Schedules Section 01 32 16]
4. [Shop Drawings, Product Data and Samples Section 01 33 23]
5. [Contractor Start‑Up Report Forms Section 01 33 35]
6. [Product List Section 01 62 35]
7. Closeout Procedure Section 01 77 00
8. Contract Acceptance Procedures Section 01 77 20
9. Operation and Maintenance Data and Manuals Section 01 78 23
10. [Spare Parts and Maintenance Materials Section 01 78 43]
11. WORKERS' COMPENSATION BOARD CERTIFICATE
12. Before commencement of activities at the Place of the Work, the Contractor shall deliver to the Province a certificate from the Workers’ Compensation Board showing that the Contractor is registered and in good standing with the Board.
13. COST BREAKDOWN

SPEC NOTE:  Delete this article if Section 01 29 70 – Cost Breakdown List is used, i.e. on contracts whose estimated value exceeds $2.5 million.

1. Before submission of the first application for payment, the Contractor shall submit to the Province a complete, itemized breakdown of the Contract Price, providing as a minimum:
2. all subcontract amounts,
3. cost of all the Contractor’s own forces work,
4. cost of all major supply only items,
5. all specified allowance amounts,
6. cost of general requirements items, including the Contractor's overhead and profit.
7. The cost breakdown provided must aggregate to the total amount of the Contract Price.
8. CASH FLOW FORECAST
9. Before submission of first application for payment, submit to the Province for approval, a forecast of approximate monthly progress payments for the duration of the Contract.
10. Submit revised cash flow forecasts as required as the Work progresses or when requested by the Province.
11. PHOTOGRAPHS
12. Provide progress photographs taken every two weeks.

SPEC NOTE:  Delete LEED credits where not applicable to project.

1. Provide photographs as required for LEED submission. Discuss details of photographs with the Province prior to start of Work. Refer to LEED-NC credits:
2. SS prerequisite 1
3. SS 2
4. SS5.1
5. SS7.2
6. SS 8
7. MR prerequisite 1
8. EQ 2
9. EQ 3.1
10. EQ 5
11. EQ 8.1
12. ID credits as may be required
13. Other photographs as requested by Province.
14. Take progress photos from two separate viewpoints determined by the Province; of exterior until building is closed in and interior thereafter.
15. In addition, illustrate any special operation, phase of construction or special detail of unusual interest for record purposes.
16. Take photos of primary entrance at substantial completion.
17. Forward one clear [200 mm x 250 mm colour print] [digital photographs in .jpg format, 150 dpi resolution minimum, 3 MB maximum] of each photograph along with monthly progress estimates. Provide the following information on each photograph:

Date:

Name of Contractor:

Name of Project:

Set Number:

1. On completion of building, provide a photograph of the completed project, taken from the best possible view point to show the completed project to its best advantage. Provide two 200 mm x 250 mm colour prints of the photograph.
2. All photographs will become the Province's property, to be used for whatever purposes the Province may desire.

SPEC NOTE:  Delete the remaining articles in this Section when separate medium-scope Section 01 33 23 ‑ Shop Drawings, Product Data and Samples is used.

1. SHOP DRAWINGS, PRODUCT DATA AND SAMPLES ‑ GENERAL
2. Submit to the Province, for review, Shop Drawings, Product Data and Samples called for by the Contract Documents and for such other items as the Province may reasonably request. Do not proceed with the Work until related submissions have been reviewed.
3. SHOP DRAWINGS
4. Shop Drawings means technical data specially prepared for Work of this Contract including drawings, diagrams, performance curves, data sheets, schedules, templates, patterns, reports, calculations, instructions, measurements and similar information not in standard printed form.
5. Submit Shop Drawings presented in a clear and thorough manner to appropriately illustrate the Work.
6. PRODUCT DATA
7. Product Data means standard printed information describing materials, products, equipment and systems; not specially prepared for the Work of this Contract, other than the designation of selections.
8. Product Data consisting of manufacturers' standard schematic drawings, catalogue sheets, diagrams, schedules, performance charts, illustrations and descriptive data will be accepted in lieu of Shop Drawings provided that:
9. information not applicable to the Work of this Contract is deleted, and
10. standard information is supplemented with information specifically applicable to the Work of this Contract.
11. SAMPLES
12. Samples means cuts or containers of materials or partial sections of manufactured or fabricated components which are physically identical to products proposed for use.
13. SUBMISSION OF SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES
14. Review, date and sign, Shop Drawings, Product Data and Samples, prior to submission.
15. Determine and verify:
16. Field measurements.
17. Field construction criteria.
18. Catalogue numbers and similar data.
19. Conformance with Contract Documents.
20. Notify the Province, in writing, on the submission and at the time of submission, of deviations from requirements of Contract Documents.
21. Submit one set of transparent sepias for each required shop drawings and one set of clear reproducible pre‑printed or photocopied information for product data submission.
22. Make corrections or changes to rejected submittals and resubmit, as specified for initial submittal.
23. After final review, the Province will reproduce at its expense, the number of prints the Province requires, and return reviewed sepia. The Contractor shall reproduce at his expense the number of prints required for performance of the Work.
24. The Province's review of submittals does not relieve the Contractor from responsibility for errors and omissions, nor deviations from requirements of the Contract Documents.
25. LEED SUBMITTALS
26. Submit to the Province, for review, all submittals required for compliance with LEED requirements and by the Contract Documents and for such other items as the Province may reasonably request.
27. Submission Procedures:
28. Initial Submission: Submit to the Province, for review, an original document, of schedule or of proposed forms to comply with all LEED project submittal requirements.
29. Make corrections or changes to rejected schedule of LEED submittals and resubmit, as specified for initial submittal.
30. Final Submission: After final review, the Province will retain copy and return original submittal to the Contractor. The Contractor shall reproduce at the Contractor’s expense the number of copies required for performance of the Work.
31. LEED Submittal Schedule:
32. Schedule of LEED Submittals: Submit to the Province, for review, a schedule of all proposed LEED forms to be utilized to comply with all LEED project submittal requirements.
33. LEED Submittal Documentation:
34. LEED submittal forms are available to LEED members from the Canada Green Building Council website at <http://www.cagbc.org>.
35. LEED Requirement: Refer to Section 01 35 18 LEED Requirements.
36. Environmental Procedures Submittals: Refer to Section 01 35 20 Environmental Procedures.
37. Waste Management and Disposal Submittals: Refer to Section 01 74 19 Waste Management and Disposal.

**END OF SECTION**