

04-22-2015

**SECTION 01 33 23**  
**SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES**

- 1.1 Refer to Articles titled SPECIFICATIONS AND DRAWINGS FOR CONSTRUCTION (FAR 52.236-21) and, SPECIAL NOTES (VAAR 852.236-91), in GENERAL CONDITIONS.
- 1.2 For the purposes of this contract, samples, test reports, certificates, and manufacturers' literature and data shall also be subject to the previously referenced requirements. The following text refers to all items collectively as SUBMITTALS.
- 1.3 Submit for approval, all of the items specifically mentioned under the separate sections of the specification, including the General Requirements specification, with information sufficient to evidence full compliance with contract requirements. Materials, fabricated articles and the like, to be installed in permanent work, shall equal those of approved submittals. After item has been approved, no change in brand or make will be permitted unless:
  1. Satisfactory written evidence is presented to, and approved by Contracting Officer, that manufacturer cannot make scheduled delivery of approved item or;
  2. Item delivered has been rejected and substitution of a suitable item is an urgent necessity or;
  3. Other conditions become apparent which indicates approval of such substitute item to be in best interest of the government.

**A. OSHA Construction Safety**

1. All employees of Contractor (including subcontractors) shall have the 10-hour OSHA certified Construction Safety course and other relevant competency training.
2. Submit training records of all such employees for approval before the start of work.

**B. VA Security Management Program - Personal Identity Verification (PIV)**

1. The Contractor and subcontractors are responsible to furnish the names of all employees scheduled to work to the COTR within ten days of the Notice to Proceed. Special Access Check Form SAC to be used.

04-22-2015

2. All employees of the Contractor and subcontractors will be required to be made available to Police Service to apply for photo identification badge and fingerprinting, following badge production the employee shall return in person to receive issue of the badge. VA Form 07111 to be used.

3. The contractor shall identify on the construction schedule of work the date for start of work of short term (greater than 10 days) specialty subcontractors and two weeks prior to start of work process identification badge verification for employee issue prior to starting of work (Employees not issued identification badges will have to leave the site at no addition cost to the government.)

1.4 Forward submittals in sufficient time to permit proper consideration and approval action by Government. Time submission to assure adequate lead time for procurement of contract - required items. Delays attributable to untimely and rejected submittals will not serve as a basis for extending contract time for completion.

1.5 Submittals will be reviewed for compliance with contract requirements by Architect-Engineer, and action thereon will be taken by the VA COR on behalf of the Contracting Officer.

1.6 The VA COR has approving authority for submittals, shop drawings, reports, and certificates. The VA COR will return all submittals stamped approved/disapproved. The Contractor will not request or be given verbal approval/disapproval for any submittal. All submittals as described in the technical specifications will be submitted in writing to the VA COR approval.

1.8 The Government reserves the right to require additional submittals, whether or not particularly mentioned in this contract.

1.9 Schedules called for in specifications and shown on shop drawings shall be submitted for use and information of Department of Veterans Affairs and Architect-Engineer. However, the Contractor shall assume responsibility for coordinating and verifying schedules. The Contracting Officer and Architect- Engineer assumes no responsibility for checking

schedules or layout drawings for exact sizes, exact numbers and detailed positioning of items.

Submittals shall be submitted electronically according to the procedures below:

#### **ELECTRONIC SUBMITTAL PROCEDURES**

- A. Summary:
  - 1. Shop drawing and product data submittals shall be transmitted to Architect and VA COR in electronic (PDF) format using Submittal Exchange ([www.submittalexchange.com](http://www.submittalexchange.com)) or equal pre-approved website service designed specifically for transmitting submittals between all construction team members.
  - 2. The intent of electronic submittals is to expedite the construction process by reducing paperwork, improving information flow, and decreasing turnaround time.
  - 3. The electronic submittal process is not intended for color samples, color charts, or physical material samples.
- B. Procedures:
  - 1. Create submittal log in Submittal Exchange by inserting required submittals listed in individual specification sections.
  - 2. Submittal Preparation - Contractor may use any or all of the following options:
    - a. Subcontractors and Suppliers provide electronic (PDF) submittals to Contractor via the Submittal Exchange website.
    - b. Subcontractors and Suppliers provide electronic (PDF) submittals to Contractor via email.
    - c. Subcontractors and Suppliers provide paper submittals to Scanning Service which electronically scans and converts to PDF format.
  - 3. Printed Submittals: Provide two printed sets of submittals for shop drawings in addition to electronic submittals.
  - 4. Contractor shall review and apply electronic stamp certifying that the submittal complies with the requirements of the Contract Documents including verification of manufacturer / product, dimensions and coordination of information with other parts of the work.
  - 5. Contractor shall transmit each submittal to the Architect-Engineer using the Submittal Exchange website, [www.submittalexchange.com](http://www.submittalexchange.com).
  - 6. Architect- Engineer review comments will be made available on the Submittal Exchange website for downloading. Contractor will receive email notice of completed review.
  - 7. Distribution of reviewed submittals to subcontractors and suppliers is the responsibility of the Contractor.
  - 8. Submit paper copies of any reviewed submittals not submitted electronically at project closeout for record purposes.
- C. Costs:
  - 1. Contractor shall include the full cost of Submittal Exchange project subscription in their proposal/bid. Contact Submittal Exchange at 1-800-714-0024 x214 to verify cost prior to bid. The Contractor shall set up the Submittal Exchange to enable proper communication and exchange of submittals amongst the Contractor, VA COR, and Architect-Engineer.
  - 2. The intent is for Submittal Exchange service cost to be in lieu of postage or shipping costs typically paid for paper submittals. Service cost is a net cost savings to Contractor because submittals sent electronically do not need to be shipped physically.
  - 3. After award of contract, training will be provided by Submittal Exchange regarding use of website and PDF submittals. Contact Submittal Exchange at 1-800-714-0024.
  - 4. Internet Service and Equipment Requirements:

- a. Email address and Internet access at Contractor's main office.
- b. Adobe Acrobat ([www.adobe.com](http://www.adobe.com)), Bluebeam PDF Revu ([www.bluebeam.com](http://www.bluebeam.com)), or other similar PDF review software for applying electronic stamps and comments.

**SAMPLES, CERTIFICATES AND DATA**

1.10

- A. Submit samples in single units unless otherwise specified. Submit shop drawings and certificates in quadruplicate, except where a greater number is specified.
- B. Required certificates shall be signed by an authorized representative of manufacturer or supplier of material, and by Contractor.
- C. In addition to complying with the applicable requirements samples that are required to have Laboratory Tests shall be tested, at expense of the Contractor, in a commercial laboratory approved by the Contracting Officer and COR. Submit a minimum of three certified labs for approval.
  - 1. Laboratory shall furnish the Contracting Officer with a certificate stating that it is fully equipped and qualified to perform intended work, is fully acquainted with specification requirements and intended use of materials and is an independent establishment in no way connected with organization of the Contractor or with the manufacturer or supplier of materials to be tested.
  - 2. Certificates shall also set forth a list of comparable projects upon which the laboratory has performed similar functions during the past five years.
  - 3. Samples and laboratory tests shall be sent directly to an approved commercial testing laboratory.
  - 4. The Contractor shall forward a copy of transmittal letter to the Contracting Officer simultaneously with submission of material to a commercial testing laboratory.
  - 5. Laboratory test report shall be sent directly to the VA COR for appropriate action.

6. Laboratory reports shall list contract specification test requirements and a comparative list of the laboratory test results. When tests show that the material meets specification requirements, the laboratory shall so certify on test report.
  7. Laboratory test reports shall also include a recommendation for approval or disapproval of tested item.
  8. No materials required to be tested by a laboratory shall be used in work until they have been sampled and tested by approved laboratory and certified copies of the laboratory test reports have been submitted to and finally approved by the VA COR.
- D. If submittal samples have been disapproved, resubmit new samples as soon as possible after notification of disapproval. Such new samples shall be marked "Resubmitted Sample" in addition to containing other previously specified information required on label and in transmittal letter.
- E. Approved samples will be kept on file by the VA COR at the site until completion of contract, at which time such samples will be delivered to Contractor as Contractor's property. Where noted in technical sections of specifications, approved samples in good condition may be used in their proper locations in contract work. At completion of contract, samples that are not approved will be returned to Contractor only upon request and at Contractor's expense. Such request should be made prior to completion of the contract. Disapproved samples that are not requested for return by Contractor will be discarded after completion of contract.

#### **SHOP DRAWINGS**

- 1.11 Submittal drawings (shop, erection or setting drawings) and schedules, required for work of various trades, shall be checked before submission by technically qualified employees of Contractor for accuracy, completeness and compliance with contract requirements.
- A. These drawings and schedules shall be stamped and signed by Contractor certifying to such check.
1. For each drawing required, submit one legible photographic paper or vellum reproducible.
  2. Reproducible shall be full size.

04-22-2015

3. Each drawing shall have marked thereon, proper descriptive title, including Medical Center, location, project number, manufacturer's number, reference to contract drawing number, detail Section Number, and Specification Section Number.
  4. A space 4-3/4 by 5 inches shall be reserved on each drawing to accommodate approval or disapproval stamp.
  5. Submit drawings, ROLLED WITHIN A MAILING TUBE, fully protected for shipment.
  6. Any deviation from the contract requirements must be shown on shop erection or setting drawings and justification therefore shall be stated in a letter of transmittal.
  7. One reproducible print of approved or disapproved shop drawings will be forwarded to Contractor.
  8. When work is directly related and involves more than one trade, shop drawings shall be submitted to Architect-Engineer under one cover.
- B. No fabrication of work shall be done or any part or parts thereof shipped to site prior to approval of required shop drawings for such work.
- C. The Contractor is responsible for any delay in progress of work that may be due to the Contractor's failure to observe these requirements, and the time for the completion of the contract will not be extended on account of the Contractor's failure to submit shop drawings promptly in strict accordance therewith.

- 1.12 Any printed copies of Samples, shop drawings, test reports, certificates and manufacturers literature and data not submitted and shared electronically, shall be submitted for approval to

Department of Veteran Affairs

Engineering Projects Section

Attn: Mario Furtado

2094 Albany Post Rd

Montrose, NY 10548

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