

BETTIS SUBMITTAL INSTRUCTIONS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. The Exhibits of the Contract, including Special Conditions and Technical Specifications apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for submitting shop drawings, product data, samples, calculations, and other submittals.
 - 1. Submittals are identified in their respective Specification Sections and in the Special Conditions. The submittals are summarized in a table located in the Special Conditions, paragraph "Technical Submittals". The table identifies each submittal as an "Approval Request" or "Information Only" submittal.
 - 2. Unless specifically required in the respective Specification Section, a submittal is not required for materials or equipment which the Subcontractor will furnish in exact conformance with the Specification or on the Contract Drawings.
- B. Submittals are defined as follows:
 - 1. "Approval Request": Submittals requiring Bettis approval. Any work done before such approval shall be at the Subcontractor's risk.
 - 2. "Information Only": Submittals not requiring Bettis approval and are for information only.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 SUBCONTRACTOR'S SUBMITTAL ACTIONS

- A. SUBMITTAL PACKAGE
 - 1. Each submittal shall be complete and in sufficient detail to allow ready determination of compliance with contract requirements. Prior to submittal, all items shall be checked by the Subcontractor representing that the submittal is in conformance with contract requirements.
 - 2. Technical submittals of catalog data shall be clearly highlighted to indicate specific material, equipment, and accessories to be furnished. Equipment tags, valve numbers, service designations, etc. shall be written on catalog data to identify proposed use of submitted products as they relate to the contract drawings and specifications. Superfluous information included in catalog data shall be crossed out. General catalog data will be returned to the Subcontractor unless custom highlighted.
 - 3. Manufacturer's product literature shall include all performance characteristics, dimensions, material, locations of connections and any special instructions as depicted in the equipment schedules and specifications, and as applicable.
- B. Proposed deviations from the contract requirements require Bettis approval and shall be submitted using the "Request for Engineering Change", Form 73848. Instructions for completing the REC are provided in Form 74157.

C. SUBMITTAL FORM (FORM 73649-PIL)

1. The submittal form (Form 73649-PIL) at the end of this section shall be used for submitting both "Approval Requests" and "Information Only" submittals.
2. The Subcontractor shall complete Section I of the submittal form and provide four copies of the submittal to the Bettis Subcontract Technical Representative (STR).
3. Each submittal shall be labeled using the Submittal ID (Specification and Paragraph) from the "Technical Submittals" table (example on page 5).
4. Provide only one Submittal ID per Form 73649-PIL.
5. Submittals requiring resubmission shall be submitted with the same ID followed by a dash and a sequential revision number (R1, R2, etc.). The Subcontractor shall check the "resubmittal block" for all resubmittals and list the previous submittal ID.

Example for a technical submittal and a resubmittal:

Submittal Iteration	Submittal ID (Spec & Paragraph)	Submittal Description
Initial	05120 1.4.B	Structural Steel Shop Drawings
Resubmittal #1	05120 1.4.B-R1	Structural Steel Shop Drawings
Resubmittal #2 - Approved	05120 1.4.B-R2	Structural Steel Shop Drawings

6. Submittals that are required to be submitted multiple times during the contract (e.g. Job Schedules, Job Hazard Analysis (JHAs), and Supplemental Safety Plans (SSPs)) shall be submitted with the same Submittal ID followed by a dash and a sequential number and then a sequential revision number (R1, R2, etc.) if applicable.

Example for multiple submittals using the same submittal ID:

Submittal Iteration	Submittal ID (Spec & Paragraph)	Submittal Description
Initial	Spec Cond C.1.c-1	Excavation JHA
Resubmittal	Spec Cond C.1.c-1-R1	Excavation JHA
Initial	Spec Cond C.1.c-2	Concrete JHA
Initial	Spec Cond C.1.c-3	Structural Steel JHA
Resubmittal	Spec Cond C.1.c-3-R1	Structural Steel JHA

7. Bettis shall complete Section II of the submittal form and will return one copy of the submittal form to the subcontractor along with any comments.
8. The Subcontractor shall complete Section III of the submittal form and return a copy of the submittal form to the Bettis STR confirming receipt of all documents listed.

D. COORDINATION

1. Schedule submittals with the construction schedule and as noted in the Special Conditions "Technical Submittals" table. Submittals requiring Bettis approval shall be scheduled and made prior to the acquisition of the material or equipment covered thereby.
2. Submittals covering component items forming a system or items that are interrelated shall be scheduled to be coordinated and submitted concurrently, on separate submittal forms.

E. PROCESSING TIME

1. The Subcontractor shall allow enough time for submittal review, including time for resubmittals. Time for review shall commence upon Bettis receipt of submittal. A maximum of 30 calendar days shall be allowed for Bettis review, including resubmittals.

3.2 BETTIS DISPOSITION

A. GENERAL

1. The signature of the Bettis Contract Administrator on the submittal form shall constitute contractual authorization for disposition of that submittal.
2. The Subcontractor shall make all corrections required by Bettis and promptly furnish a corrected resubmittal in the form and number of copies specified for the initial submittal. If the Subcontractor considers any comment on the submittal to constitute a change to the contract, a notice shall be given promptly to Bettis.

B. APPROVAL REQUESTS

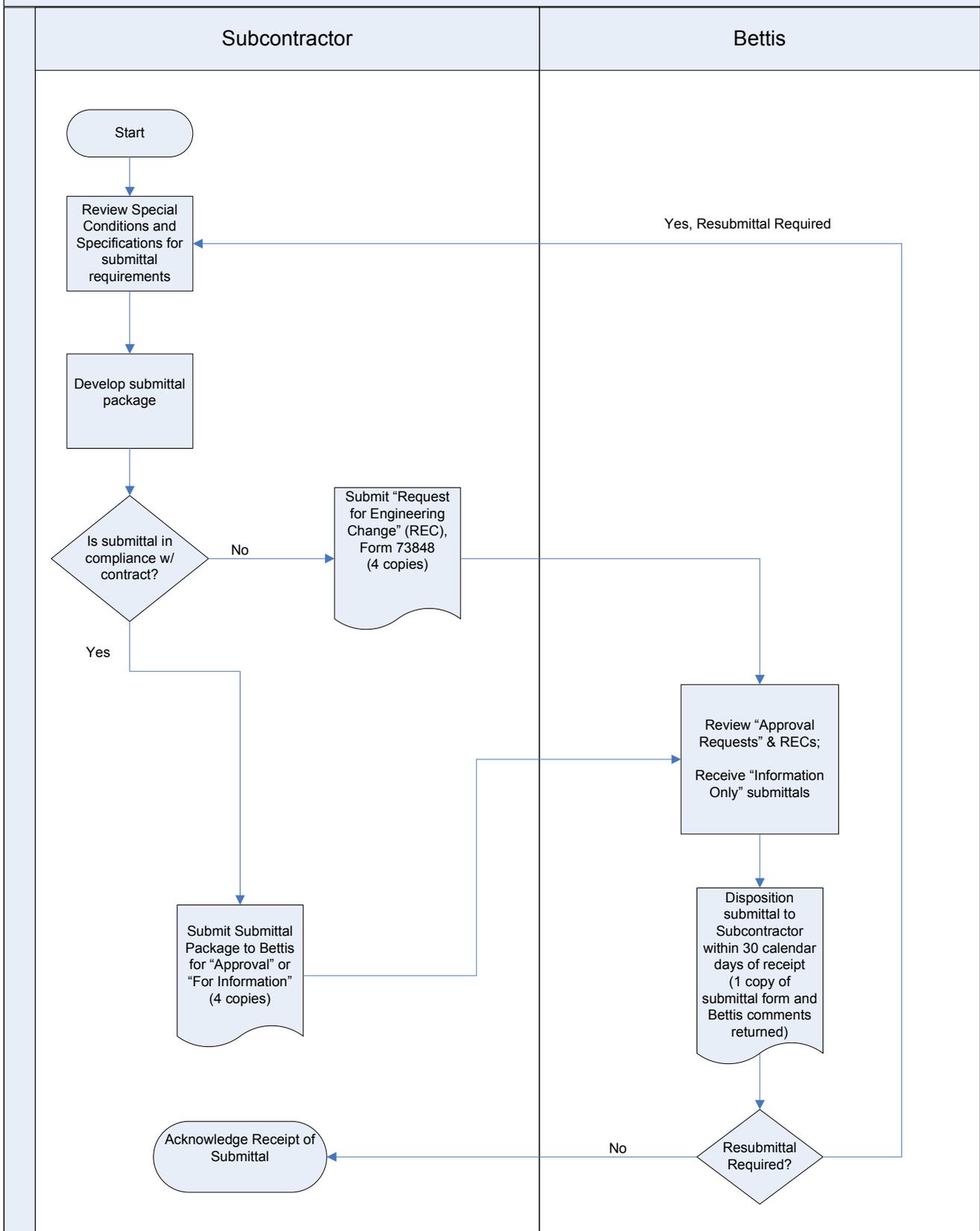
1. Bettis approval of submittals shall not be construed as a complete check, but will indicate only that the general method of construction, materials, detailing and other information is satisfactory. Approval will not relieve the Subcontractor of the responsibility for any error which may exist, as the Subcontractor is responsible for dimensions, the design of adequate connections and details, and the satisfactory construction of all work. After submittals have been approved by Bettis, no resubmittal for the purpose of substituting materials or equipment will be considered unless accompanied by an explanation of why a substitution is necessary.
2. "Approval Requests" will be dispositioned as follows:
 - A - Approved
 - B - Approved with comments, resubmission not required. The Subcontractor does not have to resubmit provided the Subcontractor concurs with Bettis comments. Work may proceed.
 - C - Approved with comments, resubmission required. The Subcontractor shall prepare and transmit a resubmittal incorporating resolution of Bettis comments. Such transmittal denotes Subcontractor's concurrence with Bettis comments. Pending such transmittal, review and approval, Subcontractor may proceed with the work involved providing he complies with comments. The resubmittal must be submitted within 30 calendar days after receipt by the Subcontractor. Failure to do this will automatically cause the submittal to revert to disapproval.
 - D - Disapproved, resubmission required. Subcontractor shall not perform work affected by this disapproval until Bettis approval is secured.

C. INFORMATION ONLY SUBMITTALS

1. The intent of "Information Only" submittals is to provide Bettis with additional information for record indicating that contract requirements have been met. Bettis approval is not required on "Information Only" submittals.
2. "Information Only" submittals will be dispositioned as follows:
 - R - Receipt Acknowledged
 - RX - Receipt Acknowledged, does not comply with contract requirements, resubmission required. The Subcontractor shall resubmit any item found not to comply with the contract. This does not relieve the Subcontractor from the obligation to furnish material and work conforming to the Contract and will not prevent Bettis from requiring removal and replacement of nonconforming material incorporated in the work.

END OF SECTION

Submittal Process Flowchart (For convenience only)



Technical Submittals (example only)

Submittal ID (Spec & Paragraph)	Submittal Description	Bettis Disposition Required:	Approval Request	Information Only
Spec Cond C.1.c	Job Hazard Analysis	Prior to starting field work	X	
04810 1.4.B.1	Face Brick Sample	Prior to material acquisition	X	
05120 1.4.B	Structural Steel Shop Drawings	Prior to material delivery		X
05120 1.4.D	Erection Report	14 days after test		X
05310 1.3.B	Steel Deck Shop Drawings	Prior to material delivery		X
05310 1.3.C	Steel Deck Certification	Prior to material delivery		X
13851 3.6.C	Fire Alarm System Test Plan	28 days prior to test	X	
15832 1.3.B	Electric Baseboard Heater Operation and Maintenance Manuals	Prior to material delivery		X
16415 1.3.A	Transfer Switches Product Data	Prior to material delivery		X

NOTE: This table is an example of the table provided in the Special Conditions, paragraph "Technical Submittals". The Subcontractor is not required to complete or develop this table.



Bettis Submittal Form

SECTION I (To be completed by the Subcontractor)					
To: Bechtel Bettis Inc. (BBI) P.O. Box 79, West Mifflin, PA 15122-0079 Attn:		Check One: Approval Request <input type="checkbox"/> Information Only <input type="checkbox"/>		Submittal ID:	
From:		Project:		Check One: <input type="checkbox"/> This is a new submittal <input type="checkbox"/> This is a resubmittal of:	
		Contract No.:			
Description of Submittal:			List of Attachments:		
Subcontractor Remarks:					
<i>The Subcontractor represents that this submittal is in conformance with contract requirements.</i>					
Subcontractor:	Name:	Signature:	Date:	Title:	

SECTION II (To be completed by BBI)					
BBI Contract Administrator	Name:	Signature:	Date:	Disposition Code:	
		_____		...	
Disposition Codes for "Approval Request"			Disposition Codes for "Information Only"		
A - Approved	B - Approved with comments, resubmission not required	C - Approved with comments, resubmission required	D - Disapproved, resubmission required	R - Receipt Acknowledged	RX - Receipt Acknowledged, does not comply with contract requirements, resubmission required
<i>Action taken herein does not relieve the Subcontractor of his responsibility to meet all contract requirements; nor does it authorize any increase in the contract price or delay in delivery.</i> External Comments:					
<i>If the Subcontractor considers that any comments made above and/or BBI disposition will result in a contract price increase or delay in delivery, no action should be taken in complying with this document and the Subcontractor's proposal for accomplishing the work should be submitted to the Contract Administrator as soon as possible.</i>					
SECTION III (To be completed by Subcontractor)					
Note: Subcontractor is required to return a copy of this submittal form to BBI confirming receipt of all documents listed.		Documents Received By:		Date Received:	