

ANNEX "G" – SUBMITTALS

PART 1 – GENERAL

A. DESCRIPTION OF WORK

1. Prepare required submittals of contractor qualifications, references, certifications, registrations, cut-sheets, shop drawings, etc. in a timely manner and submit through the Construction Manager, Architect, Owner and/or Associate for review and approval prior to the start of work or installation as indicated on the drawings, specified or as otherwise required.
2. Submittals shall be prepared as four (4) groups as follows:
 - a. Post-Bid/Pre-Contract
 - b. Post-Contract/Pre-Construction
 - c. Under Construction
 - d. Closeout

PART 2 – POST-BID/PRE-CONTRACT SUBMITTALS

- A. Provide the following submittals within three (3) working days of receipt of "Notice of Intent to Award".
 1. Primary Contractor identification of proposed Subcontractors:
 - a. Statement of division of responsibility and work by Contractor and/or trades, and acknowledgement of the authority and responsibilities of the registered, certified professional of record.
 2. Contractor's Registered Communications Distribution Designer (RCDD) certification and resume:
 - a. Copy of RCDD certificate
 - b. Copy of RCDD resume
 3. Contractor Resume:
 - a. Copy of Contractor resume documenting a minimum of five (5) years experience in the data/communication, with a minimum of three (3) similar sized projects in the past three (3) years.

4. Contractor's Project Foreman certification and resume:
 - a. Copy of Project Foreman's name and resume.
 - b. Copy of Project Foreman's current registered installer/technician certificate or approved equal qualification certification.
 5. Complete documentation regarding the manufacturer's warranty and guarantee shall be submitted within three (3) working days after the bid opening. This shall include but not be limited to: A sample of the current Hubbell/Superior Essex Warranty that will be provided to the Owner upon installation completion and acceptance, and shall document the support procedures for warranty issues.
 - a. A systems application assurance manual documenting the vendor, Hubbell/Superior Essex, supported applications and application guidelines shall be provided as a part of the submittal.
 - b. Hubbell/Superior Essex shall provide a "Letter of Intent" to the Owner stating Hubbell/Superior Essex's intent to maintain the Contractor as a registered and certified Hubbell/Superior Essex installer, authorized to support and maintain the installation for the duration of the warranty period.
 6. Letter of Intent from the Contractor to the cable manufacturer, connectivity manufacturer and the distributor to indicate the Contractor's intent to register and certify the completed project under the distributor's Graybar VIP-2000, Anixter Levels XP-6 or Associate/Owner approved equal.
- B. Provide the following submittals within ten (10) working days of receipt of "Notice of Intent" to award:
1. Contractor Reference Questionnaire Forms, currently completed, signed and dated for the project, from three (3) reference clients for projects of similar size and complexity completed within the past three (3) years.
 - a. Contractor Reference Questionnaires shall have been completed, signed and dated within the past twelve (12) months. Questionnaires "On-File" in excess of twelve (12) months will not be acceptable.
- C. Ten (10) working days shall be allocated for the review and confirmation of Contractor qualifications by the Associate.

PART 3 – POST-CONTRACT/PRE-CONSTRUCTION SUBMITTALS

- A. Provide the following submittals within ten (10) working days of the award of contract:

1. Submit eight (8) sets of shop drawings for specified data/ telecommunications materials and equipment proposed for use on the project. Shop drawings and cut sheets shall be submitted, approved and returned prior to purchase and installation of the material and equipment.
 - a. Shop drawing submittals shall indicate full compliance with all specified requirements. Shop drawings not indicating full compliance, will be returned unapproved for resubmittal.
 - b. Shop drawing submittals shall be marked as required to indicate the specific item or items being submitted with a complete description noted, options selected, etc. Copies of general catalog pages, advertisements, etc. are not acceptable. Shop drawings not indicating full compliance or complete information will be returned, unapproved for resubmittal.
2. The Contractor shall submit to the Associate, for approval, cut sheets, shop drawings, technical specifications, operator manuals, etc. as provided by manufacturer of the testing equipment proposed for use by the Contractor, to test and verify his installation.
3. Ten (10) working days shall be allocated for the review and approval of shop drawings by the Owner and Associate.

PART 4 – UNDER CONSTRUCTION SUBMITTALS

- A. Provide the following submittals, as indicated during the construction process but prior to commencement of work:
 1. Contractor's tradesman registrations and certifications shall be provided within (3) working days of commencement of work or the presence of the tradesman on the jobsite to the Owner and Associate.
 - a. Three (3) working days shall be allocated for the review and confirmation of the tradesman's qualifications by the Owner and Associate.
- B. Provide the following submittals as indicated during the construction process but prior to installation:
 1. Cable Factory Master Reel Test Reports shall be provided within two (2) working days of the material arriving on the construction site to the Associate.
 - a. Three (3) working days shall be allocated for the review and acceptance of the Master Reel Test Reports.

- b. Concurrent with the submittals of the Master Reel Reports for the copper and fiber optic cable, the Contractor shall submit a "Memo of Compliance and Acceptability" for Contractor performed "Copper/Fiber Optic Pre-Installation" tests for the cables as received.
 2. The Contractor shall submit a minimum of ten (10) days prior to commencement of installation, or as otherwise directed, for Owner and Associate review and acceptance, drawings indicating cable tray, conduit or other raceway routing, size, cable fills, etc. as required to verify that the installation will meet all aspects of the specification.
 - a. The submittal shall assure that the Contractor has verified the route, verified fire barrier penetrations, confirmed the application of the raceway system, verified the cable counts, raceway size and cable fill, etc. and as a result all project goals and intents of the design and specifications shall be able to be met.
 3. The Contractor shall submit within a minimum of ten (10) days prior to commencement of installation, or as otherwise directed, for Owner and Associate review and acceptance, drawings to indicate the layout of the 66-Block cross-connect fields, cable routings, clearances, 66-Block assignments, spare space and future growth, etc.
 - a. The submittal shall assure that the Contractor has planned and confirmed the layout for the 66-Block cross-connect fields for compliance with the intent of the design and specifications, and as a result, all project goals and intents shall be met.
 - b. Where and as applicable, the submittal shall indicate feeder conduit and sleeve locations, assignments, etc. as required to confirm cable management, routing and support for an orderly, manageable installation, with minimum of congestion and crossovers, etc.
 4. The Contractor shall submit to the Owner and Associate cut sheets for firestopping materials and assemblies, which have been reviewed and approved by the Local Authority Having Jurisdiction (AHJ) for review and acceptance by the Owner and Associate.
 - a. The submittals shall be provided within a minimum of five (5) working days prior to installation for review and acceptance by the Owner and Associate or as otherwise directed.
 5. The Contractor shall submit within a minimum of ten (10) working days prior to commencement of cable testing, the names, registrations, and certification of the proposed cable testing team technicians. The submittal shall verify a thorough knowledge, understanding, training and experience of the equipment to be utilized, and a proficiency in its operation. The

Contractor shall provide a written detailed equipment set-up procedure, indicating “what and how” all test parameters are entered into the test or equipment, factory default settings are not acceptable. The approved set-up procedures will be provided to the Owner as a component of the final cable test submittals, providing the Owner documentation with all information required to duplicate the original test conditions and parameters.

- a. Cabling plant verification testing shall be performed by Owner and Associate approved technicians only, all test results performed by others will be rejected by the Owner and Associate, and retested as per specifications. Testing performed by others than Owner and Associate approved personnel, whether under “supervision” or not, will be rejected and retested per specifications at the Contractor’s expense.
6. The Contractor shall submit progressive cable installation verification testing results to the Owner and Associate within five (5) working days of performing the tests for review.
 - a. Submittal shall be by electronic copy only, for the purpose of monitoring project quality and progress.

PART 5 – CLOSEOUT SUBMITTALS

- A. The Contractor shall provide the following closeout documentation as directed by the Owner, Associate, Architect and/or Construction Manager as per the Construction Documents:
 1. Instruction Manuals for all equipment provided.
 2. Approved shop drawings, submittal drawings, sketches.
 3. As-built drawings.
 4. Electronic copy of all final, accepted copper cable test results.
 5. Electronic copy and paper copy of all final, accepted fiber optic cable test results.
 6. Completed, signed, sealed and dated manufacturers (Hubbell/Superior Essex and other) extended warranty certification documentation.
 7. Completed, signed, sealed and dated distributor Graybar VIP-2000, Anixter levels XP-6 or approved equal project registration documentation.

PART 6 – EXECUTION

- A. All submittals, excluding shop drawings and closeout documents shall be made directly to the Owner and Associate in writing (i.e. with Letter of Transmittal itemizing the content) with transmittal copies submitted to the Architect, Construction Manager, the UT Design and Construction Representative as per the construction documents:
 - 1. Shop drawings and closeout documents shall be submitted directly to the Architect, Construction Manager and/or the UT Design and Construction Representative as per the construction documents.

END OF ANNEX "G"